

2001

# Southern Adventist University Student Handbook & Academic Planner 2001-2002

Southern Adventist University

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# Southern

## 2001.2002

student handbook  
and planner



southern.adventist.university



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

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

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

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

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

**Automobiles and Motorcycles** All motor vehicles operated by students on Southern's campus must be registered with Campus Safety within 3 days of initial arrival on campus. Current proof of insurance and vehicle registration papers must be presented to register vehicles. At the time of vehicle registration, a parking permit and the *Vehicle & Traffic Regulations* booklet will be issued.

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

**Books** The Campus Shop sells textbooks for all classes offered by Southern. Students have three weeks after the first day of classes to return textbooks

for credit. No credit will be given without a receipt and only partial credit for books written in or damaged. At the end of each semester students may sell their used textbooks at the Campus Shop to its designated used textbook buyer. ID cards are required when selling books as a part of the Campus Shop's system for locating books that have been reported lost or stolen. Anyone attempting to sell stolen books will be disciplined by the university administration.

**Bulletin Boards** Inappropriate bulletin board material may be removed by Student Services Office personnel.

**Camping** Students who wish to leave campus for weekend camping trips must submit their request through the regular weekend leave process. The following guidelines must be verified: specific identification of camping site; approved married couple to accompany mixed gender groups; separate sleeping arrangements for each gender. Campus organizations are expected to follow these guidelines on camping trips which they sponsor. Recreational vehicle use on campus is restricted to designated areas. Arrangements for required reservations and permits may be made by calling Thatcher South at 238.2910. Wilderness camping on campus property requires a permit issued by Campus Safety, i.e. Biology Trails, White Oak Mountain Range.

**Campus Clubs** Over 30 academic department and special-interest clubs are organized each school year. Each organization must file a statement of purpose and officers roster, including a faculty adviser, with the Student Services Office for approval and formal university recognition. Only approved organizations are to function on campus.

**Campus Safety** The Campus Safety office is on the ground floor of Lynn Wood Hall. The office may be contacted 24 hours daily by calling ext. 3390. Services provided by Campus Safety include: on-campus escorts after dark, assistance with vehicle jump starts and lockouts, taking reports and investigating suspected criminal activities, vehicle registration, fire alarm monitoring, card access door and building control, locksmith services, and lost and found.

**Chaplain's Office, Campus Ministries** The Chaplain's office and Campus Ministry office is located in the Student Center on the third floor of Wright Hall. The personnel in these offices are available to assist with your spiritual life while you are a student here. Various spiritual life programs and activities are available for you to become involved with, both on campus group involvement. The student missions program is also managed from the chaplain's office also. Campus ministries programs are often student led and organized through the campus ministries office.

**Class Attendance Limitations** Classes at Southern are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the University sells, hence visitors may not enter such gathering unless they are official guests of the institution

with legitimate business in a classroom or have the permission of the instructor. Visitors who attend classes may not engage in the discussions of a class unless invited to do so.

**Classroom Conduct** Teachers and the institution reserve the right to remove students from classes if their behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom. Teachers conducting extension classes from other institutions on the Southern Adventist University campus share the rights spelled out by this policy.

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

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

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

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

Residence hall worships are also a part of the spiritual nurturing and fellowship program at Southern. Residence hall worships may be conducted by residence hall deans, invited guests, or by a pastor from an area church. See Residence Hall Handbook for policy details.

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

professional schools. Contact the Counseling & Testing Center for test applications and test date information.

**Crime On Campus** Southern is required by the State of Tennessee to report all criminal activities occurring on campus to the TN Bureau of Investigation on a monthly basis and the offices of Postsecondary Education annually. Southern works closely with local law enforcement departments to report and investigate such activities. Faculty, staff and students are responsible to report any known or suspected criminal activities to Campus Safety. Campus Safety will do the initial investigation, make appropriate reports, and notify the proper local law enforcement authorities as needed.

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

What should be reported to Campus Safety?

- Suspicious activities, persons, or vehicles
- Criminal activities
- Unauthorized person(s) in closed areas
- Fire, intrusion, mechanical or vehicle alarms
- Accidents involving vehicles, bicycles, pedestrians or personal injuries
- Open doors/windows to buildings and areas supposed to be locked
- Missing persons
- Illegally parked vehicles
- Fires on grounds or in buildings
- Violation of safety regulations
- Harassing phone calls
- Alcohol & drug incidents
- Weapons on campus

**Curfew** Residence halls are closed at 11 p.m. Sunday through Thursday, at 10 p.m. Friday, and at midnight on Saturday. Campus curfew is midnight.

**Disabilities** Students with disabilities should contact the Center for Learning Success when they decide to attend and when they arrive on campus by calling extension 2574 or 2838 or by visiting the office. Southern is in compliance with Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act and is dedicated to the elimination of architectural and prejudicial barriers which prevent any qualified person from attending. Furthermore, Southern has established the Center for Learning Success to assist in advocating for reasonable accommodations. However, the university does not assume responsibility for providing accommodations or special services to students who have not voluntarily and confidentially identified themselves as having a qualifying disability or to those who have not provided the Center for Learning Success with appropriate documentation of their disability.

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

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

*Citizenship Probation* carries some or all the following restrictions:

1. One approved weekend leave per month to home.
2. No use of an automobile, driving or riding, except as allowed in #4 below.
3. No late leaves.
4. Only one off-campus leave per week. No personal car use. Must obtain a ride for this leave via permission from a dean and return to campus by sundown.
5. A perfect record of presence for night checks and regular attendance at classes, convocations, worships, Sabbath School and church services.
6. Loss of all student leadership positions, including Student Association and religious activities.
7. No participation in off-campus public appearances which represent the university except when involved in class activity.
8. Other restrictions deemed appropriate.

If a student on citizenship probation fails to comply with these restrictions, he/she is subject to suspension.

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

*On-campus suspension* allows a student to remain on campus under restriction of citizenship probation and the student is specifically told in writing that any other violations of university regulations will result in immediate dismissal.

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

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

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

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

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

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

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

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

1. Men: Pants with shirts and/or sweaters.
2. Women: Dresses, skirts, or pants with shirts, sweaters or jackets.
3. Hair clean and neatly styled. Radical styles must be avoided. Men: Hair should be off the shoulders, and beards and moustaches well groomed.
4. Shoes and shirts in all non-recreational public places.
5. Makeup and nail polish, if worn, must be natural looking and inconspicuous.
6. Neat, modest recreational clothing. Modest one-piece swimsuits.
7. Sabbath services (Friday night vespers, Sabbath School, and church services) and Sabbath noon meal: Men-suits, sport coats, or sweaters, with dress shirts and ties. Women-dresses, skirts, or dress pants, with blouses/sweaters.
8. Shorts are not to be worn in classroom buildings, convocation programs in the church, or dining hall except noon meal on Sunday and evening meals-except when the evening meal occurs during Sabbath hours.

Spaghetti Straps

9. The following are specifically prohibited:
- a. Sloppy clothing, tank tops, clothing that is torn or frayed, clothing with printing which contradicts university standards.
  - b. Tight fitting and revealing styles, sheer fabrics, revealing tops, bare midriffs or shoulders, miniskirts, skirts with deep slits.
  - c. Jewelry including bracelets, friendship bands, necklaces, chains, medallions, earrings, and rings (except wedding bands for married students). Medical alert chains and bracelets are allowed. Students who wear jewelry may be suspended and must pay a \$25 re-registration fee to be reinstated.
- Guests at Southern are encouraged to adhere to the same standards as do the students and staff.

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

**Financial Services** The university maintains a Student Finance Office which advises students as to the availability of loans, grants, and scholarships both from private and government sources, as well as advising students about account payment matters. Most financial aid is awarded based on need; therefore, students are encouraged to fill out a financial aid package including the federal form (Free Application For Federal Student Aid) in order to qualify. After all financial aid information is complete and accurate, the university's Student Finance Office will process it and send the students an award letter telling them which financial aid they could receive. Once the aid is accepted and the students enroll at Southern, the financial aid, including any loans applied for from the Federal Family Educational Loan program, will be credited to the students' account. All students are required to make a \$2,500 advance payment at the beginning of the school year even though they may have been awarded financial aid. Students are encouraged to work with a Student Accounts counselor to develop a financial budget to cover any remaining amount owed. Southern offers a cash discount for paying the yearly or semester's estimated expenses in advance. Students and parents who do not prepay will be billed monthly. Bills must be paid by the due date in order to continue enrollment at Southern and in order to continue receiving government or university financial assistance. Students or parents should contact the Student Finance Office whenever their financial situation changes.

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

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

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

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

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

The Campus Kitchen in Fleming Plaza is a fast food restaurant, operated by the Food Services Department, which serves meals 7:30 a.m. to 2:30 p.m.

K. R.'s Place is located in the Student Center. This is a fast food place that is open from 1-4 and 6-8 p.m.

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

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

**Hazing and other irregular activities** A student who plans or engages in hazing or commits any act that could injure, degrade or disgrace a fellow student will be subject to discipline, including dismissal and subject to civil prosecution.

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

1. The student has adequate US insurance coverage equal to or better than the University insurance plan.
2. The student is covered under the SDA denominational health care plan.

3. The student does not live in University-owned housing and is taking less than six semester hours of class work during the fall and spring semesters or less than three hours of class work in the summer.

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

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

**Health Services** Care may be obtained at the Student Health Service by all permanent residence hall residents, all village students and student dependents ages 12 and above. The Student Health Service is directed by a nurse practitioner under the supervision of a physician and the vice president for Student Services. The nurse practitioner works during the day and two live-in registered nurses take turns being on-call during the evenings, nights, and weekends for emergencies. The physician will see students at Health Services at pre-arranged times. To maximize health care for all students it is the normal procedure for the nurse to see students at Health Services. In a clear emergency, the nurse will go on-site.

Health Services is available to all students and student dependents ages 12 and above who have school insurance.

The infirmary is available to all residence hall occupants at no charge. Visits for minor illnesses or injuries, wound care, blood pressure checks, and equipment loans are free. Visits requiring prescriptions or expanded medical care, physicals, lab tests, immunizations, and medication or supplies will have a charge. Health Services may bill some health insurance, but the students should plan to file their own insurance. Health Service charges and prescriptions from Winn Dixie Pharmacy may be placed on the student's account.

Health Service makes referrals and arranges transportation to area dentists, doctors, and hospitals.

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

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

**Housing and Residence Requirements** The total social and educational program at Southern is based on the premise that this is a residential university, not a commuter school. Single students enrolled for more than three semester hours, who are under the age of 23 and who do not live with their parents or legal guardians, must live in the residence halls. Exceptions are

made for students who have completed a bachelor's degree or four years of college. In order to live elsewhere a student must present a written request to the vice president for student services who will consult with the Student Services Committee. Such a request must include parental approval, specifics regarding residence requested, and the reasons an exception to the policy is being requested. Generally only those requests which demonstrate definite financial need which off-campus living will correct, or which verify other extenuating circumstances will be approved. Requests will not be considered if a student is on citizenship probation. Students who do not abide by the established residence requirements will have their registration canceled. When a student has been given special permission to live off campus, no change in residence may be made without the permission of the vice president for student services.

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

Student family housing is available through the office of the vice president for finance. Only currently enrolled students may live in student housing.

**Lost and Found** All articles found on campus should be taken to Lost and Found, located in the Campus Safety department in the lower level of Lynn Wood Hall. Valuables are kept there to be claimed by those who have lost them. Articles not claimed within one year from the time they were turned in will be donated to the Samaritan Center.

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

**Motion Pictures/Video** Southern encourages students to choose their entertainment with discretion and to choose content that is spiritually and morally uplifting. The university does not condone attendance at motion picture theaters. All feature-length motion pictures and videos must be approved in advance for showing on campus or any school-related function by the Film Preview Committee. Current copyright laws prohibit universities and sub-organizations from showing video tapes that are intended for home use only. Requests for the showing of films should be directed to the vice president for student services.

**Music Standards** Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God to which the university is dedicated. To assist with the responsibility, a screening committee is appointed by the university president each year to screen all student programs before they are presented. Student groups should contact the chairman of the screening committee in ample time before their scheduled performance so that the com-

mittee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.

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

**PAW** Partners At Wellness is the student wellness program directed by a student. It is under the responsibility of the Health Service.

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

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

**Protection of Personal Property** Unoccupied student rooms, as well as automobiles, bicycles, and motorcycles parked in campus parking areas, should be kept locked at all times. The university cannot accept responsibility for stolen items/money, or damage to personal property.

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

**Qualifications for Student Office** Qualifications for holding office in non-academic organizations which perform publicly on or off campus or in student organizations, including all publication staffs and committees are:

1. A record of good citizenship
2. A minimum cumulative grade point average of 2.00
3. Student Association membership To run for or hold any elected office in a student organization or be appointed to a media editor or director a student must have:
  1. A record of good citizenship.
  2. A cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester with a minimum cumulative average of 2.00. Secondary school grade point averages will be calculated on major subjects only.

**Questionnaires and Surveys** Any proposed student research must undergo a review process prior to any research activity. This includes questionnaires or surveys by student organizations as well as research for class assignments. Further information and the required approval forms may be obtained from the Vice President for Academic Administration or Vice President for Student Services.

**Residence Hall Eviction** Southern Adventist University residence hall housing is designed for currently enrolled undergraduate students up to 23 year of age. When a student ceases to be registered for at least 6 credit hours during the first or second semester, s/he must vacate Southern housing. The student will be notified by a dean in writing that s/he will have 48 hours to vacate. This policy also applies during summer terms if a student

does not retain his/her accepted status. If the student does not vacate housing within the allotted time, his/her personal belongings will be placed in storage and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the deans with the Student Services office and approval of the Student Finance Office.

**Residence Hall Room Reservations** After a student has been accepted by Southern and the \$150 fee has been paid as a housing deposit, a confirmed room reservation can be made. To maintain this room reservation, the \$200 Commitment fee must be paid by July 16. This housing deposit is held in reserve until the student graduates and/or permanently moves out of the residence hall. Refunds are not made until after 30 days of residency and all residence hall obligations have been satisfactorily cared for such as the room left clean and undamaged. Students 24 or older will be allowed to reserve rooms only if space is available.

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

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

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

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

**Skateboards** Skateboards, in-line skates, roller skates and scooters on campus must be used with personal safety precautions and with responsibility for the safety of others. NO skating is allowed in buildings and in the following areas: Fleming Plaza, tennis courts, walking/running tracks, Industrial Drive, all parking lots, all public streets, all private streets, Collegedale Academy and Spalding Elementary. It is permitted in the following areas: Promenade, church parking lot, and sidewalks on campus. All such activity is at the sole risk of the one using the above mentioned equipment. Safety equipment is



mandatory—helmets, knee pads, elbow pads, wrist splints. Those not wearing proper safety equipment will be asked to desist the activity. Activities prohibited: “waxing” curbs and handrails; rail sliding; jumping from any docks. Individuals are not to be towed behind any vehicles whatsoever. Southern assumes no responsibility for any injuries in this activity. Violators will be asked to (1) Identify themselves (2) Stop and go to approved location (3) Vacate Southern’s property and if violators refuse to leave and/or desist, Campus Safety will take proper steps to secure compliance (4) Collegedale Police Department will be called to secure compliance with the law by appropriate legal means (5) Remove “wax” from Southern’s property. Citations will be issued to offenders.

**Standards of Behavior** Students are expected to establish a Christian lifestyle which fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer, Bible study, and Christian-service activities; practicing good study habits; selecting a balanced and nutritious diet and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibly and respectfully to other persons. Behaviors which do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco and illicit drugs; gambling; dancing; improper sexual behavior, including homosexual behavior; and attendance at entertainments which are spiritually or morally destructive. Students who engage in such behavior will be subject to discipline.

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

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

**Student Center** Lounges, a snack shop, a game room, and a prayer room are available for student use on the third floor of the Student Center building. Student Association offices, the CARE and Chaplain’s offices, the Counseling Center, and the Student Services office are located there. The dining hall is one floor below the Student Center.

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

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

**Student Senate** The legislative body of the Student Association of Southern Adventist University. It is elected by the members of the SASouthern.

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

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

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

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

The television set located in the amphitheater is restricted to Cable News Network. There is also one in the Grundset Room and one in the game room for sports broadcasting.

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

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

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

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

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

**World Missions** Information on Student Missionary or Taskforce opportunities is available in the Chaplain's Office.