

HARDING



STUDENT
HANDBOOK
2016-17

*designed to enrich
your college experience*

it's great to be at harding!

Welcome to campus! We are so glad you are here.

This student handbook contains important information on a wide range of topics. All of these details are anchored in the following words found in our mission statement: “We are, at our core, a *Christian* university. The character, example and concerns of Jesus Christ are the standards that shape us and chart the course for our future ... For many years it has been our motto that Harding University integrates and celebrates ‘faith, learning, and living.’ The Christian worldview is to be at the core of every academic discipline and every extracurricular activity on campus.”



We hope that you will be able to join the many thousands who enthusiastically agree that “it’s great to be at Harding,” and we pray that you have an incredible Harding experience.

Dr. Bruce D. McLarty
President

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a message from the assistant vice president for student life/dean of students

Welcome to Harding University! We are so glad you have chosen to earn your degree from this excellent institution. Harding is unique by design and is a distinctly Christian university. Harding is a wonderful place where you can learn the skills for a happy and successful life. Harding's mission is to provide a quality education that will lead to an understanding and philosophy of life consistent with Christian ideals.

This handbook is designed to help students prepare for a lifetime of Christian growth and living. Upon registering, students agree to abide by the high expectations and policies of Harding University. It is beneficial for the student to become familiar with the information contained within this handbook — the policies, procedures, and inherent consequences of violation of the expectations set forth.

The Office of Student Life is here to serve and support you as you develop socially, academically, emotionally and spiritually. Please feel free to contact me or any of the Student Life staff if we can be of assistance to you.

Zachary Neal

But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Galatians 5:22-23



Harding is a private, Christian liberal arts university that teaches the inspiration of the Scriptures and strives to follow Christ and all he taught. Students are encouraged to live up to the high expectations and policies set forth in this handbook as they are designed for optimum development of social, academic, physical, emotional and spiritual potential.

Students and faculty are encouraged to develop a **servant-leadership-ministry lifestyle**. Good citizenship exemplifies the integration of faith, learning and living. (section 1)

Spiritual growth is encouraged, and regular attendance at church services is expected. Attendance for chapel and Bible classes is required for all students. (section 2)

Students are expected to be men and women who **pursue honesty and integrity**. Lying, cheating, stealing, or any form of dishonesty must be avoided. (section 3)

Social wellness is stressed, and students in the Christian university environment must exclude all forms of sexual immorality, pornography and profanity from their activities. (section 4)

Personal wellness is stressed, and students must abstain completely from the use of illegal drugs, alcohol or tobacco in any form. (section 5)

Students are expected to **dress modestly and appropriately at all times**. (section 7)

Sportsmanship and fair play are expected for both spectators and participants in all extracurricular activities. (section 8)

Students are **encouraged to participate** in the service, academic and nonfraternity social clubs that give them an opportunity to reflect in a small organization the mission of the University, both socially and spiritually. (section 9)

Resident students are expected to abide by a **positive residence hall code designed to encourage Christian living**. (section 10)

Students are expected to **serve others** as this is the true test of success for any person or organization. (section 11)

SECTION 1

servant-leadership-ministry lifestyle

Whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave — just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many. Matthew 20:26-28

Harding provides a Christian environment in which spiritual growth is central. In addition to the promotion of scholarly pursuits, the University endeavors to instill within each student a deeper spiritual quality that, coupled with academic growth, enables the student to build a blessed and useful life. All members of Harding's administration and faculty are dedicated to building Christian character and responsibility within each student.

Harding University is built with Christ as its chief cornerstone. It provides a setting in which Christian training and participation are encouraged. Attendance at chapel and in Bible classes is required, and many other opportunities for spiritual growth are provided.

religious programs

1. Bible Lectureship — The annual Lectureship is conducted in the fall semester and centers around a biblical theme. Numerous speakers from on- and off-campus participate in the program.
2. Spring Break Missions — The Mitchell Center for Leadership and Ministry organizes short-term mission trips during spring break. All of the trips during spring break are student led and include both domestic and international locations. These trips are available for all interested students and are thoroughly planned and sanctioned by the University. The purpose of spring break mission opportunities is to encourage Kingdom expansion. For more information, contact Emily Hudkins at ehudkins@harding.edu or campus box 10750.
3. Global Outreach (GO!) — Both domestic and foreign campaigns provide opportunities for student ministry during the summer months. Recent campaign groups have gone to Africa, Asia, Australia, and Oceania, Europe and South America, as well as the northeastern, northwestern and southeastern parts of the United States. These campaigns encourage mission growth.
4. Internship Program — The Internship Program is a facet of Global Outreach and the Center for World Missions. This program allows students to work under the direction of missionaries in several foreign countries.
5. Outreach America — A fellowship of students and advisers interested in domestic church planting and in going to live in areas where the church is weak.
6. All-Mission Fellowships — Groups including Latin American Fellowship, African Mission Fellowship, European Vision and others meet regularly to cultivate student interest in missions and to prepare students for mission activities.
7. Youth Seminar — A special seminar in youth ministry is offered each semester, and one hour of credit may be earned.

devotionals

Periodic devotionals beside the Kenneth Davis Lily Pool, in the amphitheater, and at other locations enable one to become more aware of the wonders of God's creation. Christian fellowship and worship are stressed in devotionals held in the various residence halls.

SECTION 2

spiritual growth

Let us hold unswervingly to the hope we profess, for he who promised is faithful. And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another ... and all the more as you see the day approaching. Hebrews 10:23-25

church services

To aid spiritual growth and assist in the development of Christian character, students are expected to attend Sunday services and Wednesday evening services of a local congregation. The following is a partial list of congregations located in and around Searcy:

- Airport Loop Church of Christ — 1100 Airport Loop, 268-2160
- Bethel Grove Church of Christ — 2956 Highway 157 N., Judsonia, 940-8655
- Cloverdale Church of Christ — 3000 E. Park Ave., 268-4553
- College Church of Christ — 712 E. Race Ave., 268-7156
- Covenant Fellowship Church of Christ — Carmichael Center, 801 S. Elm St.
- Downtown Church of Christ — 900 N. Main St., 268-5383
- Downtown Church of Christ (Judsonia) — 392 Jackson, Judsonia, 729-3004
- Foothills Church of Christ — 95 Central Ave., 305-4244
- Four Mile Hill Church of Christ — 2516 Highway 16 N., 268-7645
- Highway Church of Christ — 128 Highway Church Lane, Judsonia, 729-5094
- Holly Springs Church of Christ — 1036 Fairview Road, 268-6081
- Pine View Church of Christ — 372 Dewey Road (Highway 305), Clay, 728-4685 or 728-4709
- West Pleasure Church of Christ — 1309 W. Pleasure Ave., 268-7747
- West Side Church of Christ — 709 W. Arch St., 268-2951

chapel

Chapel is important to the basic purpose of Harding University. Our reason for existence is the integration of faith, learning and living. Our major objective is that all students grow spiritually while attending this University.

chapel attendance

The University specifies that daily chapel service be held with attendance mandatory for undergraduate students who are under the age of 25 and taking nine or more credit hours a semester. Students living in a residence hall, including privileged housing, must attend chapel. Services last 35 minutes and always include a devotional period and announcements of general interest. The planned programs are designed to stimulate intellectual, religious, social or aesthetic development.

Chapel is under the direction of the president of the University. A Chapel Program Committee plans and recommends programs for his approval. Many programs are presented by students and student organizations.

In addition to the spiritual emphasis and the varied programs, chapel provides a coming together experience for the entire student body and faculty. The camaraderie and Christian fellowship opportunity is one of the unique aspects of student life at Harding.

The University is committed to a continuing analysis and evaluation of chapel to make it a most worthwhile experience. **Appropriate attitudes and behaviors for the foundation of the Chapel experience are expected.**



chapel etiquette

There are two scheduled chapel services. Students must choose between 9 a.m. or 10 a.m. chapel.

- a. Be on time.
- b. Students who are tardy will need to check with the appropriate chapel checker **before** walking quietly to their seat.
- c. Students who are more than 10 minutes late will be counted absent.
- d. Students are allowed 10 unexcused absences per semester, as well as five written excuses for illness. The written excuses must be submitted within seven days of the absence. Any additional absence must have a Student Life dean's approval or a note from a medical professional.
- e. Sitting in someone else's seat is not allowed. Students must sit in their assigned seat or they will be counted absent.
- f. No food or drink is permitted in the auditorium.
- g. Men should remove caps during chapel.
- h. Laptops, tablets, cell phones and headphones may not be used during chapel.
- i. Appropriate respect for speakers and others is expected.

To assist your success in chapel, please give special attention to the following items:

1. **Chapel Attendance.** Attendance is checked daily. Failure to attend is recorded and posted daily on Pipeline. Tardies and excused absences are also recorded. Three tardies equal one absence. Each student should check Pipeline periodically in order to ensure an accurate record.
2. **Chapel Announcements.** Students who are absent from chapel must check chapel announcements online. As with academic classes, students are responsible for the informational content of missed announcements.
3. **Chapel Excuses.** Accepted absences from chapel include official representation of the University, illness, death in the immediate family, or other reasons approved by the Office of Student Life.
4. **Permanent Excuse.** A student who has a work schedule that conflicts with chapel on given days should make application for a permanent chapel excuse in the Office of Student Life. This must be done on a per-semester basis. No student may be excused from chapel every day.

notification for excessive chapel absences

As attendance is recorded in the Office of Student Life each day, the attendance record is automatically recorded on Pipeline. In this way, the student's record is available for daily review. The attendance record will not only record attendance and tardies, but also present warning signals on the student's Harding email account at certain intervals to help the student in making decisions about attendance throughout the semester.

Courtesy Warning (within two of the allotted remaining chapel absences): This reminder informs

the student that he or she has only two remaining chapel absences allowed for the semester. If the student feels there is a mistake, this should be cleared with the Office of Student Life as soon as possible.

Warning (upon reaching the maximum allotted chapel absences): This is a reminder that the student has missed the maximum number of chapel absences for the semester. If the student feels there is a mistake, this should be cleared with the Office of Student Life. Any further absences will result in chapel disciplinary action.

Warning (after exceeding the maximum allotted absences): This serves as a notification that the student has exceeded the maximum number of chapel absences for the semester. If the student feels there is a mistake, this should be cleared with the Office of Student Life.

Warning (after excessive chapel absences): This serves as notification that the student will be on chapel probation. It also serves as a reminder that any further chapel absences may result in the student's academic status being reduced to a part-time student (eight hours or less).

chapel disciplinary action

The accumulation of more than the 10 unexcused absences or five absences for illness will result in chapel disciplinary action. This may include one or more of the following:

1. A decreased number of allowed absences for the next semester.
2. Chapel probation: The number of allowed absences for the next semester is decreased, and the student is not allowed to apply for/participate in International Programs, apply for/live in privileged housing, or be an active member of a social club.
3. Part-time student status: Student required to enroll in no more than eight hours the next semester.

chapel appeals process

When a student has been disciplined for excessive chapel absences by one of the Student Life deans, the student may appeal this decision to the Chapel Attendance Committee. This committee is composed of several faculty members and two student representatives who will hear the case and make a decision based on the information presented. The request for appeal shall be filed through the Office of the Assistant Vice President for Student Life, who in turn will arrange the meeting with the Chapel Attendance Committee.

bible classes

Knowledge of the Bible is one of the most important aspects of the development of Christian character. The mission of the College of Bible and Ministry is to equip Harding students to know, live and share God's word and to understand, love and serve God's world. To Harding University, the Bible is the heart of the curriculum. These classes are designed to foster students' spiritual development. Harding firmly believes that the application of the principles found in the Bible will enable students to lead godly lives that are truly blessed.

For these reasons, Harding requires each student to regularly attend one Bible class that meets at least three hours a week each semester. Attendance is compulsory, and nonattendance may result in suspension from the University.

A student with excessive absences from Bible class in any given semester may be asked to withdraw immediately and/or not return to Harding the subsequent semester. An absence from Bible class because of official representation of the University, bona fide illness, death in the family, or another reason approved by the Office of the Provost is not considered an absence from Bible class in the policy outlined below.

bible class attendance

Students who enroll in more than eight hours in a semester or in Summer School (excluding Intersession) are required to take a Bible class that meets at least three hours a week.

Bible class attendance is compulsory regardless of the grade being earned. The required Bible class cannot be dropped. A student who has excessive absences in Bible will be placed on Bible Attendance Probation, will lose the privilege of priority registration, and will be required to sign a Bible attendance contract in the Office of the Provost prior to registering for the next semester. (Students who have already registered will not be able to register during the next priority registration.) A student who has excessive absences in Bible in more than one semester will be suspended from the University.



SECTION 3

honesty and integrity

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.

Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress. 1 Timothy 4:12, 15

Students are expected to maintain the highest standards of morality, integrity, orderliness and personal honor. A responsibility of those in the University community is to follow established rules and guidelines in order for the community to function more effectively. Harding University views each person as an individual with certain responsibilities to the University community and reserves the right to refuse admittance or dismiss any student whose lifestyle is not consistent with the Christian principles that Harding represents.

Harding University considers the following to be in conflict with her mission, and therefore prohibited — participation in these will result in disciplinary action:

1. **Dishonesty** in any form, including academic misconduct as outlined in the academic integrity policy in the catalog; falsification of excuses; forgery; signing out of the residence hall falsely; and lying to University officials.
2. **Gambling or wagering** on or off campus.
3. Entering **false fire alarms, bomb threats**, or tampering with other fire safety equipment.
4. **Unauthorized entry** into University facilities, **unauthorized access of University rooftops**, or **unauthorized possession of keys** to University facilities.
5. The **illegal, unauthorized use or abuse** of Harding University's **telephone, computer or network system** is prohibited. (See section on Acceptable Use of Harding University's Information Services & Technology, page 35.)
6. **Misuse of Electronic Devices.** Electronic devices (e.g., cell phones, laptops, music players, etc.) shall not be used in a manner that causes disruption in the classroom, library, chapel, or within any college-owned or college-operated facility. Abuse of any electronic devices with photographic capabilities, use of devices for purposes of photographing test questions or other notes and materials is a violation of academic honesty and will not be tolerated. Photographing individuals in secured areas such as bathrooms, locker rooms and other areas where there is a reasonable expectation of privacy and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited.
7. **Theft** of someone else's property. The sale of someone else's property without his or her permission will be dealt with as theft. **Theft would also include illegally sharing digital files such as music, video, movies and images.** This would mean if a student is downloading digital files from sources that do not own the copyright of the files, the student is stealing those files. If a student copies and shares files with other people, that, too, is theft on their part and on the part of those who copy the files from that student. Harding University utilizes a software program called CopySense to monitor illegal downloading of copyrighted materials. Students violating copyright laws will be reported to the Office of Student Life where disciplinary action may be taken including, but not limited to, loss of network usage.
8. **Destruction, misuse, damage or deliberate defacing** of University, city, county, state or personal **property.**
9. **Harassment** in any form, including sexual harassment.
10. **Threatening harm** to self or to others.
11. **Hazing of any kind.**
12. **Assault or battery.**
13. **Display of an attitude** that is contrary to the Christian purpose for which Harding exists.
14. **Possession and/or use of any firearm/weapon or replica of a firearm/weapon on campus.** Firearms/weapons include guns, paintball guns, pellet/BB guns, airsoft guns, archery equipment, extraordinary knives, swords, slingshots, launching devices, and any other object that could cause bodily harm. Any firearm/weapon brought to campus (with the exception of handguns, which are not allowed) **must** be stored in the Office of Public Safety — located on the first floor of the David B. Burks American Heritage Building across from Admissions Services.
15. **Use of fireworks** on campus.
16. **Insubordination**, including failure to respond, to any school official.
17. **Any violation of federal, state or local laws.**





SECTION 4 social wellness

Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.

1 Corinthians 6:19-20

Harding University holds to the biblical principle that God instituted marriage as a relationship between one man and one woman. Students are prohibited from being married to or dating a person of the same sex. Neither may students engage in behavior suggesting a romantic relationship with a person of the same sex. The University further holds to the biblical principle that sexual relationships are unacceptable to God outside the context of marriage and immoral. **Sexual immorality in any form** will result in suspension from the University.

Visiting in the residence of a single member of the opposite sex, even though others are present, without permission is prohibited. Staying overnight in a motel, hotel, residence or any such arrangement with a member of the opposite sex will result in suspension, although explicit sexual immorality may not have been observed.

Men and women are discouraged from excessive public displays of affection.

Students are prohibited from possessing or displaying **pornographic materials** of any type. The use of vulgarity, profanity and similarly offensive language or offensive symbols will not be tolerated.

Students are not allowed to social dance or go to dance clubs, bars, or other inappropriate places of entertainment.

SECTION 5

personal wellness

Since, then, you have been raised with Christ, set your hearts on things above, where Christ is seated at the right hand of God. Set your minds on things above, not on earthly things. For you died, and your life is now hidden with Christ in God. Colossians 3:1-3

alcohol/drugs

As a Christian university community, we will attempt to take an approach to problems with alcohol or drug use characterized by compassion and encouragement, without prejudice on the one hand, and with directness, consistency and firmness on the other.

The consumption, possession or storage of alcoholic beverages of any kind is prohibited. This prohibition includes on- or off-campus locations. Violation of this policy will result in suspension from the University.

Students who voluntarily come to a Student Life dean confessing an involvement with alcohol will be afforded an opportunity to submit to a range of possibilities up to but not including suspension or expulsion. Such agreements will only be reached when the student takes the first step in initiating discussion and there has been no involvement by the Office of Student Life, Harding University Public Safety or law enforcement. Once a violation of the alcohol policy has been reported to the Office of Student Life, Harding University Public Safety or law enforcement, those involved will no longer have the opportunity for the agreement, and the violation will result in suspension.

Harding forbids the use, possession, distribution, or sale of drugs or drug-related paraphernalia. Violation of this policy will result in suspension.

The University has a right to require a student to immediately participate in a polygraph test, drug test (blood, urine or hair follicle), or breath test.

tobacco

The use of tobacco in any form is not permitted at any time. The use of electronic cigarettes or vaporizers (with or without tobacco) is not allowed.

For more information, see Section 13, pages 38-39.





SECTION 6

disciplinary procedures

The following disciplinary procedures do not apply to instances of academic misconduct. Academic misconduct is covered in the Harding University Catalog.

When it appears a rule of conduct or procedure, in the case of an individual or organization, has been broken, the Office of the Assistant Vice President/Dean of Students shall conduct an investigation. If, as a result of the investigation, it is determined that disciplinary procedures are warranted, the student or organization will be asked to appear before this staff. After the meeting, the student or organization will be informed in writing of the specific charge(s) being made, the penalty imposed, and the right to an appeal before the Student Life Committee.

appeal

1. A student or organization shall have 24 hours to file a written request for an appeal with the Office of Student Life or forfeit that right.
2. An appeal will be scheduled before the Student Life Committee no sooner than the day following the receipt of the request. A quorum for the committee shall consist of six or more members.
3. Students who do not appear within 15 minutes of the scheduled appeal will forfeit their right to appeal.
4. The appeal will be conducted in a fair and reasonable manner.
5. The appeal will be audio recorded.
6. The appeal will be open to the appealing party and representatives of the Office of Student Life. Only two witnesses, with relevant evidence to present, may testify from each side, and neither legal counsel, guardian nor parents of the accused shall be permitted to appear before this committee.
7. Presentation of evidence shall be as follows:
 - a. Evidence that supports the decision made by the Office of Student Life
 - b. Evidence of innocence or mitigation by the appealing party
 - c. Rebuttal evidence by both parties
 - d. Closing statements by both parties
8. Both parties shall have reasonable opportunity for cross-examination of witnesses.
9. Following the appeal, the Student Life Committee, by a majority vote, will decide on the case. The student or organization will be notified in writing of the decision. The decision of the Student Life Committee will be final.
10. The Student Life deans or the committee may set the terms and conditions of suspension and readmission.
11. A student who has been suspended may not be on campus unless specific permission is granted by the Student Life deans. If campus housing is used, the residence life coordinator must be notified in advance by the deans.

disciplinary sanctions

Any or all of the following can be imposed for a given infraction.

1. **Warning:** a written or verbal reprimand.
2. **Disciplinary Probation:** probation for a specified period of time. It may carry with it other conditions to be met (e.g., restriction of participation in extracurricular activities, restriction from holding student office or joining student organizations, etc.).
3. **Special Action:** designed to enhance the educational intent of the disciplinary process. Examples include: change in University housing and restriction of residential privileges, payment of damages, extracurricular activity restrictions, community service, educational sanctions, and counseling referrals.
4. **Suspension:** a bar from attending the University for a specific period of time. It carries with it the following conditions:
 - Must remain off campus during the period of suspension.
 - May not live or board in University facilities.
5. **Expulsion:** a permanent bar from attending the University.

IMPORTANT DEFINITION: “Harding student” is defined as any person who has registered for courses at the University, even though such person is not, at the time of the incident, attending classes. Therefore, any student who has registered for classes but who has not actually attended classes, or is away for holidays or between semesters, or who is living away from the Harding campus in the summer is still considered to be a Harding student and subject to the rules and regulations of Harding University.



SECTION 7

modest and appropriate dress

Your beauty should not come from outward adornment.... Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight. 1 Peter 3:3-4

Clothe yourselves with compassion, kindness, humility, gentleness and patience. Colossians 3:12

All members of the Harding community are expected to maintain standards of modesty and decency in dress appropriate to the Christian lifestyle and consistent with professional employment expectations. For these reasons, students are expected to adhere to an established dress code. Additional standards of dress may be required by certain academic or extracurricular programs.

men and women

1. Clothing should be neat, clean, and relatively free of the tattered and worn look. Shoes are required to be worn on campus.
2. Tight or form-fitting attire (such as leggings) and garments designed as underwear or sleepwear should not be worn as outerwear. Undergarments should not be visible.
3. Shorts should be midhigh or longer in length. Shorts are not permitted in classes, chapel, or lyceum events such as American Studies programs.
4. Clothing that is unusual or displays material inconsistent with the mission of the University is prohibited.
5. Unusual hairstyles or unnatural hair colors are not permitted.

women

1. Tops must have at least 2-inch shoulder straps. Clothing must not be lowcut and may not reveal cleavage or the midriff. Halter tops are not permitted.
2. Skirts and dresses must not have hemlines or slits that extend above the knee.
3. Piercing is limited to the wearing of earrings and a small nose stud.
4. Banquet dresses should be modest and becoming, conforming to the guidelines listed above. Dresses may be strapless; however, the back must not extend below the natural bra line.

men

1. Shirts must be worn at all times. Tank tops and body shirts are limited to athletic participation only.
2. Caps, hats and do-rags are not permitted in classes or chapel.
3. Hair should be neatly trimmed off the collar and free of extreme styles such as mohawks or ponytails. Beards are to be neatly trimmed.
4. Piercing is limited to the earlobes and the wearing of small earrings or studs.

SECTION 8

sportsmanship and fair play in extracurricular activities

If anyone competes as an athlete, he does not receive the victor's crown unless he competes according to the rules. 2 Timothy 2:5

May the God who gives endurance and encouragement give you a spirit of unity among yourselves. Romans 15:5

extracurricular opportunities

Harding University's first priority for its students is to provide an environment that will help the students succeed both spiritually and academically. However, there is much more to college life than just classes, homework, exams and grades. There are student organizations, student government, special events, athletic programs, social and recreational events, and dormitory living that help to make Harding's environment unique.

Through these extra activities, students develop into leaders; learn communication skills; interact with peers, administrators and faculty members; increase their awareness of available campus resources; and further their overall development as students at Harding.

student activities

The variety of extracurricular activities ranges from social clubs and concerts to sports and special-interest groups. Concerts include classical and popular genres. Student drama and entertainment productions also are available. Student publications include The Bison campus newspaper and the *Petit Jean* yearbook. Special-interest organizations are listed on the Harding website at www.harding.edu/student-life/organizations.

athletics

Harding is a member of the National Collegiate Athletic Association Division II and Great American Conference and competes in men's intercollegiate football, basketball, track, cross country, tennis, golf, baseball and soccer.

Women's intercollegiate competition is offered in cross country, volleyball, basketball, track, tennis, soccer, golf and softball.

Students interested in participating in intercollegiate sports are urged to contact the coaches at any time for information and advice.

The University also maintains an intensive and excellent intramural athletic program for both men and women. This program includes activity in football, softball, basketball, tennis, volleyball, horse-shoes, badminton, track-and-field events, ping pong and swimming. Both clubs and individuals participate in intramural sports. More detailed information is listed in the University Catalog.

cheerleaders

Cheerleaders are chosen near the end of the spring semester. These requirements must be met to try out:

1. Overall GPA of 2.0 at time of tryout and beginning of each semester. A first-semester freshman trying out would need to meet two of the following requirements: (a) 18 on ACT, (b) upper 50 percent of high school graduating class, (c) 2.0 on transcript.
2. Full-time student (12 hours or more) while cheering.
3. May not try out or be active if on any type of probation.
4. Must have approval of sponsor and assistant dean of students.



SECTION 9

campus participation

Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. Romans 12:4-5

As iron sharpens iron, so one man sharpens another. Proverbs 27:17

student organizations

At Harding, students have the option of participating in more than 80 different organizations. These can be classified as follows:

Academic — open to those who qualify and are selected for recognition of achievement

Departmental — to foster a deeper interest in the given area

Religious — oriented to Christian service both on- and off-campus and to missionary endeavors, both foreign and domestic

Service — for benefit to the campus environment and the surrounding Searcy/White County area

Social — to promote social interaction, campus involvement and community service through a common brother/sister bond

Some select student organizations include:

Alpha Chi — a national academic society encouraging and recognizing superior scholarship; open by invitation only to the upper 10 percent of the junior, senior and graduate classes.

Omicron Delta Kappa — a national honor society recognizing quality leadership achievement.

Phi Eta Sigma — a national freshman honor society for students earning a 3.5 or higher GPA during their freshman year; designed to promote academic achievement, leadership and service.

Good News — promotes the message of the Gospel through song, performing regularly for youth rallies, banquets, church activities and retreats; membership through audition.

Theatron — presents the message of Jesus through drama to adolescent and young adult audiences with original skits.

religious groups

Various religious groups on campus provide instruction to those interested in special areas of Christian service:

1. **Alpha Chi Malachi**
Alpha Chi Malachi is for all Bible majors. Meetings promote fellowship and stress practical aspects of congregational ministry.
2. **All Mission Fellowship**
Prepares students for mission activities.
3. **Student Association Spiritual Life Committee**
The president of the Student Association nominates a student chairperson from among the SA Senate to the Spiritual Life Committee. This individual's name is then submitted to the Student Association's executive council and the Student Association adviser for approval. This committee focuses on meeting students' spiritual needs on a personal level.
4. **Society of Near Eastern Archeology**
For all students interested in the history and archeology of the ancient biblical world.
5. **Other Campaigns**
From time to time other campaigns may be planned by individuals.

campus life

The Office of Campus Life, located behind Taco Bell in the Student Center, exists to enhance student relationships through a variety of activities and orientation programs. Campus Life works closely with the Office of First Year Experience to assist incoming students by assessing their needs and providing tools for academic success.

Campus Life is also home to the Campus Activities Board (CAB), an organization involving students appointed by the director of campus life. Members of CAB are responsible for developing and coordinating events on campus throughout the year. Stipend positions available include two co-directors and one marketing director.

student association

The Student Association represents the student body to the administration and provides outlets for students to be involved in meaningful activities that support the mission of the university.

The SA Executive Council is made up of four elected officers — president, vice president, secretary and treasurer. The SA Senate is made up of a male and female representative for each class and a male and female international representative. The executive committee and the senate, except the freshman class representatives, are elected in the spring semester for the following year. Freshman class representatives are elected in the fall semester of the year they serve.

The SA also supports no more than 12 standing committees whose chairpersons and members are nominated by the SA president and approved by vote of the Executive Council and the Senate.



social clubs

Each student is invited and encouraged to join one of Harding's 29 men's and women's social clubs. Each club holds regular meetings, social events and special programs; participates in intramural sports; and completes at least one service project each year.

The governing body of the social clubs is the Interclub Council (ICC), which functions under the authority of the assistant vice president/dean of students. Each club is represented by its president and vice president.

Social club meetings function under the following:

1. Women's clubs usually meet the second and fourth Mondays of each month. Men's clubs usually meet the first and third Mondays of each month. The Office of Student Life will notify clubs of any changes.
2. All rooms for club meetings must be scheduled in advance.
3. A detailed handbook concerning social clubs is available online at www.harding.edu/socialclubs. Each officer and member is responsible for this information.
4. Copies of the social club handbooks are distributed to club presidents and vice presidents each semester.

club participation

All clubs, academic and other, must be approved by the assistant vice president/dean of students or the Office of the Provost. All organizations must have sponsors approved by the assistant vice president/dean of students. Special-interest clubs must have either a statement of purpose or a constitution which has been approved.

All organizational authority exists for one school year and is automatically extended unless cause is found to request a hearing concerning its function.

Fundraising and dues must be approved by the sponsor and the assistant vice president/dean of students. The University reserves the right to require an accounting of the use of funds and dues by any organization.

Novelty and nostalgia clubs are constituted for only one school year and must request year-by-year approval. Any dues or fundraising must be approved.

tables for special causes, vending and other uses

Table space is available in the Student Center for organizations, campus and other groups to provide information to students. All recognized organizations will need to get approval of table space through the Office of Student Life. After approval, the organization will then go through the director of scheduling in the American Studies Institute to reserve a table.

facility usage

Recognized student organizations may schedule facilities for activities in advance. Examples of these activities include regular meetings, fundraising projects, receptions, special meetings, parties, banquets, club activities, etc. Spring Sing rehearsals will be scheduled through the University's Spring Sing director.

fees

Fees will be assessed for student activities according to the following guidelines:

1. On-campus student groups requiring special services must pay for the cost of labor, lighting, maintenance, etc., as determined by those involved with the special service.
2. All organizations will pay the direct cost for repair of facilities or replacement of equipment resulting from damage during the sponsored activity or during that scheduled time. Cleaning costs also must be paid should any room be left disorganized or dirty following use by the organization.
3. Fee waivers may be obtained for special activities, available through the Office of Student Life. All fees, except for direct cost, will be waived for the Student Activities Committee, the Student Association Movie Committee and Student Association events.

fundraising

Harding University is blessed with talented, caring and generous students, faculty and staff. In an effort to assure proper accountability of funds, all fundraising projects must be sponsored by a campus organization and approved by the Office of Student Life before any collections can be made.

A “Request for Fundraising” must be filled out at <http://www.harding.edu/student-life/fundraising> and submitted to the Office of Student Life for approval before the collection.

1. The nature of the fundraising effort
2. How the money will be collected
3. Who will collect and count the funds
4. Other pertinent information

After the collection, a “Fundraising Report” that summarizes the event must be submitted to the Office of Student Life.

forming nondepartmental musical groups

A student may wish to form or participate in a band or musical group that is not supported by any department. No group may perform or practice on campus or for any campus organization without recognition by or permission of the Office of Student Life.

In order to be considered for special permission, all nondepartmental musical groups must be recognized by Harding University. No musical group or individual participating in a musical group shall use the name Harding University in representing themselves to the general public.

forming new recognized student organizations

A group wishing to be recognized by the University must submit to the Office of Student Life a typed, dated copy of a constitution stating the purposes for which the organization is to be formed, including any affiliation with a national organization. A listing of the students in the charter organization should contain at least eight qualified members and one faculty/staff adviser. The following information is required in the constitution:

1. Name of organization. This name must be approved before the formation of the constitution.
2. A statement of the organization’s purposes, goals and activities.
3. A listing of officers by title and functions. Officers must have a 2.3 GPA and not be on any kind of probation.
4. A statement of terms of office and the time and method of election.
5. Membership eligibility requirements should be listed. Membership is limited to enrolled students taking a minimum of six semester hours. Accurate membership records will be maintained and made available to the faculty/staff adviser and the Office of Student Life.
6. Information concerning the frequency of meetings and specifications for a special meeting should be stated. What constitutes a quorum should also be stated.
7. Full-time faculty/staff members are eligible to serve as primary advisers or sponsors. Others may serve with the approval of the Office of Student Life. The role of the adviser will be outlined in the constitution.
8. Financial information concerning membership dues, the collection of funds, the manner of their collection, the distribution and disposition of any funds in the event of dissolution of the organization must be included. There should also be information about what constitutes a fiscal year and who needs to sign a check. All checks must have the signature of at least one sponsor and one officer.
9. Information on standing committees or other special committees must be specified.
10. Provisions for amendments to the constitution must be listed along with what constitutes a majority vote of the organization.
11. Information on the induction process of new members.

SECTION 10

residence halls

Make every effort to live in peace with all men and to be holy.

Hebrews 12:14

Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you. Ephesians 4:32

Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Philippians 2:3-4

housing regulations for resident students

The Student Life staff is committed to improving the quality of life in the residence halls. The residence hall environment should be one in which students may enjoy the appropriate atmosphere for study, for spiritual growth, and for being of service to one another. Residence halls are for single students only. Nontraditional students, 25 years or older, may not live in the residence halls or extended on-campus facilities without permission from the appropriate dean. (*See also* “A Guide to Residence Hall Life.”)

room reservations

Each student desiring University housing must have a housing/security deposit on file in the Business Office. The amount of this deposit ranges from the minimum of \$85 to \$140. (A few students may have their deposits paid by scholarships.) Instructions will be given during the spring semester regarding the procedure to reserve housing for the following fall semester.

If the student ends the spring semester without reserving housing for the following fall and then decides in the summer to reserve a place, the required deposit will be \$140. An additional nonrefundable late fee of \$50 will be required if the student waits until August 1 to reserve housing.

For those students who plan to move out of the residence hall at the end of the fall semester, proper procedures must be followed to receive any security deposit refund. Specific information will be provided to students in November concerning these procedures.

unmarried students

Single undergraduate students, less than the age of 22, are required to live on campus. Harding University provides on-campus students with adequate housing, a balanced diet, varied entertainment, counseling and guidance, and cultural opportunities. Residential students dropping to eight or less semester hours must have approval from the Office of Student Life to remain in a residence hall.

privileged housing

When students meet certain criteria, they may choose to apply for privileged housing, which includes some Legacy Park Apartments (for women) and Village Apartments (for men). No student who is currently on probation may apply. Anyone previously approved who later incurs probation will have that approval status retracted.

Eligibility requirements are provided in “A Guide to Residence Hall Life.” Forms are available online. Residents of privileged housing must reapply each spring for the fall semester. A student who leaves school must reapply.

off-campus housing

Students meeting the following criteria may be considered for off-campus housing:

1. At least 22 years of age or older
2. Ninth-semester student (or 120 semester hours completed)
3. 21 years old with 105 semester hours completed
4. Graduate student
5. Part-time student (enrolled in eight semester hours or less in fall or spring, four hours or less in any one summer session) *If a student plans to concurrently enroll in additional classes at another university, the Office of the Provost must approve the courses in advance. Concurrent enrollment is defined as online, correspondence or on-site classes.
6. Live with a parent, grandparent, aunt, uncle or qualified sibling
7. Live with faculty/staff/approved housing
8. *Senior field placement/internship in major area of study. In order to be approved, these three qualifications must be met:
 - a. Must be taken for credit
 - b. Must be approved and supervised by faculty
 - c. Must require a student to travel more than one hour from campus

*This must be approved prior to registration.

9. Summer only: junior or senior with a minimum cumulative 2.0 GPA

When one of the above qualifications is met, approval of the Office of Student Life is still required before permission to live off campus is granted.

housing appeals committee

When a student's request to live off campus is denied by the Office of Student Life, a student may appeal this decision. The Housing Appeals Committee is designed to hear the student's request and make the final decision. The request for an appeal must be made in writing to the assistant vice president/dean of students within 24 hours. The decision of the Housing Appeals Committee is final.

residence halls

The residence halls function under the Office of Student Life with assistance from residence life coordinators (RLC) and resident assistants (RA). The RLCs and RAs are responsible for the day-to-day operation and administration. Residence hall regulations are simple, reasonable and effective, providing a pleasant and harmonious environment for our students. (See also "A Guide to Residence Hall Life.")

residential curfew

Residential curfew on the Harding University campus is from midnight until 5 a.m. Sunday through Thursday and 1 a.m. until 5 a.m. Friday and Saturday. Additional information regarding residential curfew may be found in "A Guide to Residence Hall Life."

all-campus curfew

All-campus curfew is from 12:15 a.m. until 5 a.m. Sunday through Thursday and 1:15 a.m. until 5 a.m. Friday and Saturday. No activity may take place on campus during all-campus curfew for protection and security of the campus. Any person needing to come on campus during all-campus curfew must check with the Office of Public Safety.



SECTION 11

servicing others

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24

bisons for christ

The Bisons for Christ ministry dedicates one day per semester to servicing the community of Searcy and surrounding White County. Approximately 1,000 students, faculty and staff members participate in the annual event servicing the community.

harding in action

Harding in Action is a student-led organization that reaches out to the community through various acts of service. Harding in Action performs yardwork, child care, elderly visitation, painting, moving services, etc. Requests for help come to the Student Association, which organizes and assigns student volunteers to complete various requested projects.

SECTION 12

campus resources

Students at Harding University are encouraged to look for ways to serve others. At the same time, students will encounter the many services the University strives to provide.

Some of these services include the following:

student center

The Hammon Student Center is the hub of Harding University. In this building you will find a variety of services: a U.S. Post Office and campus mail room; a food court featuring Chick-fil-A and Panda Express; and a student lounge area for meeting friends and just hanging out by the big-screen TV or around the fireplace, where you can enjoy Einstein Bros. Bagels and Taco Bell. Also in the Student Center are the Harding University Bookstore (HUB); the Harding University POD Market; the Office of Student Life, which also houses the lost and found; the Center for Student Success; the Student Association Office; Shores Chapel; public telephones; and bulletin boards where notices are posted about various campus activities.

center for student success

The mission of the Center for Student Success is to promote the success of all students by providing comprehensive programs and services which advance academic achievement and personal development. The Center for Student Success is a one-stop, all-inclusive center where students may access and be referred to extensive support and advising services. Offices within the Center include Academic Advising, Academic Resource Services, Career Services, Disability Services, Multicultural Student Services and TRIO McNair Scholars. Professionals in these offices provide a variety of support and advising services to students at no charge. The Center for Student Success is located on the second floor of the Student Center in room 236. The center also can be reached by email at studentsuccess@harding.edu.

academic advising

The Academic Advising Office advises students who have not yet declared a major and may be the first stop for students who are interested in the general studies major. Academic Advising coordinates an early alert program, which is designed to identify students who are experiencing academic challenges early in the semester and then offers the necessary support and referrals to help students get back on track.

The Academic Advising Office works closely with students who are on academic probation or those returning after an academic suspension. Through various programs, the Academic Advising Office provides assistance to students in need of improving their academic standing; however the office is available to any student wishing to improve their grades through academic counseling.

Academic Advising may be contacted by calling 501-279-4531 or by email at advisingctr@harding.edu.

academic resource services

Academic Resource Services provides information and assistance necessary for academic success and lifelong learning to all eligible students and faculty. A range of support activities, equipment and materials are included to:

- Provide one-on-one and group (Supplemental Instruction) tutoring in the context areas; learning enhancement workshops; and academic counseling to show students how to learn as effectively, efficiently and confidently as possible.
- Provide faculty and staff with services and resources for improving learning and augmenting classroom instruction.
- Provide a learning environment that is supportive of the academic, social and spiritual needs of all university students.

career services

Career Services, located in Student Center Room 239, helps students and alumni in several ways.

- Career coaching is available to assist students who are unsure about their major and/or career plans.
- Students receive assistance in developing job-hunting skills, such as resumé preparation, interviewing skills, networking, job-search strategies, etc.
- Many resources are available to assist students in their job search, including on-campus interviews, job postings and career fairs.

disability services

It is the policy of Harding University to accommodate students with disabilities pursuant to federal and state laws. Therefore, any student with a *documented* disability (e.g., physical, learning or psychological) who needs to arrange any accommodations must contact his/her instructors and the disabilities director at the beginning of the semester. (If the diagnosis occurs during the academic year, the student must self-identify with the disabilities director *as soon as possible* in order to get academic accommodations in place for the remainder of the year.)

Reasonable accommodations will be provided *depending on the documentation of the disability provided from an appropriate licensed health professional who made the diagnosis of the disability according to ADA guidelines.*

Disability Services is located in Student Center Room 219; telephone 501-279-4019. This statement represents a responsiveness to federal expectations. It also reveals the desire on the part of the institution to meet its own commitments to students in the academic arena who have *documented* disabilities.

multicultural student services

Multicultural Student Services is located in Student Center Room 236. The office was created in an effort to better serve our minority student population. Our primary focus is to serve the University community on issues of diversity and to develop programs that involve students from other cultures. Under the leadership of a very active student committee, students from different cultures are given opportunities to get involved in a host of enriching activities. It is our hope that if any minority student has a concern while here at Harding, he or she will look to us for assistance.

square one: first year experience

Making key connections early in a student's academic career is critical to successful transition to college as well as to the student's overall academic, social and spiritual growth. The First Year Experience (FYE) at Harding University, known as Square One, is designed to connect students to the people, programs and resources necessary to provide a strong foundation for this intellectual, personal and spiritual journey. Square One's focus is to help students engage with these people, programs and resources and is primarily achieved through programs that include Summer Stampede, Student Impact, Peer Guides (student mentoring program), Freshman Retreat, Learning Enhancement Seminars and the annual Freshman Class (P)reunion. Goals of Harding University's FYE are to:

- Encourage students to explore opportunities, connect with resources, and become engaged in activities that support academic, personal and spiritual growth.
- Encourage students to acquire knowledge and skills necessary for self-directed learning.
- Expose students to a rich mixture of ideas, experiences, and people encountered in God's creation and the body of Christ.
- Foster a shared experience and sense of belonging to the Harding community.

student identification

At the beginning of each school year, incoming students are issued a student identification card. This card is to be carried at all times on campus and at all Harding activities off campus, and it may not be used by any other person. The ID card must be shown upon request to any school official.

The ID card serves for:

- **A library card**
- **Admission to athletic events**
- **Admission to campus dining services**
- **Admission to residence halls**

Lost ID cards must be replaced in the Security Technology Center (Heritage Room 106D) at a cost of \$10 to the student. This office is responsible for issuing ID cards as well as managing electronic access

control (card locks), security cameras and other security-related technologies. ID cards are made Monday through Friday between the hours of 10 a.m.-noon and 2-4 p.m. The phone number is 501-279-5678.

If a University official (including faculty and staff members) asks a student to surrender the ID card, the student must comply. Failure to do so will result in disciplinary action. In case of pending disciplinary action, a student's ID card may be held. If a student withdraws from school, the ID card must be returned to the University.

Any person not possessing a valid ID card will be treated as a nonstudent.

bison buckboard

For the benefit of students who run short of money and need a small loan for a short period of time, the Bison Buckboard fund is available in the Office of Student Life. Students who find it necessary may borrow \$10 for a period of 14 days at no interest. Only enrolled students with valid identification cards are eligible for this service. The fund is made available by the friends and families of John Robert Sapp, who died Dec. 19, 1969, and Marilucy Allen, who died in June 1974.

shores chapel

Shores Chapel is reserved for:

- Large-group and small-group devotionals
- Club devotionals
- Small-group a cappella singing
- Weddings

To reserve Shores Chapel, contact the director of scheduling in the American Studies Institute.

student support and communications

Student Support and Communications provides all University students with an email/internet account while they are enrolled at Harding. The account serves as the official electronic communication channel for the University and must be checked regularly. **Use of this account will constitute acceptance of the rules and regulations as stated in the following policy:**

1. Policy for the Responsible Use of Information Systems and Technology

This policy can be found on the web at <http://www.harding.edu/ist/useofist>.

Internet connections are provided in all Harding residence halls and on-campus apartments, including Village and Legacy Apartments. **Use of this DormNet connection will constitute an acceptance of the rules and regulations as stated in the following policies:**

1. Policy for the Responsible Use of Information Systems and Technology
2. DormNet Agreement

These policies can be found on the web at <https://www.harding.edu/ist/its/studentguide>.

Student Support and Communications is located on the second floor of the Administration Building, Room 203. Office hours are 8 a.m. to noon and 1 to 5 p.m., Monday through Friday. The phone number is 501-279-4545, and the campus box number is 12264.

The DormNet Help Desk is open from 11 a.m. to 10 p.m., Monday through Thursday and from 11 a.m. to 5 p.m. Friday.

business office

The Business Office is responsible for the financial portion of registration, billing and collection of student accounts, charging meal plans, and posting charges and payments to student accounts.

Questions regarding charges, withdrawal percentage on dropped classes, refunds on residential rent, and meal plans should be directed to the Business Office. Financial obligations for charges begin at the time a student registers. Ensuring payment of all charges is the student's responsibility. All past-due accounts are subject to credit bureau reporting. If necessary to enforce payment, attorney fees, court costs and collection agency fees may be added to the amount owed. Transcripts will be released when accounts are in current status. Each account holder is responsible for informing the school of changes in name, address and telephone number.

heritage inn

The Heritage Inn is a hotel located on campus for University guests. Guests are just steps away from the auditorium, executive conference rooms and banquet rooms, while parents are within a short walk of the residence halls or classrooms.

Located in the David B. Burks American Heritage Building, the Heritage Inn offers comfortable rooms at reasonable prices. A continental breakfast is available each morning, and all rooms are equipped with televisions, microwaves, refrigerators, hair dryers, irons and ironing boards.

The campus phone number is ext. 4700; the reservation numbers for off-campus calls are 501-279-4700 or 888-766-2465.

harding university pipeline

Pipeline is Harding University's online portal. It provides services that let students take care of a number of things. When students log into Pipeline (<http://pipeline.harding.edu>) they can:

- Check campus announcements on the Whiteboard, e.g., chapel announcements and schedule, personal announcements, departmental messages, emergency notification, etc.
- Register for classes during registration times
- Select a chapel seat
- Select a meal plan
- Take part in various campus surveys and elections
- Check their Harding accounts
- Request a transcript
- Update personal information
- Register in the emergency notification system
- Look up classes
- Check chapel and class absences

Pipeline is a one-stop resource center for students. It also has links to students' mail and calendar and to the learning management system used at Harding.

brackett library information

Brackett Library provides 24/7 service to the Harding community through online resources with access to more than 120 databases providing full-text articles, ebooks, and print materials that support the curriculum. The library webpage is available at www.harding.edu/library. In addition, best seller, Christian fiction and juvenile literature collections are also available. Librarians assist in locating electronic and print resources. Library instruction is provided to classes upon request and individual assistance is available at the Information Desk.

Harding students may check out an unlimited number of regular stack books. For most students, stack books are checked out for two weeks and may be renewed once. Graduate and honors students may check out books for three weeks. Students with overdue items will receive courtesy notices through their Harding email. At four weeks overdue, books are "assumed lost" and the student is charged an overdue/replacement fee of \$60 or the replacement cost, if more. Should the item be found and returned after the fee has been paid, a portion of the fee will be refunded. Checkout periods and fines for juvenile books, reserves, best sellers and multimedia vary. Periodicals and some reference books cannot be checked out.

The Interlibrary Loan Services Department borrows or purchases materials that are not available locally. A fee of 10 cents per page for articles and \$1 per book is charged.

Wireless Internet connection and designated areas for group study are available. A coffee shop is in the building. Students are encouraged to offer suggestions for collection development or services via the online suggestion box. Two student representatives serve each year on the Library Committee.

Hours of Operation:

Sunday	1 p.m.	to	11 p.m.
Monday - Thursday	7:45 a.m.	to	11 p.m.
Friday	7:45 a.m.	to	5 p.m.
Saturday	11 a.m.	to	7 p.m.

Summer hours or changes in regular hours will be posted in advance.

international student adviser

Located in Room 237 of the Student Center, this office exists to help international students in procedures, expectations and requirements between the educational procedures of the United States and their home countries.

The international student adviser is responsible for providing assistance on immigration matters; coordinating all campus and community services available to international students; providing a liaison with sponsoring agencies and foreign governments; and promoting interaction between the international students, the University and the local community.

public safety

The Office of Public Safety is located on the north side of the Heritage building across from Admissions Services. The phone number is 501-279-5000. Public Safety officers are on duty 24 hours a day, every day of the year. The Office of Public Safety may be contacted for on-campus emergencies as well as other student needs, such as locked keys in a vehicle, jump starting a battery, emergency transportation to the hospital, and courtesy escorts after dark.

Public Safety officers are medical First Responders and certified in CPR. They have additional training in crime prevention, emergency response and other public safety concerns. Any suspicious behavior, on-campus traffic accidents, on-campus emergencies, and all crimes occurring on campus should be reported immediately to the Office of Public Safety. Information about campus security, safety programs and procedures, fire statistics, and crime statistics is available in compliance with the Jean Clery Disclosure of Campus Security Policy and Crime Statistics Act. A copy of the annual security and fire report can be obtained at <http://www.harding.edu/DPS/> or by contacting the Harding University Office of Public Safety.

In addition to regular uniformed patrol officers, the Office of Public Safety also has a number of armed officers commissioned by the state of Arkansas. Security cameras and networked access control are used in various locations on campus.

Any questions concerning parking regulations, parking citations or violations should be directed to the Office of Parking Services located on the second floor of the Ezell Building (See Pages 32-34).

personal and relational counseling services

The Counseling Center at Harding is located on the third floor of the McInteer building and provides services to students at no fee. The counseling services are provided by male and female Christian professionals with advanced training and many years of experience. Counseling is confidential and offers help with personal issues and relational or social concerns. Areas of need may include dating, family conflicts, eating disorders, depression, anxiety, pornography, sexual addiction, and other emotional, social, and spiritual lifestyle conflicts. Strong emphasis is given to overcoming alcohol and drug related problems as well as other areas of personal struggle. Students can also access support groups and other resources that help in the resolution of concerns.

A student may voluntarily request help from the center by contacting ext. 4347 or emailing counseling@harding.edu or by accessing their website at www.harding.edu/counseling/ for additional information. Students may also be referred by instructors and other University officials. Any student can obtain help in assessing and overcoming difficulties in this positive and confidential environment.

health services

Harding University maintains a health care center called Student Health Services. It is directed by a registered nurse with a Bachelor of Science in Nursing degree. The clinic is available to all registered students and provides symptomatic care for illness, accidents and emergencies that can be treated within the scope of practice of a registered nurse.

There are no fees for treatments or medications received at Student Health Services, with the exception of some vaccines (flu, tetanus, allergy shots and TB skin tests). These are given at cost or for a nominal fee. Allergy shots are given at specific times under the oversight of a nurse practitioner or a physician's assistant twice a week during fall and spring semesters and once a week during summer clinic hours. Contact Student Health Services for the specific hours. A letter of permission from the allergist plus instructions must accompany the medication. All recipients of allergy injections at Student Health Services are required to wait 20 minutes for observation after receiving the injection.

The campus health service does not cover X-rays, dental care or prescriptions. Although the services may be arranged by the nurse, the student will be responsible for the charges incurred when the services

are provided. Since payment is due at the time of service, health insurance or a health care fund is encouraged for each student. The University does not assume financial responsibility for any medical services that are arranged either for/by a student. Health service eligibility ends with the termination of student status.

Student Health Services is located at 115 Dr. Jimmy Carr Drive. The office phone number is 501-279-4346 (campus ext. 4346). Dial 0 to speak to the receptionist.

Health Center hours are:

Fall and spring semesters 7:30 a.m. to 4:15 p.m., Monday-Friday

Intersession, Summer I and II 7:30 a.m. to 12:30 p.m., Monday-Friday

Student Health Services is closed when students are not in academic sessions. The clinic is closed on Saturdays, Sundays, holidays and vacation breaks. If assistance is required when the clinic is closed, contact your residence life coordinator (RLC) or resident assistant (RA). If immediate assistance is needed, contact the Office of Public Safety at ext. 5000 or go to the local emergency room at Unity Health located at 3214 E. Race Ave.

Students who become ill or injured during clinic hours may report to Health Services for advice or medical care.

1. **Each student is responsible for compliance with the absence policy of his/her individual professors and Harding University.** Harding's absence policy, approved by the Provost's Office, limits each student to seven excuses, without doctor's notes, per semester. This means that each student needs to be intentional with their attendance. All absences must be resolved by the day the student returns to class/chapel. No excuses will be accepted more than one week from the date of the absence.
2. **Chapel may be excused** through the Student Life Office. Student Health Services is not responsible for excusing chapel.
3. **If a student is missing a test on the day he or she is excused due to illness**, the student must notify the teacher by email or phone.
4. **Excused absences** are entered into Pipeline by Student Health Services. Students should check their Pipeline account to ensure that an accurate record is posted.
5. **Being excused from an evening class** requires a note from a physician or an excuse entered on Pipeline by the school nurse. The student should report to the clinic by 4 p.m. After 4 p.m., in an emergency, the student should report to his/her teacher or residence life coordinator, who may call the nurse.
6. **For students in on-campus housing** to be excused from classes, they must have a visit with a physician or health care professional or be examined by the nurse **before** missing class. If a student has seen the nurse on one day and needs to be excused again the next day due to illness, the student must call the clinic and report his or her condition **before** missing any classes. If a student awakens too ill to report to Student Health Services, the residence life coordinator may check on the student and call Health Services on his or her behalf. This method is only for the times when the student is genuinely too ill to report in person and should be a rare occurrence. Students who become ill during the day should report to Student Health Services as soon as possible. The nurse may not excuse the student if the illness is not reported to the clinic before class starts. Due to the size of the nursing staff, residence hall visits will be made for emergencies only.
7. **For students to be excused who live in off-campus housing, at home, or with an approved person**, they must follow the attendance policy of their teacher and report via email to him/her **before** missing their particular class. These emails must be forwarded to studenthealth@harding.edu. This method of notification may be used up to five times in a semester.
8. **A parent or guardian may give any assistance** to the nurse or residence life coordinator concerning illnesses or conditions to enable them to serve the student better and to avoid jeopardizing the student's health or the health of others.
9. **Chronic or pre-existent illness.** Students with a chronic or pre-existent illness such as diabetes, depression, asthma, Crohn's, migraines, etc., which might interfere with their class/chapel attendance, may have an attending physician send a letter to the director of Student Health Services and Disability Services to give special consideration for accommodation. By law, any student who does not self-identify cannot be accommodated. The student must self-identify with the Director of Disability Services at the beginning of the semester in order to arrange accommodations. If the student is diagnosed during the semester, the student must identify with the Director of Disability Services to arrange accommodations for the remainder of the semester. Accommodations are not retroactive and begin the day the student identifies with a disability. Disability Services is located in Student Center Room 219, and the phone number is 501-279-4019.

10. **Each student is asked to fill out and return the medical certificate form.** This form can be found at pipeline.harding.edu/home. To find the form, look to the left of the page for Quick Links and click on Health Services. This is where the form and clinic address will be located.
11. **Proof of immunization for measles, mumps and rubella** is required by Harding University and the state of Arkansas to register for classes. Documentation of two MMRs is required for admission and must be provided to the Admissions Office immediately upon acceptance to the University.
12. **The Arkansas Department of Health** requires screening of foreign-born students for tuberculosis. On arrival to campus, the student must self-identify with International Student Services, located in the Student Center, Room 237, or call 501-279-4551.
13. **Students should be aware of the increased risk of meningococcal disease** in residence hall living. According to the CDC Adult Immunization Schedule-United States-2014: First-year college students up through age 21 years who are living in residence halls should be vaccinated with meningococcal vaccine if they have not received a dose on or after their 16th birthday. This is a recommendation, not a requirement. For those interested, the shots are available for students up to 19 years old at the White County Health Department for a nominal fee. If the student is 19-21 years old, the student can get the injection from a local physician, urgent care facility, or from the Harding University College of Pharmacy. Students may call Dr. Jeanie Smith at 501-279-5332 for information concerning immunizations from the College of Pharmacy.
14. **Current immunizations:** Students living on or off campus, at an International Program campus, or going on international campaigns are advised to be current on all mandatory and recommended immunizations.
15. **Disposal of needles and syringes:** Any student using needles or syringes to administer his/her own injections must dispose of used sharps (needles and syringes) in an approved sharps disposal container or report to Student Health Services to learn the appropriate method for disposal of sharps generated in a residential setting. Failure to comply may result in disciplinary action.
16. **Health insurance is available for purchase** at <https://www.healthcare.gov/young-adults/>. Students are responsible for having health coverage that qualifies as minimum essential coverage. Students who do not enroll in a plan that is minimum essential coverage may have to pay the government fee for being uninsured unless qualified for an exemption.

postal services department

contract postal unit

The University operates a Contract Postal Unit (CPU), located in the Hammon Student Center, under federal postal laws and regulations. The CPU offers full postal services, including Express Mail, Certified Mail, Registered Mail and mailing of parcels. In compliance with USPS Homeland Security regulations, the CPU is no longer allowed to originate international or APO packages requiring customs. This service is provided by the Searcy Post Office, or you may process online by visiting the USPS website at <http://usps.com>. Completed packages may be dropped off at the CPU. The CPU also offers Western Union money orders and money transfers.

Hours of operation are as follows:

Monday	9 a.m.-4 p.m.
Tuesday-Friday	8:30 a.m.-4 p.m.
Saturday and Sunday	Closed
Phone	501-279-4694

mail services

Separate from the CPU, the University operates Mail Services. University housing is not serviced by U.S. Postal Services home delivery in Searcy; therefore all students living in University housing are required to have a campus box and check it regularly. Boxes are typically assigned to students upon registration, and a fee is assessed each semester to the student's Business Office account. A student is not allowed to receive items for another person in their box unless the items are for immediate family members and the student notifies Mail Services. Mail will be returned to the sender if improperly addressed. Full name and box number are required for delivery of mail. The correct format for receiving items through Mail Services is:

Name/Department
 HU 12345 (campus box number)
 915 E. Market Ave.
 Searcy, AR 72149-5615

An item sent to a student through Mail Services is in fact an item delivered to the University. The laws and regulations relating to U.S. Postal Service mail delivery only apply before an item has been delivered to the University. Upon delivery to the University, Mail Services sorts items to the boxes.

Upon graduation or withdrawal from school, a student should complete a change of address in Pipeline so items may be forwarded. A student leaving for a foreign program or leaving for the summer must complete a change of address in Pipeline. This will allow mail to be forwarded until the student's return to the University. Students should notify magazines, newspapers and other correspondents of any address change. Students who no longer live in University housing, are no longer enrolled or preregistered for classes, or have withdrawn from school may not continue to use the campus box as their address.

campus mail

Campus Mail is a service designed to enhance student and faculty/staff communication. The minimum size acceptable for each mail piece is 3 x 5 inches. All mail must have first and last name and box number of the recipient and a return address.

The following items will not be accepted for delivery by Campus Mail: liquids, fruit, vegetables, flowers, or 8.5 x 11 sheets of paper (each sheet must be folded in half or thirds prior to being submitted to Campus Mail).

Multiple pieces of candy, home-baked goods, etc., must be placed in Ziploc bags or factory-sealed containers.

Hours of operation are as follows:

Monday	9 a.m.-5 p.m.
Tuesday-Friday	8:30 a.m.-5 p.m.
Saturday and Sunday	Closed
Summer	Closed at 4:30 p.m.
Phone	501-279-4374

dining services

Harding University's Dining Services is proud to offer one of the best campus dining programs around. Harding is a unique place requiring a unique dining program. The student body is composed of people from almost every state and dozens of foreign countries, each seeking something a little different from their meal plan. Quality, variety, convenience and flexibility are all combined to offer a dynamic dining experience. Dining Services strives to keep pace with the ever-changing trends in food service and welcomes your input.

The Charles M. White Cafeteria offers a wide variety of foods including freshly made wraps, pastas and sauces, pizza, stir fry, deli, salad bar, Mexican food, flame-broiled burgers with fries, comfort food, ice cream, cakes, pies, fresh fruit, and more. Cafeteria hours are as follows:

Monday - Friday

Breakfast	7-10 a.m.
Lunch	10:30 a.m.-1:30 p.m.
Light Lunch	1:30-4:30 p.m.
Dinner	4:30-8 p.m.

Saturday and Sunday

Brunch	10:30 a.m.-1:30 p.m.
Dinner	4:30-8 p.m.

SECTION 13

general information

procedures for withdrawal from the university

Occasionally students find they must withdraw completely from the University. **Students living in University housing and/or enrolled in classes on the Searcy campus** go to the Office of Student Life to complete paperwork and the required exit interview. The student is encouraged to visit with the Office of Financial Services for an exit interview. All residence hall students must make arrangements with their residence life coordinator to properly check out of the residence hall.

Students who are enrolled in a class not on the Searcy campus or only in online courses may fax a written withdrawal notice to the Office of Student Life at 501-279-4059; email the notice to studentlife@harding.edu; or mail the written notice to the Office of Student Life, Box 12252, Searcy, AR 72149-5615. The student must provide name, student ID number, home address, telephone number, semester of withdrawal, brief statement of the reason for withdrawal, and signature.

The Student Life Office will notify the Office of Financial Services, Business Office and Registrar's Office of the withdrawal.

Students will not be considered officially withdrawn until the registrar has received notification and completed the drop for all classes. Students who do not complete an official withdrawal may receive a failing grade for each class. Students should follow the deadline for dropping classes as listed in the academic information section of the current catalog.

mandatory psychiatric withdrawal of students

1. A student will be subject to mandatory psychiatric withdrawal if the administration, Counseling Center, or other consulted mental health professionals conclude the student is suffering from a mental disorder, as defined by the current American Psychiatric Association Diagnostic Manual or its equivalent, and, as a result of a mental disorder, engages or threatens to engage in behavior that:
 - a. Poses a significant danger of causing imminent physical harm to others; or
 - b. Substantially impedes the lawful activities of other members of the campus community, including disruption of residence hall or apartment complex life routine; or
 - c. Reasonably indicates that the student is unable to successfully complete current academic requirements at the University.
2. Except in emergencies, adequate advance notice must be given to the student that he or she may be subject to mandatory psychiatric withdrawal from the institution. Interim psychiatric withdrawal may be implemented immediately by the appropriate administrator. A student withdrawn on an interim basis shall be given an opportunity to appear personally before the administrator or a designee within 36 hours from the effective date of the withdrawal. For those situations that are not regarded as emergencies, an opportunity will be given to appear within seven business days after the student has been evaluated by the licensed mental health professional selected by the school. The student will remain withdrawn pending completion of the informal proceedings.
3. The appropriate school administrator may require a psychiatric evaluation for good cause.
4. The findings of the health care professional shall be reviewed by an administrator to determine that a psychiatric withdrawal is recommended.
5. The student and family member or mental health professional is to be allowed the opportunity to examine the psychiatric evaluation and to discuss it in an informal proceeding before any final determination is made.
6. Prior to readmission, a student will be required to provide a written evaluation from a licensed mental health care professional and to submit to an evaluation by the University's Counseling Center staff.

As in the case of any procedural guidelines, Harding University reserves the right to change or to make appropriate revision, additions, amendments or corrections.

parking: privileges and responsibilities

general information

1. The campus and buildings of Harding University are private property. The Office of Parking Services is responsible for regulating and enforcing parking regulations.
2. All parking violations should be handled through the Office of Parking Services located at 605 E. Center Street.
3. All traffic accidents or mishaps should be handled through the Office of Public Safety by calling 501-279-5000.
4. All Harding students are required to carry a valid Harding ID card at all times while on campus. This ID card must be surrendered to any Harding University faculty member, staff member, public safety officer or parking enforcement officer upon request.
5. Harding University assumes no financial responsibility for any vehicle or its contents while parked on campus.

vehicle registration

1. All students enrolled at Harding University, full or part time, graduate or undergraduate, living on or off campus, and their spouses must register their vehicles.
2. All vehicles driven on the University's campus must be properly licensed and registered with the Office of Parking Services.
3. All motorcycles required to be licensed by the Department of Motor Vehicles must be properly licensed and registered with the Office of Parking Services.
4. All students, faculty and staff members who own one or more vehicles are required to register their vehicle(s) and correctly display a valid parking permit.
5. Permits must be affixed to the vehicle in the manner in which they were designed by the manufacturer. This will constitute the final phase of vehicle registration. The permit must be correctly affixed to avoid penalty.
6. Specific registration instructions can be found online at www.harding.edu/pts with a \$29 annual auto registration fee.
7. Students who change vehicles during the school year must transfer their permit by affixing the permit to the new vehicle and updating the vehicle information online. Students should contact the Office of Parking Services for any assistance with the transfer of vehicles, if needed.
8. The Office of Parking Services may utilize online resources to identify the owners of unregistered vehicles. Unregistered student-owned or student-driven vehicles may be registered by the Office of Parking Services, and all applicable fines will be applied to the student's account. Unregistered vehicles that accrue a minimum of five (5) citations may be towed at the owner's expense.
9. Students who falsify registration information are subject to disciplinary action.



registration special circumstances

1. Physically disabled persons who are connected with the University and who suffer a permanent or temporary physical disability may apply at the Office of Parking Services for special parking consideration.
2. Faculty, staff and students who have a motor vehicle registered and for some extraordinary circumstance find it necessary to operate and park an unregistered vehicle on campus may obtain a temporary permit without cost for a period of no longer than two weeks from the Office of Parking Services.
3. Students bringing trailers to campus must gain permission from the Office of Student Life. Upon approval, the trailer must be registered with the Office of Parking Services and a specific parking area will be designated at that time.
4. Students may not store or drive golf carts or all terrain vehicles (ATVs) on campus without prior approval from the Office of Student Life.

rules and regulations

1. Every person operating a vehicle on campus is held responsible for knowing and obeying the parking regulations of the University.
2. Vehicles must be parked in designated slots.
3. Vehicles are considered parked when left unattended.
4. Citations may be issued 24 hours a day, seven days a week. Citations may be written hourly for any offense. For example, if a vehicle is parked illegitimately in a handicap slot, it is subject to a ticket every hour (also see towing policy).
5. Reserved slots are restricted 24 hours a day.
6. Visitor slots are reserved for non-university affiliated visitors and are reserved 24 hours a day.
7. Faculty and staff parking (red-striped) is reserved Monday through Friday from 7:30 a.m. until 5:30 p.m.
8. Students may park in faculty and staff parking Monday through Friday from 5:30 p.m. to 7:30 a.m. and on weekends.
9. Parking in handicap slots is only permitted with officially recognized identification, such as disabled license plates or hangtags. Unauthorized use of either the slots or the vehicle loading zones (marked by blue stripes) may result in fines and/or towing. Handicap parking is reserved 24 hours a day, seven days a week.
10. Loading zones are designated for the loading and unloading of vehicles close to the respective building. Drivers will be given 15 minutes to load or unload their vehicle and will be expected to move their vehicle to a legitimate parking slot.
11. Service Zones are for maintenance and emergency vehicles only. Students are not permitted to park in these areas.
12. Overnight parking (curfew to 7 a.m.) is NOT allowed on the north side of campus and where otherwise posted.
13. Double parking is not permitted on the campus at any time.
14. Parking is prohibited in all areas not distinctly designated as parking areas, such as:
 - Service lane zones and roads
 - Traffic lanes within parking lots
 - On the grass or sidewalks
 - On a pedestrian crossing
 - Along curbs, unless specifically designated
15. Students driving vehicles with faculty/staff stickers are required to park in student parking.

parking special circumstances

1. When leaving campus for school trips or vacations, students should leave their vehicle parked in student parking (not in areas designated as “No Overnight” parking). If leaving the vehicle on campus for an extended period of time, please contact the Office of Parking Services.
2. If a student must park illegally because of car failure, they should notify the Office of Parking Services immediately. The student will be required to move the vehicle within 24 hours unless other arrangements are made with the manager of Parking Services.

appeals process

To contest a parking citation, an appeal must be submitted within 10 days of the citation issue date to the Traffic Appeals Committee via the Internet. The Appeals Committee is composed of Harding

faculty and staff members. Committee members review each appeal and make their decision based on the information contained in the appeal as well as information from the ticket itself. When there is a question about an appeal, members of the committee may consult with the manager of Parking Services to find a resolution. The decision of the Traffic Appeals Committee is final.

towing policy

The University reserves the right to remove by impounding any vehicle parked in such a way as to constitute a serious hazard or any vehicle that impedes vehicular or pedestrian traffic movement, the operation of emergency equipment, the making of essential repairs and services, or for other cogent reasons, such as failure to properly register the vehicle, excessive parking violations or abandoned vehicles. Owners of such vehicles will be required to pay all costs involved in removing, impounding or storing such vehicles.

fraudulent permits

Any attempt to manufacture, replicate or modify a parking permit or a temporary parking permit may result in, but is not limited to, immediate towing, disciplinary action and loss of right to an appeal. This can include using a permit assigned to another person.

penalties for each violation

Penalties may be paid at the Business Office or online through the parking management website. Specific penalties for each fine can be found online at www.harding.edu/pts.

changes

Changes to the above information, to include penalties for violations, may be made at any time without prior notice by the administration.

acceptable use of harding university's information services & technology (is&t)

Those who make use of the University's IS&T resources are required to behave in a manner consistent with Harding's mission, policies and codes of conduct. As a user of these resources, the user should adhere to the following guidelines:

1. Users are responsible for any computer account they have been given and for keeping passwords secure.
2. Users agree not to intentionally seek out information about, copy or modify password files, other users' files, or disks belonging to other people.
3. Users shall not attempt to decrypt material to which they are not entitled or attempt to gain rights they have not been specifically granted by the owner.
4. Users agree to refrain from any activity that intentionally interferes with a computer's operating system or its logging and security systems.
5. Users shall be sensitive to the public nature of computer systems and refrain from transmitting, posting or otherwise displaying material that is threatening, obscene, discriminating, harassing, defamatory, or contrary in any way to the mission of Harding University.
6. Users agree not to make copies of or distribute software the University owns or uses under license.
7. Messages, statements and declarations sent as electronic mail or public postings should be treated as if they were tangible documents.
8. Users agree not to create, alter or delete any electronic information contained in any system associated with the University IS&T resources that is not part of their own work.
9. Users agree not to create, send or forward electronic chain mail letters.
10. Users shall not use the University's IS&T resources as a means of obtaining unauthorized access to any other computing systems, for example, using a proxy server.
11. Harding's computing disk storage is a University resource with costs attached and should be used with care and discretion.
12. Users agree not to use the system for non-University business, such as the transmission of commercial or personal advertisements; solicitations and promotions; or for reproduction of political, ideological or commercial material.

Disciplinary Action: Breaches of this policy will be treated as breaches of discipline and dealt with as contained in the Harding University Code of Conduct.

distribution of literature on campus

Organizations or individual students wishing to display or distribute literature or other materials to students and faculty on University-controlled property will be governed by the following:

1. Approval must be secured from the Office of Student Life.
2. Literature and materials for distribution must not contain:
 - a. Writings that are libelous, obscene, or in violation of federal, state or local laws.
 - b. Materials that attempt to exploit for commercial gain the name, image, logo or reputation of this University through the sale of any item, subscription copies or the sale of advertising space.
3. All literature must state the name of the sponsoring organization.
4. Literature and materials for distribution may, upon appropriate approval, be placed in areas designated by the Office of Student Life.

legal notices

family educational rights and privacy act of 1974

The Family Educational Rights and Privacy Act of 1974 (called FERPA) provides, with certain exceptions, (1) that students shall have a right of access to their education records and (2) that education institutions shall not release education records to non-school employees without the consent of the student. “Students” as used in this notice includes former students.

Right of Access. With few exceptions provided by law, students at Harding may see their education records upon request. Access will generally be granted immediately upon request to the record custodian, but if delay is necessary, the student may sign a “Request for Access to Student Records” and be allowed access sometime within 45 days of the request. Students are entitled to copies (at the student’s expense) of records to which they have access. Students further have the right, under established procedures, to challenge the accuracy of the records and to enter their viewpoints in the records. A list of all education records maintained by Harding and a copy of the University FERPA Policy are kept in the Harding Office of Student Life.

The University may not require students to sign a waiver of their right to access, but students should be aware that recommendations and evaluations may not be very helpful or candid without a signed waiver.

A student’s home address and phone number will be made available to a roommate assigned to that person.

health insurance portability and accountability act of 1996

Harding complies with applicable privacy and security standards, requirements, and implementation specifications pursuant to the Health Insurance Portability and Accountability Act of 1996. Notice of the uses and disclosures of protected health information made by Harding and students’ rights and Harding’s duties with respect to protected health information is provided to each student.

title ix and sexual harassment

Harding University reaffirms the principle that students, faculty and staff have the right to be free from sex discrimination in the form of sexual harassment by any member of the academic community.

Sexual harassment is **defined** as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive environment. Sexual harassment is generally understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcome or inappropriate emphasizing of sexual identity. This definition will be interpreted and applied consistent with Christian standards of behavior and conduct.

A student who believes that he or she has been sexually harassed may obtain redress through informal and formal procedures of the University. Complaints about sexual harassment will receive prompt and equitable response. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as is possible. Retaliation against individuals for bringing bona fide complaints of sexual harassment is expressly prohibited. Knowingly or willfully making a false claim is subject to discipline up to but not limited to dismissal from school. Formal procedures will not be initiated without a signed and verified written complaint. An individual found to have engaged in sexual harassment is subject to disciplinary action for violations of the policy, consistent with existing procedures.

Zachary Neal, assistant vice president for Student Life, serves as Title IX coordinator of the



University. Sexual harassment claims against a student may be filed with the Title IX coordinator in the Office of Student Life located in Student Center 218. Claims against a faculty or staff member may be filed with the Title IX coordinator or with David Ross, director of Human Resources, in Ezell 130.

dating violence, domestic violence, sexual assault or stalking

Complainants and witnesses who report or participate in an investigation of dating violence, domestic violence, sexual assault, or stalking will not be subject to disciplinary sanctions, such as suspension or probation, for violations of the code of conduct that occurred at or near the time of the incident. A student who believes that he or she is the victim of dating violence, domestic violence, sexual assault or stalking may obtain redress through procedures of the University. Complaints will receive prompt and equitable response. The right to confidentiality of all members of the academic community will be respected, insofar as is possible. Retaliation against individuals for bringing bona fide complaints is expressly prohibited. Knowingly or willfully making a false claim is subject to discipline up to but not limited to dismissal from the University. Formal procedures will not be initiated without a signed and verified written complaint. An individual found to have engaged in dating violence, domestic violence, sexual assault or stalking is subject to disciplinary action for violations of the policy, consistent with existing procedures.

Claims made by a student against another student are filed with the Office of Student Life located in Student Center 218. Claims made by a student against a faculty or staff member are filed with the Office of Human Resources located in the Ezell Building, room 130. A copy of the rights of the accuser and accused will be made available by the Office of Student Life at the time the complaint is filed. Further information may be obtained through the annual security report at <http://www.harding.edu/DPS/>.

right to search

The student, by being enrolled at the University, consents and grants to the University the right to enter and/or search that student's room, with or without the student's presence, to search his or her possessions that are in or on University property, to search computer files and data-storage devices, and for a reasonable period of time, to maintain possession of anything by which the student violates the rules and regulations of the University.

right of refusal

The student, by being enrolled at the University, directs and authorizes the University to refuse any item sent to the student through any means, including Mail Services, if the University finds possession of the item by the student would be inappropriate, would violate the rules and regulations of the University, or would be contrary to the mission of the University.

harding is a drug-free school — it's the law

Harding's policy states that drug and alcohol possession or use is not tolerated. Harding has chosen to take a strong stand against the use of controlled substances because of the significant risks that students assume when deciding to use them. Many of these substances are physically or psychologically addictive; the composition of "street" drugs can never be determined by the user and is often dangerous; strictly enforced laws and policies can lead to serious consequences for even the experimenter or occasional user. The negative personal consequences that can happen to a student far outweigh any brief exhilaration or escape. The University strongly believes that any use of controlled substances is contrary to the mission of Harding University. Students seeking information or personal assistance for substance abuse can receive counseling and referral to community resources in the Counseling Center.

The Drug-Free Schools and Communities Act requires our school to outlaw the possession, use, or distribution of illegal drugs and alcohol by students and school employees on school property or during school activities. It also requires us to explain the risks that drug and alcohol use may cause to an individual's health.

Drugs and alcohol can:

- Distort what an individual sees, hears and feels.
- Makes an individual feel they are doing their best when their actual performance is poor.
- Cause crime at school.
- Interfere with how an individual's brain uses information.
- Gives an individual a criminal record.

Marijuana use can:

- Cut mental powers.
- Slow physical reflexes.
- Affect space and distance judgment.
- Make an individual forgetful.
- Damage lungs, reproductive organs and brain.

Cocaine use can:

- Cause a heart attack.
- Cause emotional problems, mood swings, or lack of dependability.
- Cause an individual to make poor judgments.
- Cause crime.
- Be addictive.

Heroin use can:

- Cause total disinterest in anything except drugs.
- Cause crime.
- Spread disease.
- Result in overdose, coma or death.
- Cause school and family problems.

Hallucinogen use can:

- Cause distortion.
- Cause sudden, bizarre behavior changes.
- Cause loss of concentration and memory.
- Cause permanent loss of brain function.

Alcohol can:

- Cause loss of concentration, coordination and judgment.
- Cause inability to deal with problems.
- Increase aggressive behavior.
- Cause difficulty in learning and remembering.
- Permanently damage liver, heart and brain.

Amphetamines can:

- Make an individual panic or behave wildly.
- Be addictive.
- Cause brain damage.

Sedatives can:

- Slow down mental processes and reflexes.
- Cause kidney and liver damage.
- Be addictive.

Inhalants can harm an individual's:

- Vision.
- Memory.
- Thinking.
- Coordination.
- Breathing.

Steroids can:

- Damage the heart, liver and reproductive system.
- Cause depression.
- Lead to heart attacks and strokes.

Tobacco can:

- Cause smelly hands, hair and clothes.
- Cause wrinkles.
- Cause bad breath and stained teeth.
- Cause cancer.
- Cause heart and lung disease.

Federal and state laws prohibit the possession, use or distribution of illicit drugs. In addition, the state of Arkansas has laws that pertain to alcohol use and possession. A list of federal penalties and sanctions for illegal trafficking and possession of a controlled substance may be viewed at <https://www.dea.gov/druginfo/ftp3.shtml>. A list of Arkansas state penalties and sanctions regarding controlled substance are provided through the "Arkansas Law" link at <http://www.arkleg.state.ar.us/assembly/2015/2016F/Pages/Home.aspx>. A brief overview of federal and state sanctions is available in the Office of Student Life.

special note

Other important information available in the Office of Student Life includes:

- AIDS**
- ALCOHOL AND A DRUG-FREE CAMPUS**
- CAMPUS PARKING REGULATIONS**
- HANDICAPPED STUDENTS**
- MENTAL HEALTH**
- RAPE AWARENESS AND PREVENTION**
- SOCIAL CLUBS**
- SUICIDE**

delineation of responsibilities

board of trustees

The authority to establish and enforce regulations of Harding University is vested in the board of trustees. The responsibility to initiate, implement and supervise the disciplinary process for students is delegated to the president, who in turn has designated the assistant vice president/dean of students as the person to conduct the nonacademic disciplinary proceedings of the University. The assistant vice president for Student Life and his/her staff shall be responsible to the executive vice president of Harding University for disposal of all cases.

The faculty and staff of Harding University are delegated the authority to enforce the Harding University Code of Conduct in the classroom, in residence halls, on campus, and when involved in other activities.

student responsibility

Each of our students is responsible for knowing all the policies and regulations contained within this document. Each also is expected to demonstrate a respect for oneself and the rights and property of others, both within and outside the University community.

Students are expected to maintain the highest standards of morality, integrity, orderliness and personal honor. Harding University reserves the right to refuse admittance or dismiss any student whose lifestyle is not consistent with the Christian principles that this University represents.

*Finally, brothers, whatever is true,
whatever is noble, whatever is right,
whatever is pure, whatever is lovely,
whatever is admirable — if anything
is excellent or praiseworthy — think
about such things. Whatever you
have learned or received or heard —
put into practice. And the God of
peace will be with you.*

Philippians 4:8-9



A COMMUNITY OF MISSION

www.harding.edu