

SAMFORD UNIVERSITY

Student Handbook 2024-2025

The student handbook becomes effective when an individual becomes admitted, enrolled, or registered as a student at Samford University.

FOR GOD, FOR LEARNING, FOREVER



Please note that due to on-going campus infrastructure and facilities improvements, several campus offices are temporarily relocated. Please contact the HUB or consult the online directory for the most up-to-date information regarding office location.

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A MESSAGE FROM THE UNIVERSITY PRESIDENT

Dear Samford students,

Throughout the Bible, there is always a relationship between blessing and responsibility. In Luke’s gospel, for instance, Jesus reminds us that “to whom much is given, much more will be expected.”

As a Samford student – whether at the start of your educational journey or near its completion – you are indeed blessed. The opportunity to study and learn at a world-class institution of higher learning is a privilege granted to very few people. Additionally, you are a part of a close-knit community that cares for and loves you. Again, what an incredible gift!

As you are being prepared to live out your various vocations, please also recognize that with these extravagant gifts also come enormous responsibilities – to yourself, your family, your fellow Samford students, and to the communities you call home. This handbook articulates some of the most important responsibilities you inherit as you make your educational home at Samford. Following these guidelines will ensure the best opportunity to respond to the privilege of being a Samford student.

Thank you for all the ways you embody the Samford spirit. I wish you the absolute best as you continue this exciting journey.

Beck A. Taylor, Ph.D.

President

A MESSAGE FROM THE SGA PRESIDENT

My Fellow Bulldogs,

It is an honor and privilege to serve this university as your Student Government Association (SGA) President! The SGA exists to serve each student through representation, programming, and advocacy. All registered undergraduate students, upon enrollment, are members of SGA. As such, each student has access to our resources, officers, and activities. I encourage you to hold the Student Executive Board (SEB) and myself accountable for your experience on campus. Furthermore, I implore you to consider how engaged you are with what is happening at Samford. As the old adage goes, what a person puts into something is what they will get out of it. Our university is filled with endless traditions, clubs & organizations, sports teams, state of the art facilities, fine arts, academic groups, and national honor societies. Take advantage of these opportunities to build meaningful relationships with your fellow peers and the surrounding community.

Nevertheless, we all have a chance to positively impact others and leave our university better than we found it; for the sake of our own personal growth and for those that come after us. We must be willing and committed to enriching ourselves before we can enhance our community. We are a family through our citizenship at Samford. But more importantly, through our Lord and Savior Jesus Christ. The apostle Paul tells us in 1 Corinthians 13:13 that of faith, hope, and love; the greatest of the three is love. We, as a Samford community, must consistently evaluate ourselves to ensure we are always showing love to all. It is my greatest hope that SGA can be a beacon and example of what it looks like to engage respectfully, in dialogue and action, with those of differing opinions. If you have suggestions, concerns, ideas, feedback, or questions, know that SGA is here for you!

With love,

James Jefferson, Jr.

DISCLAIMERS

Student Responsibilities

Students are to read and be familiar with the university policies that are published from time to time in the Samford University Catalog, the Samford University Policy Manual, the Student Handbook, and via email. This includes being up to date on the school calendar, course and activity deadlines, mail deliveries to student mailboxes, and e-mails delivered to a student's samford.edu e-mail address.

The policies, procedures, and other content of this Student Handbook may be revised throughout the academic year, and those changes will be effective when they are published. Unless otherwise specifically noted, this Student Handbook and changes to its contents are equally applicable to all students. Although this Student Handbook is an important guide for students, it does not include all policies, procedures, rules and other information applicable to students.

Disclaimer of Contract

This Student Handbook does not constitute a contract between Samford University and any student or other person, and none of its provisions shall be construed as being contractual in nature. Samford University reserves the right to modify information contained in this Student Handbook as deemed necessary.

Nondiscrimination Statement

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion, or any other protected status under federal, state or local law applicable to the University, in its education policies, programs, and activities, in its admissions policies, in employment policies and practices, and all other areas of the University. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. Inquiries and concerns regarding this policy may be directed to the Office of General Counsel, 302 Samford Hall, Birmingham, AL 35229, 205-726-4502.

INTRODUCTION TO SAMFORD UNIVERSITY

Mission of the University

We nurture persons for God, for learning, forever.

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

The History of Samford University

Samford University was chartered in 1841 as Howard College in Marion, Alabama, about 80 miles southwest of Birmingham. It was originally named for the British social reformer, John Howard (1726-1790), who had no connection with the college but was an international personality of Christian charity. Howard died in Russia, strongly advocating more humane prisons, and his statue was one of the first installed in St. Paul's Cathedral, London.

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

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

Samford University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist, and doctorate degrees. Questions about the accreditation of Samford University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org) .

Alma Mater

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

Fight Song
Fight, Fight, Fight,
For Samford Bulldogs,
Go onward to victory.

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

ACADEMIC LIFE

A significant part of students' life at college is spent in the classroom. Their principal objective should be to acquire the knowledge, understanding and skills needed for effective living. Policies in this section only pertain to undergraduate students unless specifically referenced by a graduate program.

Academic Integrity

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the university. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.

The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. The more dependent, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest.

Academic integrity violations are acts of academic misconduct. The term academic integrity violation includes but is not limited to the following acts:

1. Offering for course credit as one's own work, in whole or in part, the work of another.
2. Plagiarism, that is, incorporating into one's work offered for course credit passages taken either word for word or in substance from a work of another, unless the student credits the original author and identifies the original author's work with quotation marks, footnotes or another appropriate written explanation.
3. Offering for course credit one's own work but work that one has previously offered for course credit in another course, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered.
4. Obtaining an unauthorized copy of a test or assignment in advance of its scheduled administration
5. Taking an examination for another student or knowingly permitting another person to take an examination for oneself.
6. Giving, receiving or obtaining information pertaining to an examination during an examination period, unless such action is authorized by the instructor giving the examination.
7. Divulging the contents of an essay or objective examination to a student who has not taken the exam.
8. Taking, keeping, misplacing, or tampering with the property of Samford University, a faculty member or another student, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, material in a university library.

9. Failing to follow the instructions of a professor in completing an assignment or examination, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage.
10. Witnessing conduct that one knows or should reasonably know is dishonorable and failing to report it.
11. Altering or falsifying academic or student record documents such as transcripts, change of grade forms, university excuses and add/drop forms.
12. Giving or receiving unauthorized assistance on an examination, assignment, project, or other academic assignment.
13. Making a false report of academic dishonesty.
14. Fabrication, falsification or misrepresentation of data, results, analyses or other studies, presenting the results of research or studies not actually performed or manipulating or altering data to achieve a desired result, including the failure to report or suppression of conflicting or unwanted data.

Please go to the Office of the Registrar website to view more information about the procedures and possible sanctions involved with a violation of academic integrity.

Advising

Each student is assigned an adviser in his or her academic department. This assignment is made at the time of admission if an academic major is declared. Students who have not declared a major are assigned to the assistant dean of Arts and Sciences until a major is declared. An academic major must be declared after a student has earned 64 credits.

BACHELOR'S DEGREE REQUIREMENTS

Total Credits

A minimum of 128 credits must be successfully completed. No more than eight credits in music ensembles, drama participation and physical education activity courses may apply toward the 128 credits required for graduation. No more than two credits in physical education activity courses beyond those required for graduation may be part of the combined eight credits. To receive a first undergraduate degree, students must earn at least 25 percent of their total credits from Samford.

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

The core curriculum courses are:

- UCBF 101 Biblical Foundations
- UCT 101 University Core Texts I
- UCT 102 University Core Texts II
- UCR 101 University Core: Rhetoric
- UCS 102 University Core: Seminar
- UCHW 120 Concepts of Health and Wellness

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

Students planning to earn Alabama teaching credentials should see their department chairs and consult the School of Education section of the university catalog website for special requirements.

Class Attendance Policy

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

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

Classification of Students

Credits Earned	Status
0-31	Freshman
32-63	Sophomore
64-95	Junior
96-above	Senior

Convocation Requirements

The purpose of Convocation is to nurture students in faith, learning, and values from a distinctly Christian perspective. Students are made aware of the Christian worldview and are encouraged to engage with the Christian mission in the world through multiple opportunities for spiritual maturity and growth. Convocation is a formal means by which we at Samford can be who we say we are a community committed to faith, learning, and values rooted in a biblical worldview.

Convocation programs allow students to fulfill the convocation requirement for graduation. Incoming freshmen must complete 60 credits to graduate, with 30 credits needed by the time a student achieves 64 academic credits to avoid a registration delay. Transfer students will have a prorated convocation requirement based upon the credits transferred to Samford from another institution. This information is available in the Convocation section of the Spiritual Life website.

Convocation credit may be earned only by participation in approved Convocation events sponsored by Samford University. In some instances, students with a documented disability that would hinder them from attending Convocation events may be referred to the Office of Accessibility and Accommodations for assistance. A student who does not complete their Convocation requirements will not be eligible to receive their degree.

For more information about Convocation requirements, visit the Office of Spiritual Life.

Course Repeats

- Upon the recommendation of their adviser and the approval of the university registrar, undergraduate students may repeat a course for credit in which they received a "C-" or lower to improve their grade, cumulative GPA and understanding of course content.
- When a course is repeated at Samford in which a grade of "C-" or lower was earned, only the last grade, even if it is lower, counts in the calculation of the cumulative average. The credits count only once. Both courses and both grades remain on the transcript with an indication of which course is counted in the computation of the cumulative GPA. The repeated course must be the same course that was originally taken. Courses repeated at other institutions do not change the Samford cumulative GPA.
- The deadline for submitting the petition to repeat a course is the last day to add a course in the semester or term the repeated course is being taken. A form for this purpose is available in the Office of the Registrar or online here: [Course Repeat Petition Form](#).
- A course can be repeated only once. A student may take advantage of this policy for no more than sixteen credits. Repeating a course may influence a student's financial aid or sports eligibility. Courses repeated after graduation will not change the graduation GPA.

Drop and Add Policy

Class drops, adds and other changes in a student class schedule that do not involve complete withdrawal from school are subject to the following rules:

1. During drop/add, if a schedule change results in a reduction of the student's total credits (less than full-time), tuition may be adjusted within 30 days.
2. Any reduction in a student's course load during the drop/add period may result in an adjustment in the student's financial aid.
3. After the last day to drop courses without financial penalty, withdrawing from will not result in a reduction of charges for tuition or fees.
4. There are no refunds of fees unless the course related to the fee is dropped within the drop/add period, or a student withdraws as outlined below.

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

Grading System

Samford University uses the familiar grading system with some variations. Grades are indicated by letters "A" through "F," "INC," "FA," "W" and "WF." The university uses a plus and minus variation except for "A+," "F+" and "F-." In addition, some courses may be taken for pass/fail credit, and these carry "P" or "F" grades. A statement of the meaning of each symbol is found in the university catalog website.

Grades represent faculty appraisal of the quality of work. Term grades are assigned by faculty members and can be changed only for just cause and with administrative approval.

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

Students must earn a quality (or grade) point average of 2.0 (a "C" average) in the Samford cumulative average to graduate. Students are expected to maintain satisfactory progress toward graduation. Specific minimum levels of achievement have been assigned for each classification level of students. See the university catalog website for the current requirements.

Grade Quality Points

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

P 0.00

AU 0.00

FX 0.00

GRADE APPEALS

Undergraduate Grade Appeals

An initial grade may be challenged by a student before the last day of classes of the next full semester. May Term and Summer Term grades must be appealed by the end of fall term. All petitions must be made first in turn in writing to the instructor, chair, and dean. All appeals must be written and demonstrate and document an unusual circumstance that warrants a review of the grade and evidence of the grade s/he believes should have been given by the instructor. The student must include the full and complete grounds for the appeal in the initial appeal. Each subsequent appeal must include the previous appeals and responses by university representatives. If each of these three in turn denies the appeal, the student may appeal to the university registrar. The registrar will convene a subcommittee of the Faculty Academic Affairs Committee who will weigh the appeal. The results of this subcommittee's decision are final.

If a student considers either a Title IX or an ADA accommodation complaint to be the basis for the grade appeal, the student should start the appeal with the Title IX coordinator or the Office of Accessibility and Accommodations. Until a decision is rendered from the appropriate office regarding the complaint, the assigned grade will be changed to an "I", meaning Incomplete. A finding in favor of the student may result in an educational plan to address changing the grade. A finding denying the appeal will result in the "I" being changed to its original grade. The student may then complete the appeal process outlined above. During the time a grade is reported as an "I", the course will have no impact on GPA or credit hour completion.

Graduate Grade Appeals for Programs without Internal Procedures

An initial grade may be challenged by a student before the beginning of classes of the next full semester. Summer term grades must be appealed by the beginning of fall term. All petitions must be made first in turn in writing to the instructor, chair, and dean. All appeals must be written and demonstrate and document an unusual circumstance that warrants a review of the grade and evidence of the grade s/he believes should have been given by the instructor. The student must include the full and complete grounds for the appeal in the initial appeal. Each subsequent appeal must include the previous appeals and responses by university representatives. If each of these three in turn denies the appeal, the student may appeal to the university registrar. The registrar will convene a subcommittee of the Faculty Academic Affairs Committee who will weigh the appeal. The results of this subcommittee's decision are final.

While the grade appeal is being considered, a student may attend classes through the first week of the term, which is the add/drop period. The student may not attend classes until the appeal is resolved after that first week. The university will make every effort to resolve the appeal by the end of that first week. If a student considers either a Title IX or an ADA accommodation complaint to be the basis for the grade appeal, the student should start the appeal with the Title IX coordinator or the Office of Accessibility and

Accommodations. Until a decision is rendered from the appropriate office regarding the complaint, the assigned grade will be changed to an "I," meaning Incomplete. A finding in favor of the student may result in an educational plan to address changing the grade. A finding denying the appeal will result in the "I" being changed to its original grade. The student may then complete the appeal process outlined above. During the time a grade is reported as an "I," the course will have no impact on GPA or credit hour completion.

Withdrawal

A student desiring to withdraw completely from the university at any time must complete an official online withdrawal form found on the Office of the Registrar's website. The date of withdrawal is the date this form is submitted online to the Office of the Registrar. If a student drops out of the university without permission, the official transcript will show a grade of "FA" in all courses for that semester or term.

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

Please note: Failure to attend class does not constitute withdrawal. Students are responsible for completing the appropriate online form and submitting it to the Office of the Registrar.

Samford Abroad

Samford Abroad offers a variety of programs each term. Students can apply for short-term faculty-led programs, affiliate/exchange programs, and/or Samford's signature study abroad experience, the Samford in London semester program at the Daniel House. Language immersion study abroad programs are also available for both.

The Daniel House

As part of its commitment to internationalization, Samford University provides a special opportunity for students and faculty to live and study in one of the most cosmopolitan and culturally rich cities of the world - London. The Daniel House, Samford's London Study Centre, serves as home and classroom to students and faculty throughout the year in a variety of academic programs. The house underwent a major renovation in 2018-2019 to improve accommodations, student learning spaces, and resident manager and faculty facilities. The Daniel House is located in the heart of London near Kensington Gardens, the Victoria and Albert Museum, the Museum of Natural History, and the former residences of Winston Churchill, T.S. Eliot, Alfred Hitchcock, and John Lennon. Over 130 years old, the Victorian townhouse serves as the setting for a semester abroad program during fall and spring semesters for students and professors-in-residence from the Birmingham campus. In addition to courses taught by the Samford professors in their fields, British professors present courses that focus on British theatre, history, culture, and life.

During May Term and Summer Term, the Daniel House is the base for Samford faculty and students involved in accelerated, specialized courses that take advantage of the London setting. These sessions offer a variety of courses that focus on subjects such as art appreciation, English literature, the British health care system, the theology and history of the English Reformation, London as a world financial center, and much more.

During the Samford in London semester abroad, students live, work, and study like Londoners. While residing at the Daniel House, students will participate in an internship related to their field of study for six credit hours. Additionally, they will enroll in at least one course taught by the faculty-in-residence and one course taught by a British professor. Students must enroll in 12 to 18 credit hours. The faculty-in-residence rotates among the various Samford colleges. Because the application process is competitive, students are encouraged to speak with their advisor early to determine when it will be the best time to study abroad within their degree program.

Samford in London is also offered in a compressed format during the summer. This program is approximately six weeks long. Summer students will participate in an internship for three credit hours and take one class taught by a Samford faculty-in-residence.

Courses in London vary each term. For more information on the courses or programs based at the Daniel House, please contact the Global Engagement Office online, or in Brooks Hall 221, phone (205) 726-2741.

Eligibility

Samford University students must meet eligibility requirements to study abroad. The applicant must have a minimum 2.50 GPA, must not be on academic or disciplinary probation, and must have sophomore standing or above at the time of participation. Students must have met all prerequisites or requirements for all classes in which they enroll. A student must maintain these standards prior to departure and throughout the term and must abide by participation rules; failure to do so will result in dismissal from the program and return home at the expense of the student.

Cost and Activities

See the Financial Information, Undergraduate Tuition and Fees section of the Samford Undergraduate Catalog for information on study abroad costs. Please note that fees vary by program. For additional information, contact the Global Engagement Office for exact amounts, payment due dates, and/or cancellation and refund policies at (205) 726-2741. See also the Student Financial Services website for the latest tuition and fee info. Please visit the Samford Abroad website for specific program cost information.

Cancellation and Refund Policy

Cancellation/withdrawal and refund policies for study abroad programs are different from the policies for on-campus programs. Before registration in any study abroad program, please review the withdrawal and refund policy associated with the program application at abroad.samford.edu.

Language Summer Internship

International internships that require the use of another language are arranged on an individual basis in various professional fields, such as business and missions. For further information about these opportunities, contact the Department of World Languages and Cultures at 205-726-2742 or 205-726-2747.

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

Library

Serving the entire campus community, the Samford University Library combines the Harwell Goodwin Davis Library and the Frank W. and Clara C. Hudnall Library. The University Library is home to the Marla Haas Carts Missionary Biography Collection, the Alabama Men's Hall of Fame and the Hellenic Scholars' Library. There are more than half a million volumes available through the online catalog. In addition to the book and periodical collections, the library houses a government document collection, a special collection and a multimedia collection. A computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms and a patron lounge area are available for patron use (<http://library.samford.edu/about/maps.html>). Librarians provide research education to classes and one-to-one assistance at the Ask Us desk or Ask Us online.

Need help with research? Just Ask Us!

Ways to get in touch:

Call us during library opening hours at 205-726-2196. Send an e-mail to reference@samford.edu .

Text Us! 205-683-4065

Regular Session Hour

<u>Day</u>	<u>Hours</u>
Sunday	1:00 p.m. - midnight
Monday-Thursday	7:30 a.m. - midnight
Friday	7:30 a.m.- 8:00 p.m.
Saturday	10:00 a.m.- 7:00 p.m.

Special Collection Hours

<u>Day</u>	<u>Hours</u>
Monday-Friday	9:00 a.m. – 5:00 p.m.
Saturday-Sunday	Closed

View a complete listing of the library hours!

Library Resources

Online access to all databases and the library catalog is available 24/7 from the University Library website. Databases require login using your Samford username and password.

Remember: The library's security system helps control materials leaving the building. Removing noncirculating materials or defacing any library property is a values violation. We appreciate your assistance in ensuring library materials are available to everyone who needs them. The library staff wants to help you. If you aren't finding what you need, please ask!

Floor	Department
Lower Level	Computer Labs Public Access Computers Special Collections Technology Services Desks
Main Floor	Circulation Desk Public Access Computers Multimedia Periodicals Einstein Bros. Bagels
Second Floor	Government Documents Group Study Rooms Public Access Computers Research and Reference Services
Third Floor	Individual Study Rooms Public Access Computers

Fourth Floor Interlibrary Loan Services (Room 410)

Additional Campus Libraries

- Career Development Center
- Curriculum Materials and Technology Center
- Center for Healthcare Innovation and Patient Outcomes Research
- Global Center
- Lucille Stewart Beeson Law Library

These libraries may be accessed from their home pages and from the University Library website.

TECHNOLOGY SERVICES AND RESOURCES

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

Technology Assistance

Technology assistance is available from the Service Desk, located in Davis Library 012. You can reach the Service Desk 24 hours a day, seven days a week at 205-726-2662. You may also send an e-mail request to support@samford.edu. For hands-on assistance in the Service Desk office, analysts are available Monday through Friday from 7:30 a.m. – 5:00 p.m. (pending library hours).

The general-access computing labs are staffed by student laboratory assistants who can help with the use of the resources located in the labs. Computing resources and assistance are free of charge to Samford University students.

Technology Laboratories

General-access computer laboratories are available to every student, except during times when one or more of the labs is scheduled for classes. Several academic departments or schools also have computing labs that support their specialized needs. The general-access laboratories offer a substantial suite of software to assist with word processing,

page layout, presentation preparation, and statistical analysis. Each computer in the general-access computing labs is connected to the campus network, which is connected to the Internet, giving every Samford student access to the World Wide Web and other networked resources. For more information about laboratory resources, hours, and availability, visit the Technology Laboratories website.

Campus Portal Services

All members of the Samford community have access to a variety of computing resources. The campus Portal <https://connect.samford.edu/> via the Web is the entry point from which all members of the campus community can access academic resources, administrative services, community information, and e-mail. Some of the administrative resources available to Samford students are grades, class schedules, and account information. Upon admission to Samford University, students may go to the Samford home page and log-in to the campus Portal or go directly to the Portal at <https://connect.samford.edu> using the username and password provided by Technology Services.

First-time users should set up their password at <https://pwchange.samford.edu/newuser> . For password assistance after a password has been set up, or to change a password, go to <https://pwchange.samford.edu> .

Network Access

Samford University offers wireless network access across the campus, including residence halls and outdoor spaces. This service provides students with the convenience and flexibility of using portable devices. Nonresident students may access campus computing resources through an Internet service provider. For further information regarding network connections, contact the Service Desk at 205-726-2662, send an e-mail to support@samford.edu , or consult the Technology Services website.

Policies

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

Microsoft Office for Students

Office 365 Education for Students is an Office 365 plan that is available for free to students who attend academic institutions who have purchased Office for faculty and staff and is available at office.com/GetOffice365. This plan allows students to install Word, Excel, PowerPoint, Outlook, OneNote, and Access on up to five PCs or Macs, and Office apps on other mobile devices, including Android, iPad, and Windows tablets. The plan also includes one terabyte of OneDrive storage, managed by the university. Students can edit and collaborate using Office Online, as well.

To sign up and get Microsoft Office 365 at no charge, point your web browser to office.com/getoffice365, or contact the Service Desk for assistance at 205-726-2662, or support@samford.edu .

STUDENT LIFE

Student Affairs Philosophy and Mission

The Student Affairs Division is comprised of student life departments serving students in a variety of ways. These staff members specialize in conducting co-curricular programs, activities, and services that complement academic programs of the university. Programs, activities, and services administered by the Student Affairs Division are designed to promote a quality of life that enhances the student's total growth and development. By participating in student activities, serving or leading committees, or becoming a member of an organization, a student can engage with other students, faculty, and staff.

Mission

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

Campus Recreation

The Department of Campus Recreation offers competitive and recreational intramural activities, open recreation, outdoor activities, club sports and fitness programs for a wide variety of students.

Information on programs and facilities can be viewed on our website at www.samford.edu/campusrecreation .

Facilities

With the NEW Recreational facility opening the fall of 2024, we will have a variety of opportunities for students and faculty/staff to get a great workout. In the new facility we will have 4 wooden courts (basketball, volleyball and pickle ball), multiple lifting areas, cardio equipment, turf area, Peloton area, multipurpose studios, Funxtion Fitness Room, indoor track, core workout area, spin room, game room, massage chairs, banquet options, and food options. Until the facility opens, we still will operate in the Pete Hanna Fitness Center (free weights, machine weights and cardio equipment). Another area where students can play or workout is the outdoor complex (two grass fields, basketball/pickle ball court, sand volleyball court and picnic pavilion) located across Lakeshore Drive. Some 10.5

Identification

Participation in Campus Rec activities and use of all facilities requires individuals to present valid Samford University student ID. If you take a picture of it, then that will work to gain access to sports or facilities. Random inspections are made to ensure only Samford students, faculty/staff, are using the facilities. Individuals without Samford identification will be asked to leave the facility.

Intramural and Club Sports

Intramural sports offered include flag football, volleyball, basketball, softball, ultimate Frisbee, soccer, dodgeball, table tennis, billiards, spike ball, cornhole, pickle ball, sand volleyball, and tennis. More competitive players are encouraged to check out Campus Rec's club sports teams. Club sports team for the 2024-2025 include Men's and Women's Lacrosse Club, Men's Ultimate Club, Equestrian, Golf, Shooting Sports, Men's and Women's Soccer, and Women's Volleyball, Pickle Ball, Women's Basketball, Swim Club, Tennis Club and Running Club.

Fitness Classes

Once the new facility opens, we will be offering a variety of classes for students/faculty/staff to get a workout individually or with a group. They will be in the multipurpose studios, on the turf or in the weight room. Classes are offered at no cost throughout each week. For class information please check our website or **go to the Fusion app or web page (recreation.samford.edu)** to sign up for classes.

Participation Risk

Participation in Campus Recreation activities at Samford is purely voluntary, and individuals participate at their own risk. Participants should understand they are responsible for all costs arising out of injury or property damage sustained through participation. It is strongly urged that participants obtain sufficient health insurance coverage, whether it is through the university or a private source.

Exhibit Area

Exhibit areas are available for groups to use for promoting events and fundraising. The University Center building coordinator manages reservations for the exhibit area. The requesting group is responsible for maintaining the area in a clean and orderly manner. It is the group's responsibility to set up all materials and equipment and to remove

everything at the end of their reserved time. No more than four people can staff the area at any given time. If an external group wishes to reserve the exhibit area for recruitment purposes, they must seek sponsorship through the Career Development Center. All other external groups must request use of the space through the Department of Event Management. For-profit sales are not permitted. The following constitute Samford University's event and fundraising exhibit areas:

- University Center East Lobby Exhibit Area (at the bottom of the main cafeteria staircase)
- One table and two chairs are available.
- The tables and chairs assigned to the exhibit area are not to be removed at any time, and especially not to Ben Brown Plaza for any reason.
- Ben Brown Plaza-located outside of the University Center in front of Dwight Beeson Hall
- All advertising should adhere to the poster/sign guidelines.
- Upon approval by the University Center building coordinator, a limited number of posters may be hung in the trees, provided the trees are not damaged. All string, fishing line, etc., must be removed with the posters/signs.
- The reservation group is responsible for providing tables, chairs, etc. for the function.
- Tables and chairs can be ordered at no charge through Facility Services. Please contact the University Center building coordinator one week in advance to request tables and chairs.
- Absolutely no tables and chairs can be taken from anywhere in the University Center for use in these areas.
- Activities in one area cannot negatively impact that in another. (Example: a band playing or noisy activity on Ben Brown Plaza or the Quad during class time).

Cafeteria

- One small square table and two chairs may be used from the cafeteria to set up displays.
- Groups are responsible for setting up and returning the tables to their original location.
- Tape may not be used to attach signs or information to the table.

Event Registration for Student Organizations

Only registered student organizations in good standing may reserve campus space and facilities, and events must be directly associated with either an official university student organization and/or an academic department. Student events that are not directly tied to an official university student organization or an academic department must submit requests to the Office Events Management at events@samford.edu.

Student organizations requesting event space on campus should first submit an Event Registration Form through their respective organization on Bulldog Central for approval. The organization's advisor will then receive email notification to review the form. The advisor must first reserve a room in SPACES before approving the form. If necessary, organization advisors may reach out to the assigned building coordinator for the availability of space and proper permissions and to the Office of Student Leadership and Involvement for assistance with Bulldog Central. All requests will be reviewed by the assigned building coordinator and approved or denied in SPACES. The Office of Events Management assists advisors and the Office of Student Leadership and Involvement with the logistical needs of all student organizations events on campus.

Samford University's campus maintains a variety of space venues identified for indoor and outdoor use. For more information regarding the availability of these spaces for general use, please contact the Office Events Management at events@samford.edu.

Greek Life

Greek Life at Samford is like no other community. Sororities and fraternities at Samford are purposeful in serving

our community and giving to righteous causes because that's what Samford is about. We are faithful, living out our faith through fellowship and everyday grace. And we are really supporting each other's journeys through college and life. As members of fraternities and sororities, we take lifelong oaths to care for each other and the world around us. We are purposeful. We are faithful. We are real. We are Samford Greeks.

Fraternities and sororities are life-long commitments. At Samford, sororities and fraternities are involved in educational programs, community service and leadership development. Samford students are able to take their spiritual growth to the next level by connecting personal faith to chapter ritual. In addition, fraternal organizations provide a strong bond of brotherhood and sisterhood.

The Interfraternity Council (IFC) is the governing body for the six national fraternities within the North- American Interfraternity Conference (NIC). The NIC is a trade association of over 70 international and national fraternities. The IFC is held to the minimum standards of the NIC. The IFC promotes leadership within member chapters and monitors the activities and events of member chapters. The IFC is composed of two delegates from each fraternity and five executive officers.

The National Pan-Hellenic Council (NPHC) serves as the governing body for the historically Black Greek Letter Organization. Samford's NPHC has two sororities and one fraternity actively engaged on campus. There are nine organizations that make up the national body of NPHC, commonly known as the Divine Nine. NPHC serves to unite the active Samford chapters for one collective voice to speak on issues, coordinate joint programming and create a sense of community. The council is comprised of four officers representing the community and delegates from each active chapter.

The College Panhellenic (CPH) is the governing body of the seven Samford sororities within the National Panhellenic Conference (NPC). NPC makes up 26 national fraternal women's organizations providing development for all sorority women. CPH is composed of two members from each sorority serving as delegates and six executive officers. CPH not only monitors the sorority membership recruitment process, but also provides a variety of educational, social and service opportunities for sorority members, as well as the campus and Greek community at large. Sorority life can provide women with a lifetime of sisterhood, development, and enrichment.

Greek organizations are held accountable for upholding the executive guidelines, organizational policies, as well as university values. Greek organizations that operate under the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC) and Panhellenic Council (CPH) guidelines, may be subject to disciplinary sanctions applied by those entities in addition to university sanctions.

To learn more about joining a fraternity or sorority please visit our website, www.samford.edu/greeklife .

Sororities

Sorority	Nationally Founded	Local Chapter	Philanthropy
Alpha Delta Pi	May 15, 1851 Wesleyan Female College Macon, Georgia	1910	Ronald McDonald House
Alpha Kappa Alpha Sorority, Inc.	January 15, 1908 Howard University Washington, D.C.	1989	Breast Cancer Awareness and Education
Alpha Omicron Pi	1897, Barnard College (Columbia University) New York City, New York	1995	American Juvenile Arthritis Foundation
Chi Omega	April 5, 1895 University of Arkansas Fayetteville, Arkansas	1963	Make-A-Wish Foundation

Delta Delta Delta	November 27, 1888, Boston University Boston, Massachusetts	2016	St. Jude's Children's Research Hospital
Delta Sigma Theta Sorority, Inc.	1913 Howard University Washington, D. C.	1995	Delta Sigma Theta Five Point Program
Kappa Delta	1897 State Female Normal School (Now Longwood University) Farmville, Virginia	1968	Prevent Child Abuse Alabama
Delta Xi Phi Multicultural Sorority, Inc.	1994 University of Illinois Urbana-Champaign Champaign, IL	2012	American Cancer Society
Phi Mu	March 4, 1852 Wesleyan Female College Macon, Georgia	1924	Children's Miracle Network Hospitals
Zeta Tau Alpha	October 15, 1898, Longwood College Farmville, Virginia	1933	Breast Cancer Awareness and Education

Fraternities

Fraternity	Nationally Founded	Local Chapter	Philanthropy
Alpha Phi Alpha Fraternity, Inc.	December 4, 1906 Cornell University Ithaca, New York	2000	March of Dimes
Alpha Tau Omega	September 11, 1865 Virginia Military Institute Richmond, Virginia	2014	Greater Birmingham Humane Society and Magic City Woodworks
Beta Theta Pi	August 8, 1839 Miami University Oxford, OH	1841	The Beta Theta Pi Foundation
Lambda Chi Alpha	November 2, 1909 Boston University Boston, Massachusetts	1919	Feeding America
Pi Kappa Phi	December 10, 1904 College of Charleston, South Carolina	1925, 1991	The Ability Experience
Sigma Chi	June 28, 1855 Miami University Oxford, Ohio	1872, 1984	Children's Miracle Network Hospitals
Sigma Nu	January 1, 1869 Virginia Military Institute Lexington, Virginia	1879	Helping Hand Initiative

POSTERS AND PUBLICITY POLICY

University Center and Outdoor, Non-Athletic Areas

Samford University students, faculty/staff and officially recognized student organizations may post signs and publicize events on campus provided the advertisements are properly identified and distributed as indicated below. Student organizations must submit all marketing materials via the Marketing and Promotion approval form on Bulldog Central to receive approval from the organization advisor and appropriate offices prior to placing advertisements on campus.

Posters and Signs

- All signs must identify the sponsoring group of the university community.
- All signs must be posted in appropriate locations.
- Signs and posters may not be placed on walls (interior or exterior), doors, windows, restroom stalls, mirrors, railings, refreshment machines, information kiosks, newspaper stands, campus directories, columns, or any other parts of the building.
- Individuals or groups who post signs in unauthorized locations will be required to remove the posters and may lose posting privileges.
- All signs must be removed within 24 hours after the event.

- Signs should not monopolize space on a given bulletin board. Excessive duplicate signs/posters are subject to removal.
- All signs/posters must be in good taste, consistent with university policies and must not contain sexist, racist, profane, or derogatory remarks. No reference to alcoholic beverages or bars may appear on posters or signs. The university retains the right to deny posting of any materials on campus.

Banners

University offices, student organizations, students and faculty/staff that wish to publicize an event by using a banner must obtain permission from the University Center building coordinator at least two weeks before the banner is to be hung. All banners must meet appropriate standards for height, width and decoration and must also adhere to poster/sign guidelines. Banners can be posted in the following locations:

Cafeteria

- All banners must be hung by Facilities management. A work order should be submitted one week in advance in order to have the banner hung.
- Do not attach banners directly to the walls, wood columns or any other part of the facility. Please refrain from attaching items to the floor or ceiling.
- All banners must be within the approved size limitations.
- Vertical signs-3 feet x 9 feet
- Horizontal signs-3 feet x 4 feet
- Glitter is prohibited.
- Banners and/or signs can be on display no more than two weeks before a function and must be removed 24 hours after the event is over.
- No more than six vertical and three horizontal banners may be on display at one time (Step Sing is the only exception to this policy).
- The University Center building coordinator must approve signs and approve the use of the space.
- University Center Entrances (from Talbird Circle or Ben Brown Plaza)
- All banners must be hung by Facility Services. A work order should be submitted one week in advance in

order to have the banner displayed.

- Banners must be horizontal and within the size limitation (3 feet x 6 feet).
- Glitter is prohibited.
- Banners and/or signs can be on display no more than two weeks before a function and must be removed 24 hours after the event is over.
- Only one banner may be on display at one time.

Table Tents

Students, faculty/staff, athletic groups and recognized student organizations that wish to place table tents on the tables of the dining facilities should first have the tents approved by the University Center building coordinator. Once approved, permission and a schedule for placing the tents on the tables can be obtained in the dining services office, University Center 244. All table tents must be removed by the sponsoring organization within 24 hours after the event.

Sidewalk Chalk

Groups who wish to publicize an event by using chalk on sidewalks must obtain permission from the University Center building coordinator at least three business days in advance of the advertising date. All sayings should be submitted for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking may begin up to one week prior to the advertised event. Chalking on brick walkways, building columns, exterior bricks and the Beeson Woods Bridge is prohibited. Chalk is only permitted on concrete/asphalt walkways. All sidewalk chalk must clearly indicate the sponsoring organization.

Sound Equipment Rental

Sound Equipment Borrowing Guidelines

- A portable sound system is available to all registered student organizations, free of charge.
- The sound system checkout form must be submitted at least three days prior to the event when sound equipment is needed.
- The sound equipment may only be used on campus.
- The equipment may only be used for one microphone and an iPod. Multiple inputs (amps, mics, instruments, etc.) may damage the system.
- All equipment must be returned to the HUB within 24 hours after the event for which equipment was reserved. Student organizations who fail to return the equipment on time will lose the privilege of using sound equipment in the future.
- The student picking up the system and the organization he/she is representing are personally liable for any damage to the equipment. Replacement costs will be charged to the organization's agency account.
Replacement costs are as follows:
 - Lost/damaged speaker or amp/sound board: up to \$800.
 - Lost/damaged microphone: \$100.
 - Lost/damaged microphone/iPod cables: \$30 apiece.

To reserve sound equipment, e-mail the HUB at thehub@samford.edu .

Tailgating Policies

All student tailgates must register on the Samford Tailgate website, and are reserved on a first come, first served basis.

- Tailgating groups are required to bring their own equipment for their area, including tents, tables, chairs, and grills, etc. Staking tents is strictly forbidden.
- No vehicle access is permitted on the quad for drop-offs. Drop-off locations are as follows: Sherman Circle, Talbird Circle, LSW West Parking Lot, Parking pull-offs between Propst Hall and Reid/Burns/Chapman, Brooks Hall East Parking Lot, and the parking lot behind the UC and DBH. Any violation of the quad vehicle policies may incur a fifty-dollar fine. Both the violator and the group leader are responsible for said violations, and both will be fined accordingly. Also, each violation will be ticketed individually.
- If you need power for your tent, you will need to bring a quiet generator or rent one. There are a limited number of electricity access points available on a first come, first serve basis, which will be based on the order we receive tailgate request forms.
- Grills must be placed in designated grilling areas only. Grilling is not allowed in parking decks. All grills must be placed away from tents and trees and cannot be used under a covered surface. Generators, grills, and flammable material such as propane and gasoline are not allowed within 20 feet of campus buildings or in other designated no-grill areas. All fires must be contained within grills or other containers designed specifically for that purpose. Grills must be elevated and use self-lighting charcoal or propane. Extinguish charcoal fires thoroughly with water before leaving unattended. Place charcoal in designated containers or remove it from campus for disposal. **DO NOT DUMP** charcoal on the ground or in dumpsters. Oils of any kind cannot be disposed of in a storm drain or sanitary sewer. Please repackage and remove it from site. At least one five-pound all-purpose fire extinguisher (ABC) must be provided if a grill is in use. In the event of a burn ban or drought, Samford reserves the right to prohibit all grilling until the ban is lifted.
- Samford will not be held responsible for any stolen or misplaced items left on the quad.
- Tailgating at Samford is a family-friendly environment. Individuals, groups and organizations participating in a tailgate are responsible for their conduct and are expected to respect the rights of others and the Samford community. All guests are expected to honor Samford's Honor Code while on campus. Failure to do so will result in the permanent loss of all tailgating privileges.
- Live performances must be approved in advance and will be limited based on overall crowd expectation. In the event of inclement weather, all tailgating guests will be instructed to take shelter at the labeled shelter in place locations for their safety.
- Anyone seeking accommodation for access to the quad and/or placement must contact the Office of Accessibility and Accommodations in writing at least two weeks before the desired tailgate attendance date.
- Samford prohibits the use of tobacco, alcohol, or any other intoxicant while on campus grounds. Failure to meet these expectations can lead to guest removal from campus and/or being held liable for violations.
- All tailgating groups are responsible for making sure their assigned tailgating area is clean before departing the quad.

For more information on tailgating at Samford, contact the office of Events Management g at 205-726-4657 or 205-726-2355.

SPIRITUAL LIFE

Faith development is an important part of the Christian mission of Samford University. As a student, you will have the opportunity to develop a mature faith of your own, building on the beliefs you bring here.

The Office of Spiritual Life exists to help point you towards an active, personal faith in Christ, providing multiple opportunities for you to pursue faith and grow spiritually. Our goal is to help students deepen their faith and engage in Christian community that will lead to a lifetime of walking with Christ. We look forward to knowing you and helping you take your next steps in your faith journey.

Here are a few of the ways to become involved:

Campus Worship

The Samford community meets together for time of worship and encouragement from God's Word weekly. Our services feature our student worship band and dynamic speakers from across campus as well as special guests from around the world. All students, faculty and staff are invited to be a part of this weekly gathering. Convocation credit is given at the conclusion of each service through the iAttended app.

Small Groups

Samford small groups are discussion-based groups led by upperclassmen that meet on campus. Students gather weekly to study God's Word together, pray intentionally, encourage spiritual conversations, and develop meaningful relationships that will last through the Samford experience. It is our goal to create a space for biblical community to happen and faith to be deepened.

Cadres

Each semester faculty and staff lead small groups known as cadres. These groups help students grow spiritually, build biblical community, and put faith into action. Topics for cadres range from popular book studies to practical faith discussions and community service opportunities through the Office of Community Engagement. Registration occurs during the first two weeks of class each semester and students receive convocation credit upon completion.

Freshmen Retreat

The best way to kick start the Samford experience is the annual Freshmen Retreat! Hundreds of incoming freshmen attend this annual retreat where some of our sharpest upperclassmen serve as small group leaders to help students connect with others and adjust to campus life. Students have fun together while focusing on relationship building and faith development through worship and small group interaction.

Missions

Our hope is to inspire students toward a deeper commitment to the Great Commission and to educate them about ways to become involved both locally and globally. Students are encouraged to go and grow missionally through the on-campus missions expo, various cadres, and other mission opportunities for students to be a part of the community. Students can also receive scholarship assistance for participating in approved short-term missions' projects through the university or in partnership with local churches.

Leadership Opportunities

Students desiring to be involved with the Office of Spiritual Life on campus can audition for the campus worship team, serve as a small group leader, or apply to work as part of the events team in the OSL office.

Convocation Requirements

The Convocation program exists to encourage spiritual growth and development by providing worship opportunities and programming that seeks to integrate faith and learning from a distinctly Christian perspective. Campus Worship, cadres, community service experiences and guest speakers are included on the calendar of convocation events each year. Convocation is a formal means by which we at Samford can be who we say we are a community committed to

faith, learning, and values rooted in a biblical worldview.

Incoming freshmen must complete 60 credits to graduate, with 30 credits needed by the time a student achieves 64 academic credits (typically the end of Sophomore year) to avoid a registration delay in the following semester. Transfer students will have a prorated convocation requirement based upon the credits transferred to Samford from another institution. This information is available in the Convocation section of the Spiritual Life website.

Because convocation is a graduation requirement, credit may only be earned by participation in approved Convocation events sponsored by Samford University. In some instances, students with a documented disability that would hinder them from attending Convocation events may be referred to the Office of Accessibility and Accommodations for assistance. A student who does not complete their Convocation requirements will not be eligible to receive their degree.

For more information about Convocation requirements, visit the Office of Spiritual Life.

STUDENT LEADERSHIP AND INVOLVEMENT

Student Government Association

The Student Government Association (SGA) represents and promotes student interest in the decision-making processes of Samford University by cultivating and maintaining leadership among students. The SGA also develops, coordinates and executes a variety of activities and services for the benefit of the students.

The Student Government Association is organized into four branches that provide a wide range of opportunities for student involvement. Each branch is presided over by a member of the Student Executive Board. Student Executive Board positions include President, Vice President for Senate, Vice President for Events, Chief of Staff, Chief Justice, Press Secretary, Treasurer, Executive Director of Diversity, and Chaplain. Opportunities for involvement include Senate, Student Activities Council, Freshman Forum, Class Officers, Presidential Advisory Council, Student Judiciary Council, Public Relations Committee, and Multicultural Affairs Committee.

All undergraduate students at Samford are members of the SGA. Members may vote in SGA-sponsored elections and participate in SGA-sponsored activities. All laws and resolutions of the undergraduate Student Government Association are codified and maintained by the Senate Code of Laws Committee. All legislative measures are published according to general topics by title and chapter in the Code of Laws and outlined in the Constitution.

For specific information about programs, services, and activities, please visit the SGA website at samford.edu/SGA or e-mail SGA@samford.edu.

Student Leadership Criteria

Samford University encourages students to immerse themselves in campus life, including leadership in one of the many registered student organizations or university-sponsored student leadership opportunities. To preserve the integrity of student academic performance, the following criteria have been established for individuals to hold leadership positions and to serve in executive-level leadership roles in student groups and organizations.

Students seeking to hold an executive leadership role in a student organization or university-sponsored organization must adhere to the following:

- Must be a full-time student in good standing with the university, free of any disciplinary or academic action at the time a leadership role is sought.
- Must possess a grade point average of no less than 2.0; individual groups and organizations may require a higher GPA.

- Be responsible for upholding Samford's Honor Code.

Stated standards in the handbook are minimum standards that may be supplemented or enhanced by an organization or group's requirements.

Students entrusted with leadership positions on campus should be familiar with the Samford Honor Code and are expected to demonstrate behavior consistent with the Honor Code. Any student leader exhibiting behavior inconsistent with the Honor Code may be subject to removal from their leadership position and adjustment of any Samford financial assistance accompanying the position. These leadership roles include but are not limited to officers in campus organizations, student government, resident assistants, Connections leaders, orientation leaders, ambassadors, Student Recruitment Team, student-athletes, University Fellows, Beeson and Presidential scholars.

Student Organizations

Co-curricular involvement is an important aspect of a total education. Samford University students are encouraged to select from more than 140 faith-based, honorary, professional, educational, athletic, service and social student organizations. A list of officially recognized student organizations is updated yearly in the Student Organization Guidebook and Bulldog Central (Samford University's Student Portal). Specific policies related to organization recognition and support can be found in the Student Organization Manual.

Please visit the Office of Student Leadership and Involvement online at www.samford.edu/leadership or e-mail involved@samford.edu if you have any questions or need assistance locating or starting an organization that is right for you.

STUDENT MEDIA AND PUBLICATIONS

Newspaper

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

Yearbook

Entre Nous is Samford's student yearbook, published in late summer. The paid yearbook staff is composed primarily of students involved in the study of journalism, graphic design and photography. The publication provides an excellent opportunity for students to build a portfolio and gain professional publishing experience. The yearbook is under the direction of the Department of Journalism and Mass Communication.

CAMPUS SERVICES

Academic Success Center

The Academic Success Center (ASC) is a resource center designed to facilitate students' successful transition through the university. The staff work closely with faculty, and on-campus student support offices to provide academic

assistance as needed. First-year students, both entering freshmen and transfer students, are encouraged to take advantage of the center's services. You can also follow them on Instagram @samfordsuccess.

Office of Accessibility and Accommodations

Samford University complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Accessibility and Accommodations Office (OAA) provides accommodation for eligible students with disabilities or chronic health conditions who experience a barrier in the living or learning environment. Accommodations may be related to testing, classroom, housing, meal plan, parking, as well as any other relevant service or environment on campus. Students who seek accommodations should contact Accessibility and Accommodations Office (205) 726-4078 or (access@samford.edu) or visit the website (www.samford.edu/dr) for more information. OAA is located in DBH 203.

Reasonable accommodations are determined on a case-by-case basis through an interactive process, in which the student documents their disability or condition with information from a qualified health care provider and describes the barrier they may encounter due to their disability or condition. Once accommodations have been determined, it is the student's responsibility to notify faculty of their accommodations by sending an accommodation letter then promptly meeting with faculty to discuss how their accommodations will be provided in that course. The faculty will grant reasonable accommodations only upon receipt of an accommodation letter. OAA can also assist students with temporary accommodations for injuries or short-term conditions such as a concussion or mobility impairment. See "Disability and Limited Mobility Parking" under Transportation Services for information on temporary parking passes.

Students believing, they were denied reasonable accommodations should refer to the grievance process outlined under "Current Students" at samford.edu/dr.

ACADEMIC SUPPORT

The Academic Success Center assists students in locating campus resources that promote academic success. Interested students can schedule an appointment to discuss their individual situation and needs. The ASC provides additional support and resources to conditionally admitted students, at-risk students or students placed on academic warning, as well as first generation students and students interested in pursuing graduate studies in a pre-health field (e.g., pre-med, pre-dental, pre-vet, or pre-optometry). To schedule an academic consultation or ask a question, e-mail success@samford.edu.

Tutoring is available in several general education courses through a partnership between the ASC and various departments. The ASC also maintains a list of private tutors in various subjects. For current tutoring schedules, please contact the ASC or visit the website at www.samford.edu/academic-success-center/.

The ASC also works with faculty and professional advisors to support the advising process.

Academic Opportunities

The ASC often hires students to work as tutors and as part of our office team, so please consider us if you are looking for meaningful on-campus work opportunities. We also welcome partnerships with student organizations interested in promoting scholarship and academic excellence. And finally, with our oversight of the Foundations courses, we also look for upperclassmen who are interested in serving as Peer Mentors for the FOUN 101 classes. Students can receive credit, and this is a great service to enhance your resume. If you are interested in any of these opportunities, please contact success@samford.edu to make an appointment and discuss.

Westmoreland Hall/University Center

The offices of Student Leadership, Student Involvement, Student Activities and Events, Housing and Residence Life, Student Government Association, and Greek Life are housed in Westmoreland Hall. Title IX and Student Conduct are housed in Samford Hall. The HUB, post office, university bookstore, cafeteria, and food court are housed in University Center.

Bookstore

The bookstore is owned and operated by Follett, and all proceeds from the bookstore operation go back to Samford University.

Samford Shop is the official bookstore serving the students, faculty, and staff of Samford University with pride since 1841.

Store Hours

Spring	Summer	Fall
Monday 8:00 am – 5:00 pm	Monday 9:00 am – 3:00 pm	Monday 8:00 am – 5:00 pm
Tuesday 8:00 am – 5:00 pm	Tuesday 9:00 am – 3:00 pm	Tuesday 8:00 am – 5:00 pm
Wednesday 8:00 am – 5:00 pm	Wednesday 9:00 am – 3:00 pm	Wednesday 8:00 am – 5:00 pm
Thursday 8:00 am – 5:00 pm	Thursday 9:00 am – 3:00 pm	Thursday 8:00 am – 5:00 pm
Friday 8:00 am – 3:00 pm	Friday 9:00 am – 2:00 pm	Friday 8:00 am – 3:00 pm
Saturday 10:00 am – 2:00 pm*	Saturday CLOSED*	Saturday 10:00 am – 2:00 pm*
Sunday CLOSED*	Sunday CLOSED*	Sunday CLOSED*

**The Samford Shop will follow all campus holidays and campus closures. The Samford Shop will be open extended hours for move-in weekend, back-to-school, home football/basketball games, parent weekend, homecoming and special events.*

Textbook Information

The Samford Shop carries all the required materials for courses that have been requested by the faculty. The Samford Shop makes every effort to offer low-cost options in textbooks, including Rentals, Used Textbooks, Buyback, Digital Books, and alternative binding options. Textbooks and merchandise can be purchased in-store or [online](#).

Payment Methods

Cash, Bulldog Bucks, Samford Shop Gift Cards, MasterCard, Visa, Discover, and American Express. Most forms of contactless (tap) payment accepted (ie...Google Pay, Apple Pay).

Return Policy

- **Course Materials** – Textbooks in original purchase condition may be refunded with receipt within seven (7) calendar days from the start of classes.
- **General Merchandise** – All other general merchandise items in saleable condition may be refunded or exchanged within thirty (30) days of purchase with original receipt and tags attached.
- **Electronics** – NO REFUNDS ON HARDWARE. See the store for more details.

Career Development Center

The CDC is designed to help current students and Samford alumni with a variety of career exploration and job search activities. Counselors are available to provide one-on-one assistance to students and alumni through every step of the career development process.

Examples of services include the following:

Career Planning & Exploration

- Assistance with choosing or changing a major, as well as exploring career fields related to majors
- Assessments such as the Self-Directed Search interest inventory, Myplan, and others
- Virtual Resource Library with extensive information on majors and career

Gaining Relevant Experience

- Off-campus and part-time job listings through www.HireSamford.com
- Assistance with finding internships
- Coaching regarding networking, job shadowing and more

Job and Graduate School Search

- Individual job search advising
- Full-time job listings through www.HireSamford.com
- Opportunities to connect with employers through job fairs, on-campus interviews, information sessions, and other networking activities
- Workshops on a variety of topics such as resume writing, interviewing, job searching, networking, and more
- Resume and cover letter critiques
- Mock interviews
- Graduate school assistance

The CDC recommends that students connect with the office early in their college career. To schedule an appointment, please call the CDC at 205-726-2980 or e-mail career@samford.edu .

Connect with us!

Instagram: “Samfordcc”

Dining Services and Meal Plan Requirements

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

The dining hall (cafeteria) provides 19 meals per week. Only breakfast on Saturdays and Sundays is not served. Unlimited selection from the standard cafeteria line to specialties such as a pizza bar, deli,

Short-order line, salad bar, ethnic option and regular specials are available in the dining hall. Guests may also have unlimited seconds. Diners must observe the following policies:

- Students must bring their Samford ID/meal card to each meal.
- Students may use only one scan per meal on their basic plan. (See information on declining balance below.)
- Only the student identified on the card may use the ID. Use by another student may result in the card being voided. Lost cards should be reported immediately to the Office of Public Safety and Emergency Management, located in Dwight Beeson Hall at 205-726-2020. The card will be voided and replaced.
- Changes to the meal plan must be made before the second week of classes commences.

The food court, featuring national franchise fast-food vendors is located on the ground floor of the University Center. These facilities are open for more extended hours than the dining hall and are an excellent place for snacks or meals.

Students, staff and faculty may purchase an advance declining balance credit (Bulldog Bucks) that is entered on their ID cards, and which may be used in the dining hall or the food court. Additional deposits may be made to this account when the balance is used. This provides a convenient and more rapid method than paying cash at each meal. However, meals in the dining hall or food court may be purchased on a cash basis also. Bulldog Bucks should be purchased directly from <http://bulldogbucks.samford.edu> or the bookstore in the University Center.

Required Meal Plans

Resident students are required to purchase a regular meal plan. Four plans are available: nineteen meals per week, twelve meals per week, seven meals per week, or 80-block plan. All freshmen are required to have the nineteen meals per week plan regardless of hours transferred in or completed. Students who have at least 24 credit hours but less than 64 credit hours may choose the nineteen meals per week plan or 12-meal plan. Those who are full junior status and have completed at least 64 credit hours may choose any of the four plans. Dining Dollars are included in each meal plan. Commuters and resident students who use the Dining Dollars in their basic meal plan may add additional funds (Bulldog Bucks) to their declining balance in any amount through <http://bulldogbucks.samford.edu> or the University Center Bookstore. These additional funds are available until used and are not lost at the end of each term

SAMFORD CARES

The Samford CARES Office includes Counseling, CARE and Wellness Resources for students and is located in the Health and Wellness Center (across from Seibert Hall). One of the distinctive characteristics of our campus culture is the thoughtful and thorough efforts made to identify students needing help, to connect them with the right resources and to invest in their long-term healing and success.

Counseling

All actively enrolled Samford students can request an appointment with a university counselor. Our counseling staff is committed to meeting the needs of students from diverse backgrounds and helping them learn, heal, grow and thrive. Services include assisting students with adjusting to college, growing healthy relationships, managing anxiety and depression, solution-focused therapy and identifying community resources for additional support as needed. For more information, or to make an appointment, e-mail counseling@samford.edu or call 205-726-4083.

CARE

The CARE Team exists to help students remain successful in and out of the classroom. The CARE Team connects students that are experiencing unusual stress or challenges with a variety of resources to help address their concerns. These resources include, but are not limited to: University Counseling Services, Academic Success Center, Office of Accessibility and Accommodations, Public Safety, Residence Life, Title IX Officer, Student Involvement and Office of Spiritual Life. If you need assistance of any kind, the CARE office is a great place to start. Email samfordcares@samford.edu or call 205- 726-4833 or submit a CARE Form here: https://cm.maxient.com/reportingform.php?SamfordUniv&layout_id=2

Wellness

A variety of cadres, events and resources are available to promote the overall wellness of students. Details about events will be posted in the Camus Connection or Student Life social media so stay tuned! Check your Samford email for the monthly Campus Well newsletter for great resources as well.

Student Emergency Assistance Fund

Enrolled students who have unmet financial needs related to basic living expenses (rent, food, and utilities) or educational supplies (books, fees, class resources) due to unforeseen circumstances or emergencies may apply for assistance through this fund by submitting the online request form https://cm.maxient.com/reportingform.php?SamfordUniv&layout_id=7.

These funds may not be used toward tuition, room and board or to reimburse expenses already paid.

Student Complaints

Students are encouraged to resolve complaints at the appropriate level of disagreement. If a student is unable to resolve an issue independently and needs additional support, the student may submit a written complaint through the online form

https://cm.maxient.com/reportingform.php?SamfordUniv&layout_id=3. Acting as a neutral party, the Vice President of Student Affairs or his designee will attempt to resolve complaints by directly working with the student and appropriate employees to ensure thoughtful and thorough consideration is given to each complaint. Complaints that cannot be resolved informally may be referred to other university officials for resolution.

EMERGENCY NOTIFICATIONS

Rave Alert Wireless Short Message Service

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

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

The Rave Alert system allows users to add up to three e-mail addresses and three telephone numbers to receive notices. This allows one to add a parent, spouse or other party interested in receiving university emergency notices.

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

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

Severe Weather

The most likely emergencies are weather related. Public Safety and Emergency Management personnel monitor the National Weather Service for warnings specific to the campus and surrounding area.

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

Closing of the University

Inclement weather or other events beyond the control of the university that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal university operations, including cancellation of classes or events; the calendar schedule may be adjusted. Recorded announcements of weather-related or other closings of the university can be heard by calling the SAM- INFO message system at 205-726-4636. In addition, the Office of Communication notifies local radio and television stations of campus closings. In case of emergency, the RAVE alert system is activated.

EVENTS MANAGEMENT

Guidelines For Student Hosted Events on Campus

All events hosted by students on campus must be requested through Presence in Bulldog Central, approved by Student or Greek Life, approved by the group's advisor, and the Events Management Office notified of the event. Details must be given as to what the event entails and what your advisor and the Events Management team should expect before and during the event when the request is placed in the Presence.

Football Tailgating/Tailgating Reservations

To host a gameday tailgating event on the quad, you must complete your registration by following the instructions on the event planning webpage. The deadline for registering your tailgate is the Saturday prior to that week's gameday. Late registrations aren't permitted. Best practice is registering each of your planned tailgates at the beginning of the semester rather than game by game.

The link for registration is:

<https://www.samford.edu/departments/event-planning/tailgate>

Groups not following the protocols for registering their tailgate will not be given a space to tailgate on the quad. Vehicles are not permitted to be driven on the sidewalk or the quad for loading and unloading your tailgating items. All items must be walked on from Talbird Circle, Sherman Circle, or the small parking lot beside the Wright Center. The cost for tailgating is \$30 per academic year to cover the cost of your sign. At the end of the season, your group's sign will be yours to keep. You will be asked to supply your group's index code to cover the charge. You will be notified of your group's location on the quad by Wednesday of game week.

Early setup on Friday before a gameday will not be permitted.

Your tailgating location is determined by the size of your group. You may request a particular location, or to be adjacent to a particular group. The tailgating team will do our best to accommodate your request. These requests, however, are not guaranteed.

If you rent tables, chairs, tents, and/or linens for your tailgating event, you are required to meet the delivery person on the quad to show them where the items are to be set and to sign for them. You must also notify our team of the day and time your items will be delivered so we can walk the delivery truck to the appropriate delivery drop off location. Grills are permitted during tailgate if the tailgating team has been notified in advance, and an ash bucket has been requested.

Tables and chairs cannot be requested from Events Management on Family Weekend or Homecoming.

Large trashcans will be on the quad each gameday for everyone to use.

Each group is responsible for leaving their assigned space on the quad like they found it. Do not leave items behind.

Food Trucks – Proper Procedure for Inviting Food Trucks to Campus

All food trucks must be registered, and all proper paperwork submitted to the Business Services Office prior to them being permitted on campus. The link for registering a food truck is:

<https://www.samford.edu/departments/event-planning/food-trucks>

Flower Trucks | Bouncy Houses | Petting Zoos | DJs | Other Guests on Campus

If your group intends to host an event on any outdoor space that involves bringing flower trucks, bouncy houses, slip and slides (or other fair like equipment), farm animals, dogs, cats, DJs, or any other activity or guest to campus, the

Office of Events Management must be notified, and a \$1M certificate of liability insurance must be submitted to the Business Services office prior to arrival on campus. Guests should be prepared to show their certificate of liability insurance if asked by the Events Management team.

The Office of Event Management (zmunroe@samford.edu or showard7@samford.edu) must be notified of your intent to bring these guests, delivery trucks, or items to campus with the date and time of the truck's arrival so it can be walked onto the quad, Ben Brown or Brewer Plaza by a member of the Events Management Team.

Under no circumstances is driving on the quad allowed. Damage caused by delivery trucks not adhering to this protocol will be the financial responsibility of the hosting organization.

Ensuring the grounds are in the same condition as they were at the beginning of the event is the responsibility of the hosting organization.

DJs playing music on campus during the academic day must abide by reasonable noise level expectations if located near an academic building.

When Requesting Events in Presence:

- Always list the room or space you prefer.
- Once an event is approved in Presence by Student or Greek life, that does not mean it is complete. The next step is contacting your advisor to talk through the event.
- Give your advisor all the details he/she will need to successfully reserve space for you.
- Be sure to request any trash cans, tables, chairs, or electrical panels you might need for your event. We always try to cover last-minute requests for forgotten items, but there is no guarantee that can be accomplished on short notice.
- If you fail to request tables and chairs for your event, DO NOT take the tables and chairs that you see. They belong to someone who requested them, even if they are not present at that moment.
- Your advisor will let you know when final approval has been received and that you are all set to proceed with your event.

The Events Management team is always available to assist you in planning an event. We can suggest space, resources, best practices, and help you adhere to protocols in place to keep the campus running smoothly. It is our goal to help you have a successful, fun event and enjoy your time on campus.

Here is our contact information:

Zach Munroe: zmunroe@samford.edu (205) 726-4657

Susanne Howard: showard7@samford.edu (205) 726-2355

Operations and Planning

University facilities are operated and maintained by the Samford University Office of Operations and Planning. The normal hours of operation for the Office of Operations and Planning are 8 a.m.- 4:30 p.m., Monday through Friday.

Service or repairs for student resident facilities normally are requested through the area offices located in Beeson Woods, Central Campus, West Village, and West Campus. To request other routine service or repairs, call (205) 726-2711. A written request is not required for routine service. The same phone numbers may be used for after-hours emergency service. The caller will be directed to the individual who is designated to respond to emergencies when the Office of Operations and Planning is closed.

Directory of Services

Operations and Planning Office

(Customer Care Center)

Custodial Services Pest Control Waste Disposal

Phone No. (205) 726-2711

The HUB

Located in the University Center, the HUB is the service center for campus. It serves as a storehouse of information about numerous and varied activities happening on the university campus and offers a one-stop shop for after-hours needs. Whether a student has a maintenance issue in their room in the middle of the night, or a group of students need information about where to grab a late- night snack, HUB team members will be a resource. The phone number for the HUB, managed by the Department of University Services, is 205-726-2407.

Post Office

The Bulldog Mail Center is located on the first floor of the University Center, adjacent to the food court. All mail services are provided here, including First Class, Priority, Certified, and Insured. Shipping services for USPS, FedEx, and UPS are offered as well as the ability to buy stamps, envelopes, padded mailers, and boxes. Students, staff, and faculty may print pictures from a Kodak kiosk.

All undergraduates are assigned a unique campus box number which serves as the official university mailing address for undergraduate students. Students may find their box number on the Samford Portal under personal information. Graduate and evening degree students are not assigned box numbers. As mail and packages are received from the USPS, UPS, and FedEx, the Center will notify students via e- mail that it may be picked up.

Mail should be addressed in the following format:

Student's Name
800 Lakeshore Dr. Box
29XXXX Birmingham, AL
35229

For mail undeliverable to a P.O. Box, the following format may be used:

Student's Name
800 Lakeshore Drive Unit 29XXXX
Birmingham, AL 35229

Bulldog Mail Center hours are 8 a.m.-6 p.m., Monday through Thursday, 8 a.m. - 5 p.m. on Friday and School Breaks. If special arrangements for after-hour pick-up of mail or packages must be made, please notify the center at 205-726-2933.

Students who are not enrolled at the university during Jan Term or summer terms must leave forwarding addresses in the Mail Center before departure.

PUBLIC SAFETY AND EMERGENCY MANAGEMENT

General Policy

Samford University maintains an Office of Public Safety and Emergency Management (PSEM) as a proprietary function of the university with jurisdiction to enforce the rules and regulations of the university-on-university property, as well as the laws of the U.S. government and the state of Alabama. The PSEM office is staffed 24 hours a day to provide immediate availability for emergency response, security and traffic patrols, monitoring people on campus and other services relevant to the campus community. The PSEM office is located in Dwight Beeson Hall, Room 101. Members of the department maintain a close working relationship with local, state and federal law enforcement authorities and other emergency service agencies on matters related to campus safety and security.

Reporting

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

Responsibility

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

Safety Escort

A safety escort service is available for all students during the day or night. Escorts are provided to any destination on campus. The escort service is provided for safety-related reasons only. Because there is safety in numbers, groups of three or more students are encouraged to walk to their destination. The escort is given by either foot or vehicular patrol. An escort may be requested by calling 205-726-2020 or stopping by the PSEM office located in Seibert Hall room 301.

Campus Access

Access to the campus is subject to control at all times. During regular business hours, vehicles may access the campus through the main entrance or the southwest gate. Except for special events, the front gate is closed at 10 p.m., and controlled access is established at the southwest entrance from 10 p.m. until 6 a.m. People entering or departing the campus are subject to security checks for valid identification, campus destination or other relevant information.

Building Closure

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

Lost and Found

This service is located in the Office of Public Safety and Emergency Management, Seibert Gym Room 301.

Important and Emergency Phone Numbers

Emergency On Campus	205-726-2020
Emergency Off Campus	911
Public Safety and Emergency Management	205-726-2020
Homewood Police	205-879-2101
Homewood Fire Department	205-879-4701

UNIVERSITY HEALTH SERVICES

In partnership with [MedHelp](#), Samford's on-campus Health Center is staffed by a Physician and a Nurse Practitioner during regular operating hours, and students and staff have access to [MedHelp's five locations in Birmingham](#) after hours and on weekends.

MedHelp at Samford is a fully functional health care facility providing urgent care, primary medical care, preventive health care, and wellness services. Walk-ins are welcome or call 205-726-2835 to schedule an appointment.

Payment for Services

University Health Services is a participating provider with several major insurance carriers. As a courtesy to students/patients, we will submit claims to the carriers with which we are contracted. Patients without coverage (or with coverage from a non-participating carrier) will be responsible for a \$125 base rate visit. These "self-pay" charges will be at a discounted rate for those without accepted insurance or no insurance. Payment is due at the time services are rendered via Visa/Mastercard.

In addition, Samford University employees participating in Samford's Blue Cross Blue Shield plan will have the extra benefit of no co-pay (\$0) for services rendered in University Health Services.

Providers and Claims

University Health Services is a participating provider for the following health insurance plans and networks:

- Aetna

- Blue Cross Blue Shield
- Golden Rule
- Humana
- Tricare Standard (Prime requires a referral from the assigned provider)
- United Healthcare
- Other group plans - call clinic to verify

*We are not a participating provider with any Coventry insurance plan or CIGNA. However, we will submit claims to be applied to the out of network benefits or proceed as self-pay, whichever is preferred.

As a courtesy to our patients, we will submit claims to the carriers listed above when complete insurance information is received. The patient will need to bring their insurance card or a legible copy of the front and back of the insurance card with them to the visit. The patient will also need to know the name and date of birth of the policy holder.

Payment Method

Payment may be made by VISA or MasterCard at the time of service. We can apply the co-pay and/or balance to the Samford Banner statement as well. Co-pays and amounts expected not to be covered by insurance are due at the time of service and may be paid using one of the approved payment methods. The patient or designated responsible party is responsible for any balances not paid by their insurance carrier including deductibles and non-covered services. Outstanding balances for international students will be posted to the student's account in Banner and billed through the bursar's office. Payment is due on or before the due date on the statement. There will be a \$30 fee for any returned checks.

Non-Covered Services

Occasionally there are services that may be necessary for treatment of the patient's condition and maintenance of good health that are not covered by your insurance contract or that may be considered "medically unnecessary." The patient or designated responsible party is expected to pay for those services in full. Please be assured that the test and treatments ordered are only those your health care provider believes are necessary for your treatment and care.

Responsible Party

Unless otherwise designated, the patient is considered responsible for any balances not paid by insurance carriers, including co-pays, deductibles and non-covered services. It is the responsibility of the patient, if required by their insurance carrier, to obtain pre-certification or referral (HMO's, Tricare Prime, etc.) prior to visiting University Health Services. Questions concerning benefits must be directed to your insurance company.

Student Insurance

Samford University is pleased to offer an Injury and Sickness Insurance Plan underwritten by Academic HealthPlans for students who are required to show proof of insurance.

Students eligible for this coverage include undergraduate and graduate students in the College of Health Sciences and international students. The College of Health Sciences includes programs in athletic training, communication sciences and disorders, health sciences, nursing, nutrition, pharmacy, physical therapy, public health, speech language pathology and more. [View the full list.](#)

*For questions regarding student insurance, contact [Wade Walker](#), director of business services, [205-726-2916](tel:205-726-2916).

[View Student Health Plan](#)

Cancellations

There is a \$25 fee for missed appointments not canceled at least one hour prior.

Due to limited appointment availability each day, it is important that if you schedule an appointment, please make every effort to keep it.

Incoming Student Prerequisites and Forms

In keeping with the recommendations of the American College Health Association, Samford University requires certain immunizations upon matriculation. All students are required to submit Immunization Records. The record must be signed by a health care provider and must be on the Samford immunization form. Immunization forms can be found on the Med+Proctor website.

<https://www.medproctor.com/> .

Med+Proctor will e-mail you at your Samford e-mail account with instructions for creating an account and providing your health information.

All students living in university housing are required to submit the health form in addition to the immunization record. The necessary physical examination must be within 12 months of the class start date to Admissions and will only be accepted on the Health Form provided. Student athletes should note their pre-participation athletic physical will not be accepted in lieu of the UHS health form.

Pre-matriculation Immunization and Medical Evaluation for International Students

The International Student Immunization Record and Medical Evaluation form should be submitted to Med+Proctor. The required forms can be obtained through the Office of International Studies or at Med+Proctor. All international students, regardless of country of origin, are required to report to UHS upon arrival to campus for tuberculosis risk assessment. The university only accepts the United States' documentation of tuberculin skin testing.

Deadline for Submission

All required documentation must be submitted to Med+Proctor no later than two weeks prior to the first day of class. Failure to submit immunization records could result in a hold on the student's record and a non-refundable \$150 fine. Residential students may be subject to removal from university housing if their documentation is not complete by the deadline.

Immunization Requirements

TETANUS-DIPHTHERIA (Td) or TETANUS. DIPHTHERIA. PERTUSSIS VACCINE (TDaP): REQUIRED FOR ALL STUDENTS INCLUDING GRADUATE. VACCINATION SCHEDULE: One dose every 10 years.

PROOF OF VACCINATION: Proof of Td booster or a Tdap is required within 10 years prior to matriculation.

MEASLES. MUMPS. RUBELLA (MMR): REQUIRED FOR ALL STUDENTS INCLUDING GRADUATE.

VACCINATION SCHEDULE: 2 doses required PROOF OF VACCINATION: Dates of 2 doses of MMR vaccine at least 28 days apart after 12 months of age OR 2 doses of measles and 2 doses of Mumps at least 28 days apart after 12 months of age and one dose of rubella after 12 months of age OR laboratory proof of immunity to measles/mumps/rubella.

MENINGOCOCCAL A: REQUIRED FOR STUDENTS LIVING ON CAMPUS and INTERNATIONAL

VACCINATION SCHEDULE: should be given at age 11-12 years old and then a booster dose after the age of 16. One dose must be given after 16th birthday. CDC recommends vaccination for anyone 10 to 25 years old. **PROOF OF VACCINATION:** Date of Meningococcal vaccination since 16th birthday

VARICELLA (Chickenpox)- REQUIRED FOR STUDENTS LIVING ON CAMPUS, INTERNATIONAL

and **HEALTH PROFESSIONS VACCINATION SCHEDULE:** 2 doses. **PROOF OF IMMUNITY:**

Documentation of 2 doses of varicella vaccine given at least 4 weeks apart OR laboratory proof of immunity for those with a history of disease or have received the vaccinations but need proof of vaccination. If titer is negative or equivocal, the student will need a 2-dose varicella vaccine series. The student may also submit an affidavit or documentation of the student having had varicella disease (i.e., chicken pox or shingles). Documentation of varicella must be verified by medical provider and have dates of disease. An affidavit or documentation of disease will not be accepted for any Health Science Student.

TUBERCULOSIS (TB): REQUIRED FOR STUDENTS LIVING ON CAMPUS, INTERNATIONAL and

HEALTH PROFESSIONS VACCINATION SCHEDULE: Students living on campus: one step TB testing. International students: one step TB testing (must be completed in the USA). Health Professions Students: initial base line testing with a 2-step TB skin test. Subsequent annual or serial screening is determined by state regulations or risk assessment. **PROOF OF TESTING:** TB will be administered and then read within 48 to 72 hours after being placed. The student will need to have paperwork given to them showing a negative reaction (0mm) to TB. **POSITIVE RESULTS:** A positive TB reading will need to be evaluated by the Health Department and a blood test (Interferon Gamma Release Assay (IGRAJ) for evaluation of TB infection will need to be completed. Students will need to show proof of treatment or proof of blood test results. If student is shown to have a false positive or an adverse reaction to the TB vaccination and completed the evaluation for proof of negativity at the Health Department then they may have Chest X rays for determination of TB for future exams.

HEPATITIS B: REQUIRED FOR HEALTH PROFESSIONS VACCINATION SCHEDULE: a primary series -

3 injections at initial, 1 month and 6 months. **PROOF OF VACCINATION:** Documented proof of 3 injections or quantitative hepatitis B surface antibody titer consistent with immunity.

INFLUENZA (FLU VACCINATION): RECOMMENDED FOR ALL STUDENTS, NOT REQUIRED: 1 dose of inactivated Influenza vaccine yearly.

Medical or Religious Waiver

Medical Exemption/ Religious Exemption from Immunization is considered by Samford. In both instances, students must be informed of the benefits and risks of immunization against vaccine- preventable diseases and the risks of not being immunized. Should either of these exemptions be granted, additional restrictions may be considered, such as on-campus housing, etc.

A Medical Waiver Form may be obtained via the student's Med+Proctor account. The document must be completed by a licensed medical professional stating why the immunization(s) would pose a medical risk for the student. The student must upload the completed form to their Med+Proctor account.

A Religious Waiver Form may be obtained via the student's Med+Proctor account. To receive an exemption for immunization(s) based on religious beliefs, student must provide a statement detailing the religious beliefs that prevent them from receiving each required school vaccination(s). The document must be signed by a licensed medical professional who has reviewed the benefits of immunizations and health risks to the student in the

community from communicable disease for which immunization is required. The student must upload the form to their Med+Proctor account.

In the event of an outbreak of a vaccine-preventable disease for which the student is not immunized, they may be subject to exclusion from campus at the discretion of the Director of University Health Services or the Vice President of Student Affairs. The student must agree to assume the risks resulting from declining these vaccines and agree to indemnify and hold harmless Samford University from any liability resulting from declining these vaccines.

Voter Registration Information

The National Voting Registration form can be accessed at <http://www.eac.gov/voterresources/register> as well at www.portal.samford.edu to vote.aspx. Thoroughly read all instructions for your state, print, and complete the form, and mail it to the address given for your state.

FINANCIAL SERVICES

Samford One Stop

Samford's One Stop strives to provide a caring, efficient, highly trained, customer service-oriented team to assist all Samford students (prospective, current, and former) with any aspect related to the business of being a Samford student. The Samford One Stop brings together services related to financial aid, student accounts, payment plans, veteran's benefits, and others. The hours of operation are Monday through Friday from 8:00 am to 4:30 pm, and the One Stop is located on the ground floor of Ingalls Hall. The following will detail certain policies related to services provided by One Stop.

Delinquency

Students are expected to make a payment in full by the stated due date on each statement. Students may not enroll in subsequent terms if a past due balance exists. The university may charge interest on all amounts past due. Past due accounts assigned to a collection agency may be reported to credit bureaus, and students may be charged for collection costs.

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

TUITION AND FEES PAYMENT POLICY

Billing

Account statements are generated and sent to students and authorized users via the Samford University e-mail system on or about the 10th of each month. Statements are provided solely on-line via student access through the Samford portal at www.samford.edu/go/financialportal. Samford does not provide paper account statements. Samford e-mail remains the official means of communication with students. Students are advised to check their Samford e-mail regularly, especially at the start of each term. Students and authorized users may access the financial portal at any time.

Undergraduate students registering during the early registration period will receive an account statement approximately 15 days prior to the payment due date. The statement reflects activity up to the date it was generated. Any activity transpiring after the statement generation date may be viewed on the Current Activity section of the

financial portal. The Current Activity page provides the current account balance that is due including any unbilled charges and payments. To review the account detail by term, select the appropriate term from the drop-down box. Payment due dates will be in accordance with the official financial policy found at www.samford.edu/go/onestop . Students who register and/or adjust their class schedule and/or add room and board, etc. before the conclusion of the drop/add period must consult the financial portal to view their account summary and arrange payment for all charges by the due date regardless of whether the charge(s) have been billed. The start of term due date is typically the first business day after the conclusion of the drop/add period.

Samford reserves the right to change tuition rates, other charges, refund procedures, and other policies. Updated information is available online.

Registration Cancellation

Students who do not pay the account balance in full by the due date are subject to having their registration cancelled. A student may be reinstated by paying the account balance in full, plus a reinstatement fee. Following this payment, the Samford One Stop will provide clearance to the Office of the Registrar to re-establish the student's class schedule. Consult www.samford.edu/go/onestop for the last day to be reinstated.

Students making changes to their schedule after the statement has been produced (usually at the beginning of a term or during drop/add) are required to make payment in full for the account balance by the statement due date. This includes additional charges resulting from the changes even though they may not have received a statement for these additional charges. Failure to make payment in full will result in registration cancellation the next business day after the end of the drop/add period, as defined by the academic calendar.

Account statement generation, payment, late fee assessment and registration cancellation dates for each semester/monthly bill are noted on the payment schedule at www.samford.edu/go/onestop. You may make a payment by logging in to the financial portal. International students may make payments from foreign bank accounts by using our partner, flywire: www.flywire.com/pay/samford on our partner TransferMate. Visit <https://www.samford.edu/departments/financial-services/international-payments.html> for a tutorial on how to use TransferMate.

Holds

Students may not register for the next semester or receive a diploma until past due amounts are cleared. Other departments, such as University Health Services, Transportation Services, the Library, and others, may also have holds in place to restrict next semester registration or receipt of a diploma.

Students must contact that originating department to resolve the hold placement. The Samford One Stop does not have permission to release the holds placed by another department. Holds may be viewed in the Samford portal: connect.samford.edu .

Collections

Past due accounts assigned to a third-party collection agency may be reported to the credit bureaus and students are responsible for attorney fees, collection costs, and interest. The university may charge interest on all amounts past due.

Financial Aid

To ensure consideration for all potential sources of funds, students are strongly encouraged to submit the Free Application for Federal Student Aid (FAFSA). The FAFSA may be submitted annually beginning on October 1 of each year prior to the year of enrollment at www.studetaid.gov . The results of your FAFSA will be sent to Samford, if you provide Samford's US Department of Education school code of 001036.

The priority date for completing the application process is February 15 preceding the beginning of the applicable academic year. This means that the FAFSA should be received by the federal processor on or before February 15. Students in this priority group will be the first Samford packages financial assistance. Applications for financial assistance received after the priority date will be processed on a rolling basis.

Samford provides access to financial resources for students who have the capacity to contribute to the life and values of the campus community and benefit from educational experiences offered by the university. If a student receiving institutional aid (e.g., academic, leadership, athletic, ministerial) is responsible for a values violation, and the sanction is loss of privilege, probation, residence hall suspension, university suspension or expulsion the student's institutional aid may be cancelled for a period of time or indefinitely.

Most merit scholarships awarded by the Office of Admission are renewable. Typically these scholarships are available for up to four years (or a total of eight semesters) if qualifications are maintained. Information about scholarship requirements can be reviewed by visiting www.samford.edu/admission/scholarships .

Other Services, Requirements and Costs

Activity Fees

Tennis, racquetball, and many other recreational activities are available without charge. The field house has an indoor jogging track. Outdoor activities, such as white-water rafting, rappelling, etc., are sponsored by the Student Government Association. Fees are charged to cover the actual cost of these activities.

Student Health Insurance

Samford University strongly encourages all students to have health insurance to help minimize the costs associated with their healthcare. Samford offers a Student Health Insurance Plan (SHIP) with BlueCross BlueShield of Alabama, which is administered by our vendor, Academic Health Plans (AHP). Eligible Samford students can explore the plan and enroll by visiting [Samford University | Home \(myahpcare.com\)](http://Samford University | Home (myahpcare.com)).

All students in the College of Health Sciences and all international students are required to have health insurance and must provide proof of existing coverage on an annual basis. Failing to provide evidence of insurance can result in the student being automatically enrolled in the SHIP and their student account charged for the coverage. In the future, other programs (especially those that include experiential learning opportunities off-campus) may require proof of insurance. If you have questions, contact your Program Coordinator.

Membership Fees

Some student organizations have an annual membership fee. Greek organizations have a per semester Greek Life fee of \$75.00, monthly dues, and an initiation fee. The Greek Life fee is assessed by Samford and will be charged to the student account. All other Greek organization fees (dues, initiations, etc.) are charged directly by the organizations and will not be posted on the student account.

Personal Property Insurance

Students have a large investment in personal property, such as textbooks, computers, etc... Each year, college students lose millions of dollars' worth of personal property through theft, vandalism, water or fire. Samford University is not liable for a student's personal property should a loss occur on campus.

All students, especially those who live in residence halls, should insure their personal property either through their parent's homeowners' insurance or through a private insurance policy. The university has established an insurance program through GradGuard for any property insurance needs. For more information on student personal property insurance contact Housing and Residence Life Office.

Payment Method Options for Students and Parents

Students may authorize parents or other designated individuals to access the financial portal and make payments on their behalf. To enable this feature, a student must access the financial portal and set up those individuals responsible for payment of their student account as an "Authorized User." Students may set up an Authorized User by clicking on the "Authorized User" link in the financial portal and following the prompts.

Authorized Users will receive an e-mail notification when a new billing statement is issued. Click on the link in the e-mail or enter the link in your browser to access the financial portal and make a payment. Current Link: www.samford.edu/go/financialportal .

Online Payments with Check

Payment by electronic check using the financial portal is the most efficient and cost-effective payment option. Payment by electronic check can be made by using your checking account at the following link: www.samford.edu/go/financialportal .

Online Payments with Credit Card

MasterCard, Visa, Discover, and American Express can be used to make online payments. A 2.85% (minimum of \$3) convenience fee will be assessed by the third-party web processor for payments made with a credit/debit card.

International Payments

International students can make payments with certain credit cards at www.samford.edu/go/financialportal or through a bank account by utilizing www.flywire.com/pay/samford. International students can also make payment using TransferMate. Visit <https://www.samford.edu/departments/financial-services/international-payments.html> for a tutorial on how to use TransferMate.

Other Payment Options

The Samford One Stop continues to accept payment by check through the mail, but the university is not responsible for delays of the postal service. Payment by check may be made in person at the One Stop. Cash payments are no longer accepted.

The university also provides payment plan options for the fall, spring and summer terms. For the most up-to-date information, please see the payment plan webpage at www.samford.edu/admission/payment-plans.

Questions? Please contact the Samford One Stop at onestop@samford.edu or by calling 205.726.2905.

The Samford portal and associated online student services are available 24 hours a day, seven days a week except for scheduled maintenance and unforeseen circumstances. Maintenance is scheduled in advance with notice to all students. Should you encounter log-in problems, please contact the Technology Services Help Desk at 205.726.2662 or support@samford.edu .

NOTE: While every effort has been made to provide accurate and up-to-date information, specific financial details are subject to change. Please see the Samford One Stop website for the latest information:

www.samford.edu/go/onestop .

Refunds

Refunds due to excess aid are made available within a timely manner after financial aid has been credited (disbursed) to your student account. Refunds will not be available before that time.

Disbursement of aid to your account is regulated based on the scheduled first day of class for your classification/program and may occur no earlier than ten days prior to the start of the term. Refund availability dates posted at www.samford.edu/go/onestop are the earliest dates refunds will be available. Satisfactory completion/submission of all required information by the student is required for aid disbursement to occur ten days prior to the start of the term. Refund schedules posted online are based on aid that has paid ten days prior to the start of the term. For refunds based on aid paying later, the refund date will be later than what is posted online. The dates are subject to change and may be adjusted to comply with federal regulations governing refunds to students.

Direct deposit of refunds is available by logging on to the financial portal and clicking "Refunds".

The Samford Card and Bulldog Bucks

All students are required to have an official Samford University photo ID (Samford Card), made and recorded by the Samford One Stop. The Samford University photo ID offers students a convenient, safe, and easy way to make purchases and utilize campus services. It is used as an identification card, meal card, library card, and for access to certain facilities. With the activation of Bulldog Bucks, the Samford Card can be used to make purchases on campus. Bulldog Bucks work similarly to a debit card in that deposited funds are debited each time purchases are made.

GET™ will allow students, parents, and employees to deposit money into Bulldog Bucks Using the link <http://bulldogbucks.samford.edu> cardholders can track spending and report a lost card at any time.

Student Employment Opportunities

On campus employment opportunities for students are available through two programs: The Federal Work Study Program (FWS) and the Institutional Student Employment Program (ISEP). Employment is administered through Human Resources. Student Employees are not eligible for employee benefit plans except in those instances when required by federal or state law.

FWS is a need-based work program. Students who demonstrate need and are awarded FWS funds as part of their financial aid package are eligible to be employed through FWS. ISEP is not a need-based program and students may seek employment through ISEP regardless of whether they have completed the application process for financial aid. Under both programs, FWS and ISEP, students are paid biweekly for hours worked.

A list of available FWS and ISEP positions can be found on the Student Employment website. Also, a listing of non-profit employment opportunities for FWS eligible students is housed on this website. For more information about off campus opportunities through the FWS program, contact the Samford One Stop.

Federal government regulations require that individuals must provide certain original forms of identification before beginning work. Once a student has found a job, instructions for completing the 1-9 and other required forms can be found on the Student Employment website. Questions? E-mail studentjobs@samford.edu or call 205-726-4638.

WITHDRAWAL REFUND POLICY FOR ALL STUDENTS

Student Withdrawal

The university is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the university. A student desiring to withdraw from the university must obtain an official withdrawal form from the Office of the Registrar.

The form must be submitted to the Office of the Registrar when it is completed. This policy applies to all terms.

If a withdrawal results in a tuition reduction and the student has received financial aid, some of the aid could be required to be returned by the university to the aid provider. In such cases, the student will be required to reimburse the university. For a complete withdrawal refund schedule, go to www.samford.edu/go.onestop and look under "Financial Policies". Find the link under the "Refund Date Policy" heading for a document with all applicable dates.

Refund Appeal

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

University Registrar Samford University
800 Lakeshore Drive
Birmingham, AL 35229

ATHLETICS

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

<u>Men</u>	<u>Women</u>
Basketball	Basketball
Cross-Country	Cross-Country
Golf	Golf
Indoor Track & Field	Indoor Track & Field
Outdoor Track & Field	Outdoor Track & Field
Tennis	Tennis
Baseball	Softball
Football	Volleyball
	Soccer

Schedules for all sports are distributed across campus and posted at www.samfordsports.com . All times are Central Time. All dates and times are subject to change. Contact the Sports Information Office at 205-726-2799 or 205-726-2802 to confirm schedules before making special plans.

Scholarships

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

Ticket Information/Procedures

All currently enrolled Samford students may receive one ticket to each athletic event. Present your valid Samford student ID at the ticket booth on the day of the event to receive your ticket. For information, call 205-726-DOGS or go to www.samfordsports.com .

Facilities

There are a variety of athletics and recreational facilities at Samford University. Athletics fields and court space are available for campus recreation events when not being used for varsity practices, competition.

Seibert Stadium hosts home football games in the fall. The stadium is closed during scheduled events and afternoon practices. Adjacent to Seibert Stadium is Sullivan-Cooney Family Field House, which includes offices, locker rooms and other facilities for Samford's football program and athletics department.

Pete Hanna Center houses the Thomas E. and Marla H. Corts Arena, which hosts men's and women's basketball and volleyball teams. The arena also hosts graduation and special events. Administrative offices, athletic training offices, a student fitness/weight room, athletics' weight room and locker rooms are located in the Hanna Center. The Samford Athletics Hall of Fame, which opened in the Spring of 2017, is housed on the third floor of the Hanna Center.

Outdoor facilities include the Samford Softball Stadium, Joe Lee Griffin Field (baseball), Samford University Track and Soccer Stadium and intramural fields (across Lakeshore Drive), and the Samford Tennis Center, which includes the Pat M. Courington Tennis Pavilion and the Darwin C. Hardison Courts.

SPIRIT PROGRAMS

Varsity Cheerleading

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

Mascot

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

HOUSING AND RESIDENCE LIFE

The Department of Housing and Residence Life serves the Samford community by providing high-quality, safe residential facilities while fostering each student's educational, personal, social, and spiritual development within a Christian environment. Housing and residence life operates within the university's Division of Student Affairs. Our mission is fulfilled through the provision and maintenance of comfortable, attractive, and safe residential spaces where our trained professional staff members plan organized programs and activities to nurture residents' academic success and well-being for the achievement of everyone's highest potential.

The Department of Housing and Residence Life maintains an office in each of the four areas of campus housing. Each office is staffed by residence life coordinators (RLCs), the professional members of our department staff who reside on campus within their area of responsibility. The RLCs approve and oversee all programs and activities for their area as well as approve room changes and assist with personal concerns and roommate conflicts. They may work with other campus services for any enrichment or expertise those departments can provide. Area offices are Evergreen Hall for Beeson Woods, in Vail and Pittman Hall for Central Campus, in Mountainview Hall for West Campus, and in Building 300 for West Village.

The main office of housing and residence life is in Westmoreland Hall. These offices are responsible for coordination of all services of the department, including the initial assignment of housing for each academic year. The department also administers the meal plans required by university policy for all resident students.

The department staff consists of the following people:

The director of housing and residence life is the department head and is a member of the staff of the associate vice president for Student Affairs.

The assistant director of residence life reports to the director of housing and residence life and is responsible for programming, staff selection and department assessment.

The assistant director of housing and business operations reports to the director of housing and residence life and is responsible for administering all housing assignments and meal plans for resident students.

The administrative assistant reports to the assistant director of housing and business operations and supports all functions of housing and residence life.

The facilities and safety coordinator reports to the assistant director of residential and university services and is responsible for residence life maintenance and safety.

The residence life coordinators (RLCs) are professional, live-in staff responsible for the total operation of a particular area of campus housing. RLCs are full-time professional staff members working in the division of Student Affairs.

The residence managers are graduate students who live in the residence halls or suites and are responsible for coordinating and overseeing the day-to-day functions associated with a particular residential area.

Senior resident assistants (SRAs) are undergraduate, senior-class students who live in a particular hall or housing area, responsible for the day-to-day functions of the RAs.

Resident assistants (RAs) are the first point of contact for resident students. These are undergraduate students who live in the halls in close proximity to residents.

Academic Year-Lease Agreement

When a student is assigned a room, the housing contract represents a lease for the academic year. The university commits to providing a room, and the student commits to reside on campus through the following spring term unless the student graduates, withdraws from the university or gets married.

Students may not move off campus without permission between fall and spring terms. A substantial penalty of up to \$1,000 could be imposed if residents break their lease agreement.

The lease is not for a specific room, but a commitment to live on campus. Consistent with current housing and residence life policy and procedure, students may change rooms at designated times and with prior approval of a residence life coordinator. However, unauthorized moves will result in a substantial penalty. Residents may be required to change rooms if it is determined by the Department of Housing and Residence Life to be necessary and in the best interest of the student or the university.

The Campus Community

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

On-campus individuals, groups or organizations wishing to distribute materials or post advertisements in residence halls must obtain approval from the Administrative Assistant for each individual residence hall. The Administrative Assistant is in Westmoreland Hall 352.

Community Standards Council

Housing and residence life's community standards are in place to help foster and maintain a peaceful and purposeful experience within the residence hall community. Community standards monitor policy violations stipulated by the Housing and Residence Life Housing Contract and the Samford University Student Handbook.

Community Standards Violations

This list is an example of a Community Standards violation and may not be exhaustive to all violations that could be part of the student conduct process.

- Quiet hours violation
- Alcohol
- Pets in residence hall
- Unauthorized moving of furniture
- Unsanitary living conditions
- Littering on the grounds
- Smoking within 25 feet of residence hall
- Unauthorized cooking appliances
- Improper disposal of trash/accumulation of trash
- Water/snowball fights in residence hall
- Writing on walls
- Improper room move
- Defacing walls
- Unregistered guests
- Excessive lockouts
- Irresponsible cooking leading to fire alarms warning
- Candle usage or possession
- Failure to comply with direction of Residence Life staff
- Disrespect toward Residence Life staff
- Visitation violation

The process for a Community Standards violation is listed below:

- A Samford University student is potentially involved in a situation where housing and residence life staff find it irregular or violates a community standard policy. The office of public safety may be called at any point if housing & residence life staff deem it necessary.
- Housing and residence life staff completes a incident report.
- Incident report is processed by housing & residence life and assigned to a housing & residence life hearing officer. Depending on the severity or if a repeated offense, housing, and residence life may refer the incident report to the office of student conduct.
- The hearing officer will contact all students involved in the situation via Samford University email to schedule a hearing or send a written warning for minor violations.
- All students involved will have the opportunity to communicate their perspective to the hearing officer within the hearing process.
- The hearing officer will decide if each student is found responsible or not responsible for a community standards violation and issue a sanction via Samford University Email.
- All students have the opportunity to appeal against the decision of the hearing officer within five business days of the decision being made.
- The assistant director of residence life would hear any appeals and will decide based off all information provided throughout the hearing process and each student is found responsible or not responsible within ten business days of student's appeal.

Sanctions Associated with the Community Standards Violations

- Reprimand: An oral or written warning may be issued by itself or as part of an overall decision. It specifies that more severe disciplinary action will occur should the student be involved in further disciplinary situations.
- Counseling session: The student may be required to meet for a minimum number of hours with the university counselor, the director of housing and residence life, the assistant director of residence life, a residence life coordinator and/or a residence manager.
- Community service: A student may be required to complete a specified number of hours of community service instead of other sanctions. This type of community service must be approved by the community standards adviser.
- Monetary fine: A monetary fine may be assessed to a student by the hearing officer. Monetary fines, in some cases, can be replaced by a specified number of hours of community service.
- Restitution: Compensation for damage caused to university or personal property. This is not a fine, but rather a repayment for property destroyed or damaged.
- Restriction of visitation privileges: This can be levied against an individual, a room or a suite. The details of the restriction should be specified, as well as how long it is in effect.
- Reassignment to another residence hall: If, in the opinion of the hearing officer, a student might benefit from living in another residence hall, the student can be moved. However, staff members in the Office of Residence Life shall select the residence hall to which the student may be reassigned.
- Removal from residence hall or loss of privilege to live-on campus.
- Educational Course: Housing and Residence Life and the Office of Student Conduct partner to provide educational opportunities for Samford students to learn about community living.
- Referral to the office of student conduct: This sanction is usually recommended for repeat offenders or someone who displays behavior that might affect the safety of campus residents.

Facility Services

Facility Services is responsible for the maintenance and custodial care of all facilities on campus, including all public areas of every residence hall on campus. Resident students are responsible for the cleaning and caring of their own rooms, private and semiprivate bathrooms, and sitting areas in suites or apartment units. When students have a maintenance or repair need, they may request help from facility services by contacting their resident assistant or their area office, or by calling facility services directly in case of a critical or emergency need at 205-726-2711.

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

Living on Campus

Residence halls are more than just a place to live. They are classrooms for learning human relations skills and social centers for the residents in each facility. Students living on campus become residents of a small neighborhood within each facility and members of the larger community of all those who live on campus.

As in every such community, policies and procedures are necessary to protect the rights of individuals and the welfare of the community at large. Housing and Residence Life policies and procedures are found in the Housing and Residence Life Housing Contract, University Catalog website, Student Handbook website, Housing and Residence Life website and other material distributed periodically.

At all times, residents are expected to use good judgment and show respect for the rights and needs of others in their care and use of student housing and facilities. The purpose and intent of policies should be observed rather than just the letter of the law.

Operating Dates

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

Operating Dates for the 2024-2025 Academic Year

(Some dates subject to change without notice due to uncontrollable events)

Day/Date	Hour	Open/Close	Event
Sunday, Aug. 13	8 a.m.	Open	Returning Student Move-in-Fall Semester begins
Thursday, Aug. 17	8 a.m.	Open	New Student Move-in-Fall Semester begins
Friday, Dec. 8	9 a.m.	Close	Fall Semester ends
Saturday, Jan. 6	10 a.m.	Open	Spring Semester Move-in begins
Friday, April 26	9 a.m.	Close	Spring Semester ends

Special Note: Students should vacate their rooms within 24 hours of their last final exam at the end of the fall and spring terms unless they are involved in graduation or required to remain longer for another university reason. Such students should complete a Housing Extension Request on their Samford University portal.

Personal Property Insurance

Students have a large investment in personal property, such as textbooks, computers, tablets, etc. Each year, college students lose millions of dollars' worth of personal property through theft, vandalism, water or fire. Samford University is not liable for a student's personal property should a loss occur on campus.

All students, especially those who live in residence halls, should insure their personal property either through their parents' homeowner's insurance or through a private insurance policy. The university has established an insurance program through GradGuard-College Life Protected. This insurance provides personal property insurance for students at more than 1,000 colleges and universities. For more information on student personal property insurance, pick up a brochure in the housing and residence life office.

Private Room Fee and Consolidation

Based on availability and with the approval of the Department of Housing and Residence Life, a student may request and occupy a double room as a single by a payment of 150 percent of the rate for that room. This student will be guaranteed single occupancy only by the payment of this private room fee. Once approved, the private room fee will apply to every term remaining in the current academic year. There may be various circumstances in which housing and residence life needs to place another student in a room designated as a single. Housing and residence life would then adjust the room rate accordingly. Residents who do not have a roommate at the start of the fall or spring semester and who have not been approved for a private room will be required to consolidate with another resident who also does not have a roommate.

Residence Hall Housing Contract

All residents must sign a residence hall housing contract before they occupy campus housing. This contract outlines all the policies and terms that govern campus housing. Students will complete this contract prior to their occupancy in the residence hall.

Students will be notified of any and all changes in the contract that may occur after they have signed their forms and are responsible for all terms currently applicable.

Residence Hall Solicitation Policy for Off-Campus Groups

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

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

Advertisements for an off-campus individual, group, organization, or business may be posted on a bulletin board in each residence hall with approval from the Administrative Assistant. Any advertisement or notice must have a clear statement from the local sponsoring entity. Only one advertisement per individual, group, organization, or business may be posted in each residence hall. Advertisements will be posted for a maximum of two weeks and will not be returned. Information for distribution must be taken to the main office and, if approved by the Administrative Assistant, will be kept there for a limited time for interested students to pick up.

From time to time, there may be outside vendors whose products or services are deemed to be a service to students that would not be in competition with any university agent, group or organization. Such vendors should contact the Administrative Assistant at 205-726-2956.

UNVIERSITY POLICIES

Undergraduate Residence Requirement

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

To maximize the totality of the undergraduate experience, it is recommended that students live on campus until the completion of the bachelor's degree. Unmarried undergraduate day students under age 21 are required to live on campus unless they live at home with a parent or guardian.

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

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

During the summer and May terms, housing is limited to students enrolled at Samford University during the term, or to students required to be in residence to participate in university-approved activities.

During fall and spring semesters, housing is limited to full-time students or to part-time students with requisite approval or relevant accommodations related to a disability. On-campus housing is not available to students over 24 years of age without permission from the Vice President for Student Affairs.

Visitation

Samford University's visitation policy does not allow members of the opposite sex to visit each other in a student's room or other nonpublic areas of residence halls or apartments except at designated times. Students participating in the visitation period must sign their guest in and out in the area office. All guests must be accompanied by their host at all times during the visitation period.

Student Identification

Each student is required to have a current student ID card (a picture identification card issued by Samford University) and should have the ID card with her/him when on campus or when attending university sponsored events. The card is issued the first semester students are enrolled and is automatically validated each semester. Replacement cards are issued in Ingalls Hall - ONE STOP. Students must show their ID cards upon the request of a Samford faculty member, staff member, administrative official, transportation official, or public safety officer.

E-mail as a Means of Official Communication

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

Involuntary Withdrawal Policy

Samford University strives to create an academic environment encouraging diversity and the exploration of different cultures and experiences. In designing such an environment, the University assigns priority to preserving conditions which sustain the welfare of students and the community. The purpose of this involuntary withdrawal policy is to provide guidance concerning when and how a student may be involuntarily withdrawn from the university and how to appeal an involuntary withdrawal decision.

A. Bases for Involuntary Withdrawal

Samford University reserves the right to involuntarily withdraw any student from the university if the student, as a result of a physical or psychological condition:

1. Poses a direct threat to the health or safety to self or others (emergency interim withdrawal), or
2. Causes significant property damage or interference with university operations or the educational environment, or
3. Is substantially unable, even with the help of auxiliary aids, to meet his or her responsibilities as a student, or
4. Demonstrates the inability to care for his or her daily physical or mental health needs without assistance and has failed to secure such assistance.

Such withdrawal must be conducted according to the standards and procedures in this policy.

B. Types of Involuntary Withdrawal

Samford University policy allows two types of involuntary withdrawal: (1) emergency withdrawal, where the student presents a direct threat to the health or safety of the student or others, and (2) non-emergency withdrawal. The decision to involuntarily withdraw a student from the university will depend upon an assessment by the Behavioral Intervention Team and meaningful discussions with the student designed to create the best resolution for the student and the University community. In case of involuntary withdrawal, the student will be provided an opportunity to participate in the university's assessment concerning the involuntary withdrawal, and to appeal. A student may also be asked to sign waivers permitting

information-sharing between treatment providers and university administrators; allowed to voluntarily move to more appropriate housing; or allowed to voluntarily withdraw from the university on a temporary basis until the student is able to obtain treatment or necessary care to diminish any risk of harm.

C. Minimum Standards for Involuntary Withdrawal (medical conditions)

A student may be involuntarily withdrawn from Samford University if there is a determination that the student:

- Poses a direct threat to the health or safety of self or others.
- Damages university property or demonstrates behavior that is disruptive to university operations, to academic programs, or to the educational environment.
- Is substantially unable, even with the help of auxiliary aids, to meet his or her responsibilities as a student.
- Demonstrates the inability to care for his or her daily physical or mental health needs without assistance and has failed to secure such assistance.

D. Requirements for Involuntary Withdrawal

1. Concern must be voiced by one or more individuals who have direct contact and experience with the student in question; information can be obtained from a family member, faculty, staff, student, or other members of the university's community.

2. A clinical assessment of the student of concern may be required. Clinical assessment, in addition to direct assessment, may include review of information presented by others. Additional information may be obtained from external sources or resources who may be in a position to provide direct information that should be considered in the decision to involuntarily withdraw a student.

3. Based on the assessment and other pertinent information, the Assistant Vice President for Student Development and Support or his/her designee will notify the student in writing or orally (depending on the urgency of the situation) to attend an informal meeting with the Assistant Vice President for Student Development and Support for the purpose of determining whether the student should be withdrawn. The request will include a statement of the reasons for the university's concern. The Assistant Vice President for Student Development and Support will meet with the student to give him/her an opportunity to respond to concerns related to the student's behavior. The university counselor may also attend the meeting, as well as other appropriate personnel. At the meeting, the reasons for the university's concern regarding the student will be stated and the student will be given an opportunity to respond to these concerns. If, after the meeting, the student is found not to fall within one of the four categories described in section A, he or she will be notified in writing by the Assistant Vice President for Student Development and Support and allowed to continue as a student.

4. If the student fails to attend the meeting or after the meeting there continues to be a concern related to the student's behavior, the student will be given an opportunity to voluntarily withdraw from the university. If the student agrees to voluntarily withdraw from the university, regular withdrawal procedures will be followed. However, the student may be permitted to voluntarily withdraw without grades if, in the judgment of the Assistant Vice President for Student Development and Support and a university counselor, circumstances warrant such action.

5. If the student refuses to voluntarily withdraw, the Assistant Vice President for Student Development and Support may, on the recommendation of a university counselor or other licensed mental health clinician, authorize an involuntary withdrawal and provide the student with notice of the decision and the right to appeal.

6. The student will be provided with information related to conditions that must be met prior to his/her return to the university. In all involuntary withdrawals due to safety concerns, the student will be provided documentation by a licensed mental health provider that he/she is no longer a threat to self or others and is able to resume his/her academic workload. In addition, students may be required to be assessed by Counseling Services to confirm the safety of students.

7. If the student does not appeal within two school days, the right to appeal will be considered waived and he/she will be involuntarily withdrawn.

8. If the student does appeal, he/she will remain enrolled until the appeal is completed.

9. Emergency Interim Withdrawal

A student who poses a direct threat to the health or safety of self or others may be involuntarily withdrawn on an interim basis by the Assistant Vice President for Student Development and Support using an emergency withdrawal. For emergency withdrawals, the following procedure applies:

1. Prior to an emergency withdrawal, the university must make an individualized assessment of the student based on reasonable medical judgment and relying on the most current medical knowledge and/or the best available objective evidence. The assessment must determine the nature, duration and severity of the risk; the probability that the potentially threatening injury will actually occur; and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk for withdrawal to be unnecessary.

2. A student withdrawn on an interim basis must be given an opportunity to appear before the Assistant Vice President for Student Development and Support within two school days after the date of the emergency withdrawal to review the following issues only:

a. The reliability of the information concerning the student's behavior; and

b. Whether the student poses a risk of harm to the health or safety of him/herself or others.

3. Unless the Assistant Vice President for Student Development and Support determines otherwise, the student will remain withdrawn on an interim basis pending completion of the university's assessment, after which the procedures in (D, 2-7) of this policy will be followed and a determination made concerning involuntary withdrawal.

10. Involuntary Withdrawal Appeal Process

4. Within 48 hours of receiving notice of an involuntary withdrawal decision, a student may appeal the involuntary withdrawal determination to the Vice President of Student Affairs. The request for an appeal must be in writing and it must outline the reasons for the involuntary withdrawal should be reversed. The Vice President will determine if the student's behavior meets the criteria for involuntary withdrawal.

5. The Vice President of Student Affairs may require the student, at his or her expense, to obtain a psychiatric/medical evaluation from sources external to the university to be considered as evidence. The hearing shall be conversational and non-adversarial and formal rules of evidence will not apply.

6. The Vice President of Student Affairs will provide a written decision to the student.

7. The decision of the Vice President of Student Affairs is final and not subject to appeal.

11. Effects of Involuntary Withdrawal

- The student must leave the university immediately, or as directed, and will not be permitted on university property, or to attend any university function, without the written approval of the Assistant Vice President for Student Development and Support.
- The Assistant Vice President for Student Development and Support will inform campus individuals of the withdrawal on a need-to-know basis.
- If the individual is under 21 years of age, the Assistant Vice President for Student Development and Support will notify the parents.
- A notation of withdrawal will appear on the student's transcript for all classes taken during the semester.

12. Return to Campus

- A student wishing to be considered for re-enrollment should contact the Assistant Vice President for Student Development and Support and provide appropriate documentation of resolution of the issue(s) that lead to involuntary withdrawal, including compliance with all conditions of re-enrollment.
- Prior to returning to campus, the student must:
- Submit documentation from a licensed professional to the Vice President of Student Affairs clearly indicating the student no longer demonstrates behavior which led to the involuntary withdrawal.
- If ongoing care is prescribed by a treatment provider, submit a treatment plan from an appropriate care provider outlining care the student will receive and maintain in order to deter unwanted disruptive behavior.
- Schedule periodic meetings with Samford staff person designated to assess if the student is complying with any treatment plan.
- The student will meet with the Assistant Vice President for Student Development and Support to discuss compliance and conditions for re-enrollment and behavior, which could result in continuation of the involuntary withdrawal.

1. Disciplinary Action

Involuntary withdrawal is administrative rather than punitive and is not a substitute for disciplinary action. If a student is accused of a student conduct violation, he/she will be subject to the disciplinary process unless the student either lacks capacity to respond to the charges or did not understand the nature or quality of the act in question due to a medical or psychological condition. The Assistant Vice President for Student

Development and Support will determine whether each individual case should be handled under this policy, under disciplinary procedures, or both.

J. Deviations from Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceedings unless significant prejudice to a student may result.

RESEARCH ACTIVITIES POLICY

Any individual student or student organization desiring to conduct a research project involving human subjects is required to obtain approval of the study from the Samford University Institutional Review Board for Human Subjects. Full explanation of procedures to be implemented as well as necessary forms are available online at <http://www.samford.edu/IRB>. Any student planning to conduct research involving human subjects should meet with a faculty adviser as soon as possible so that there will be no delay in obtaining approval and meeting course requirement deadlines.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, commonly known as “FERPA,” was enacted by Congress to give students access to and some measure of control over their respective education records. In general terms, FERPA (1) grants confidentiality to student education records, (2) allows students control over certain disclosure of their education records, (3) permits students to review their own education records, and (4) provides a process by which students may request that their education records be amended. These rights are personal to each student.

Samford may disclose certain education records without the consent of the student in a number of circumstances. For example, Samford may disclose education records without student consent in the following circumstances: (1) to Samford officials who have an educational purpose to receive the information; (2) to other schools if the student is transferring from Samford; (3) to a student’s parents if the student is considered a dependent of the parents for federal income tax purposes; (4) in response to a judicial order or lawfully issued subpoena; (5) to parents of a student under 21 regarding a violation of drug or alcohol policies; (6) to persons who need to know in connection with a health or safety emergency; (7) in connection with a student's application for financial aid; and (8) to accrediting organizations. Samford may also disclose "directory information" of a student unless the student takes appropriate steps to opt out of the sharing of directory information. Directory information consists of information that would not generally be considered harmful or an invasion of privacy if disclosed. Examples of directory information are a student's name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized sports and activities, degrees, honors and awards received. Students who do not want their directory information to be disclosed by Samford without their prior written consent must notify the Registrar no later than the last day to drop or add courses without financial penalty in a particular academic semester or term. The information that Samford considers to be directory information, and the student's opportunity to opt out of the disclosure of his or her directory information, may be accessed at <http://www.samford.edu/departments/registrar/ferpa/> .

The University's FERPA is [Policy 7.1 of the University Policy Manual](#). A student who believes that his or her education records are inaccurate, misleading or include information that violates the privacy rights of the student, may request that such education records be amended as permitted under the FERPA Policy. A decision on any such request will be made within a reasonable period after it is received by the Registrar. If the request is denied, the student will be advised of his or her right to a hearing.

Equal Opportunity

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services.

Inquiries concerning Samford's nondiscrimination policy or applicable civil rights laws may be directed to the Vice President for business and financial affairs or general counsel, Office of Business and Financial Affairs, Samford Hall 200, Birmingham, AL 35229, 205- 726-2811. This notice is available in alternative formats upon request.

EQUITY IN ATHLETICS DISCLOSURE ACT

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

BILL OF RIGHTS

The Core Values of Samford University express the ethos of a community that guarantees students an academic environment that encourages inquiry and integrity, promotes personal empowerment and civic engagement, requires accountability, and stimulates the development of Christian character.

Enrolled students are entitled to:

- Actively participate in the academic environment without discrimination as to race, disability, age, color, national or ethnic origin, sex, or military status.
- Participate in respectful inquiries and exchanges of ideas.
- Information adequate to understand the requirements of a selected major.
- Personal privacy in accordance with university policies and applicable law including the Family Educational Rights & Privacy Act (FERPA).
- Be timely informed of changes to university policies and procedures, catalog, and student handbook.
- Be treated with dignity and courtesy in relation to all university services.

CAMPUS DEMONSTRATIONS

Samford University recognizes students' rights to express freedom of thought, inquiry, speech, and lawful assembly in which the students may exhibit their disagreement with issues or current events. While freedom of expression can be important in a change of fundamental ideas, demonstration and/or protest of principles may be permitted provided such actions does not interfere with university programs, the delivery of academic curricula, entrances to buildings, or the normal flow of pedestrian or

vehicular traffic. Protests and/or demonstrations must be orderly and should in no way jeopardize the safety of members of the campus or the integrity of the property. Protests and demonstrations are not permitted in any areas associated with university residence halls and apartments.

Samford University is a private university and does not permit non-students to participate in protests and/or demonstrations on its property. Students who violate this policy may be subject to disciplinary actions outlined in the Student Handbook.

COMPUTING AND INFORMATION TECHNOLOGY POLICIES

These Computing and Information Technology Values and Policies are official university policy and apply to all use of computing and information technology resources supplied by the University including, but not limited to, Samford owned computers (fixed, portable, tablet, smartphone, USB devices, CD/DVDs, etc.), Samford contracted computer software, servers, and access to networks such as the campus network or the Internet. The primary intent of this document is to encourage appropriate use of university-supplied resources toward accomplishing the mission of the University.

Responsibility

Every individual using computing and information technology resources is responsible for appropriate use. When a specific resource is assigned to a particular individual, that person is responsible for its proper use. When a Samford Username (ID) and password are issued to an individual, that person is responsible for all activities associated with that ID. The burden of proper password security is on the person to whom the password is assigned. Additional security requirements may necessitate the use of additional authentication methods beyond a Samford Username (ID) and password.

Freedom of Expression

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

Privacy

The computer networks, e-mail systems, and computers furnished by the University are the property of Samford University. As such, the University may monitor and access computer usage on university computers or a university network and any files created, saved, or accessed on any University computer or network. However, all users (including, without limitation, employees, students, and guests) are prohibited from accessing the files, e-mails, computers, or other electronic communications and documents of another user unless authorized by the user or by designated University officials (as defined in the section on

violations) or as required by law. Additionally, users must always be aware that material sent to another individual or placed in a publicly accessible area can be passed on without the originator's knowledge. Users of computing and information technology should not, for example, have an "expectation of privacy" when using e-mail. Furthermore, activities such as maintenance and/or troubleshooting of computing and information technology systems may sometimes require access to electronic communications and documents or transaction logs.

Email, voicemail, social media, and similar network systems should never be used to store or transmit private information, including government-issued identifiers and financial account numbers. Example identifiers include Social Security Number, Passport Number, Driver's License Number, Credit Card Number, Debit Card Account Number, Checking Account Number, and Savings Account Number.

Confidentiality

Much of the information (e.g., payroll and grade information) stored in computing and information technology systems is considered confidential and in some cases is protected by laws such as the Family Educational Rights and Privacy Act. Legitimate access to confidential information is determined by factors such as job responsibility and permissions explicitly granted by the owner or a duly appointed steward of the information. Those with such legitimate access to confidential information are to safeguard its confidentiality by knowing to whom such information may be released and by not allowing its unauthorized release in any form. They should also be well versed in recognizing "red flags" about fraudulent information or access and be knowledgeable of the procedures and processes for dealing with them. Access to any resources without proper authorization, whether or not they are considered confidential, is not permitted. For additional information refer to Policy 1.28.

Intellectual Property Rights

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

could jeopardize certain legal protections. Computer software and documentation are covered by copyright. Copying such documentation or software except as permitted in the copyright notice or software license agreement is illegal. University resources are not to be used to violate copyrights or any other intellectual property rights.

Access to Electronic Materials

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

Shared Resources

Many computing and information technology resources are made available on a shared basis. Activities that would have a detrimental effect on a resource, such as purposely causing an overload condition that deprives others of its use, are not permitted.

Global Community

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

Commercial/Personal Use

Commercial use of university resources could endanger its status as a non-profit organization. Therefore, commercial use is not allowed without the prior written consent of either the Provost or the Vice President of Finance, Business Affairs and Strategy. Incidental personal use of computing and information technology resources is permitted as long as it does not have a detrimental effect on Samford University related use, is non-commercial, and does not incur a cost to the University.

Illegal Use

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

Violations

Depending on the classification of the individual involved (faculty, staff, or student), suspected violations of these Honor Codes and policies will be confidentially reported to the President or a member of the Executive Leadership Team. Only these University officials may authorize further investigation or review of materials which are considered confidential or are otherwise not publicly available. Such authorization shall be considered on a case-by-case basis. Suspected violations will be processed in a manner consistent with

university procedures as described in the Faculty, Staff or Student Handbook, as the case may be. An individual's access to certain computing and information technology resources may be suspended during the investigation and adjudication of a suspected violation.

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

Discontinued Relationship

A user ID and the accounts associated with it are provided and owned by Samford University. The ID and accounts are for the sole use of the person to whom they are assigned, and their use is for the purposes and intents specified by Samford University. The user is not allowed to assign the account to another person or to provide passwords or access in any way to another person, either while in a University sanctioned relationship or upon discontinuation of that relationship. Access to any such account requires written approval and specifics of granting (to whom, capabilities defined) by the Vice President for Business and Financial Affairs (or designee).

Modifications

Changes in technology or law may require regular revision of these values and policies. They will be reviewed at least annually under the direction of the Chief Information Officer. Final authority for changes rests with the President's Cabinet and/or the President. Current copies will be printed in the Faculty, Staff and Student Handbooks and will be posted electronically on university-wide information servers.

Drug and Alcohol Policy

To comply with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, 20 U.S.C., Section 1145q, and the Drug Free Workplace Act of 1988, 41 U.S.C., Section 701, et. seq, Samford University hereby adopts the Drug and Alcohol Policy set forth in [Section 1.02 of the Policy Manual](#).

Policy

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

Standards of Conduct

The Standards of Conduct listed below from the University's Drug and Alcohol Policy apply to students and student organizations.

- It is a violation of this policy to unlawfully manufacture, possess, use, sell, transfer, or purchase alcohol or Controlled Substances on Samford property or at any other location including while attending or otherwise in relation to any University-related Event or to attempt to engage in any such behavior.
- It is a violation of this policy to manufacture, possess, consume, sell, transfer, purchase, or be under the influence of alcohol or Controlled Substances on Samford property, during University-related Events or, for faculty, staff, and volunteers, while performing Samford employment responsibilities regardless of location.
- The distribution, sale, purchase, use or possession of equipment, products, paraphernalia, and materials which are used, intended for use, or designed for use with alcohol or Controlled Substances while on Samford property or at a University-related Event is prohibited. This prohibition applies to, among other things, containers and any device intended primarily for the consumption of alcoholic beverages. This prohibition does not apply to paraphernalia to the extent a student possesses and uses such paraphernalia to administer a lawful medication or Controlled Substance, the possession and use of which would not be a violation of this policy.
- Students and student organizations shall comply with this policy, the Undergraduate Honor Code, the Student Handbook and any other student conduct policies applicable (i.e. policies of specific schools, colleges, or professional degree programs) as they apply to the manufacture, distribution, dispensation, possession, or use of Controlled Substances and alcohol.
- In accordance with the Samford Sexual Misconduct Policy, students who report sexual misconduct or who are the victims of sexual misconduct may not be subject to disciplinary action for a related violation of Samford policy involving alcohol or drugs, including their personal consumption of alcohol or drugs at or near the time of the incident, provided that such violations did not and do not place the health or safety of any other person at risk.
- Intoxication will generally not be considered a defense to a student's violation of the Undergraduate Honor Code, the Sexual Misconduct Policy, or any other policy.

For purposes of this policy, "Controlled Substance" is defined as any controlled substances listed in 21 U.S.C. Section 812, Schedules I-V of Alabama Code Sections 20-2-22 through 20-2-32, any intoxicants, hallucinogenic drugs, marijuana, CBD products containing more than .3% THC, prescription medications not prescribed to the student by a licensed medical physician, or the abuse or distribution of medication prescribed by a licensed medical physician.

University-related Event is defined as an activity sponsored by Samford or a Samford-recognized organization, or an activity sponsored or hosted by Samford employees at which students are invited or attending. University-related Events include, for example, intercollegiate athletics, Student organization social events, and class events hosted by faculty.

Inclusive Language

Language-how it is used and what it implies-plays a crucial role in Samford University's mission to nurture persons. Because verbal constructions create realities, inclusive language can uphold or affirm those whom

the university seeks to nurture, while exclusive language can damage or defeat them.

Samford University therefore actively seeks a discourse in its university community that supports the equal dignity and participation of men and women; the university seeks to avoid verbal constructions that diminish the equal dignity of all individuals. It is an affirmative-and affirming-part of Samford University's mission to educate students, staff, and faculty in the creation of a community of equality and respect through language.

Political Activity

As a private nonprofit institution of higher education whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code, the University may not participate in, or intervene in, any political campaign of a candidate for public office. However, members of the University community are encouraged to fulfill their civic responsibilities as private citizens. There are no restraints upon a student's personal political activity, provided the student is acting as a private citizen and not representing the University.

No University facilities, resources, time, or property may be used for or on behalf of any political candidate, campaign or organization including, but not limited to, the Samford University seal, campus images, and all logos and identifying marks.

The Internal Revenue Code permits tax-exempt organizations like Samford University to sponsor political forums, candidate speeches and/or debates in a neutral and nonpartisan manner in which no candidate directly or indirectly receives an endorsement, preference, or support from the University. At the beginning of any such political forum, candidate speech or debate, a representative of the sponsoring group or organization shall deliver the following disclaimer: "This event is sponsored _____. The use of Samford University facilities for this event does not constitute an endorsement by the University. Samford University does not endorse or oppose any candidate or organization in connection with any political campaign or election."

The Samford University campus is private property. Campaign signs cannot be placed on university property, including university property along Lakeshore Drive. Signs placed in violation of this policy will be removed.

Inquiries concerning this policy should be directed to the Office of Student Affairs.

Search Policy

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

Searches must be approved in writing using a Samford University authorization form, except when verbal permission to search is given by the occupant of the room being searched. Authorization to search a student's room is obtained from one of the following: the director of Public Safety or associate vice president for Campus and Residential Services, assistant director of Residence Life, a residence life coordinator, a residence manager, or the vice president of Student Affairs. An authorized search is conducted by at least two university employees, one or more of whom may be resident assistants. A

reasonable effort will be made to perform the search in the presence of an occupant of the room. In situations where it is deemed that a delay in obtaining authorization constitutes a danger to individuals or property or destruction or disposal of contraband, the room will be entered and searched without authorization. Searches can be conducted without authorization when an official is in pursuit, the student gives permission, or contraband is in plain view.

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

DEPARTMENT OF TRANSPORTATION SERVICES

Contact Information

Website: <http://www.samford.edu/departments/transportation> E-mail: parking@samford.edu
Phone: 205-726-4146

Disability and Limited Mobility Parking

Handicap accessible parking spaces are available throughout campus and are mandated by the City of Homewood and the State of Alabama.

For instances where mobility issues are present, students should call the Public Safety office at 205-726-2020 to request short-term transport assistance on campus. For instances where a short-term or temporary mobility issue exist, students should contact the Office of Accessibility and Accommodations 205-726-4078 or access@samford.edu for procedures regarding a temporary limited mobility parking permit, before parking in an unauthorized area. Students with a state-issued handicap parking placard should register with Transportation Services.

Disciplinary Action

Students receiving five or more traffic or parking citations in one semester will face disciplinary action through the Honor Code process and sanctions could include additional fines, community service, parking restrictions, or revocation of parking privileges on campus.

Driving Regulations on Campus

Standard rules of the road from the city, county, and state, as well as directive signs and instructions by officers directing traffic, will be observed on campus.

All motor vehicle operators must have in their possession a valid operator's license and produce this item when requested by a Transportation Services official or Public Safety officer. The speed limit on campus is 25 miles per hour; however, any speed that is not safe for the conditions of the road, including vehicle and pedestrian congestion, will be enforced. Please observe no passing on campus.

Extended Parking

Samford University provides vehicle parking for students attending the university. In recognition that some students, due to the distance from their homes, may have to leave their vehicles on campus during holiday and summer breaks. For that reason, Samford University allows students to leave vehicles on campus for an extended period with the proper authorization. Please contact Transportation Services for information regarding vehicles being left on campus for an extended period. Recreational vehicles are not allowed to park on campus at any time. Vehicles left on campus without proper authorization may be subject to towing at the owner's expense.

Student Judiciary Council Appeal Guidelines for Parking Citations

The student judiciary council does not recognize the following as reasonable excuses for violating the parking policies of the University:

1. Lack of knowledge of parking policies on campus.
2. Late to class, appointments, practice, or other events on campus.
3. Parking illegally for a short amount of time.
4. Parking illegally because other vehicles were doing the same.
5. There was not enough parking available.
6. Financial hardship
7. Inclement weather conditions
8. Using emergency flashers to justify illegal parking
9. Permission to park given by anyone other than a Transportation Services or Public Safety employee

Non-appealable Citations

Citations for parking in handicap zones, fire lanes, campus police reserve spaces, on grass and/or sidewalk, in visitor or service zones, blocking dumpsters, parking in an unmarked area, parking on yellow line/curb or parking in unauthorized color zone are non-appealable.

Towing/Immobilization of Vehicles

Samford University is private property and reserves the right to have unauthorized vehicles, abandoned vehicles or vehicles operated in violation of Samford University rules and regulations towed from the campus property at the owner's expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces, parking on yellow lines/curbs, parking in service zones, blocking a dumpster, abandoned vehicle, parking in campus police reserve spaces, and excessive citations.

Vehicles in persistent violation of parking or traffic regulations are subject to immobilization with a wheel lock and/or towing at the owner's expense.

Parking Citation Appeal Process

The Transportation Services Appeals Committee resolves parking appeals submitted by employees and students. To appeal a citation, using the portal (<https://portal.samford.edu>); students must complete an

online appeal request within 15 calendar days of the citation being posted to their Banner account.

1. Employee/student appeals citation in his/her Banner account.
2. Appeal is sent to the Transportation Services Appeals Committee.
3. The Transportation Services Appeals Committee reviews the appeal, determines whether to grant or deny the appeal.
4. The employee/student will be notified via Samford e-mail of the Transportation Services Appeals Committee decision.
5. The employee/ student account will automatically be adjusted according to the decision provided.

The decision of the Transportation Services Appeal Committee process is final. The employee/student is fully responsible for payment of the citation regardless of the appeal decision, or the employee/student's decision not to appeal his/her citation.

Vehicle Parking Permit Registration

Drivers

All motor vehicles operated on campus must be registered with the Department of Transportation Services, in the Transportation Services menu in self-service Banner at <https://portal.samford.edu>. The appropriate vehicle registration permit shall be affixed to the inside lower left corner of the front windshield, on the driver's side. Permits will be affixed by the adhesive on the permit and may not be affixed to tape or by any other temporary means. No more than one permit shall be affixed to any vehicle. The method of affixing permits on motorcycles will be determined on a case-by-case basis. Providing false information concerning the registration of a vehicle will subject the violator to disciplinary action.

Non-Drivers

All students are required to register their driving status in Banner, regardless of their possession or operation of a vehicle on campus. If a student is a non-driver, he or she is required to submit their status as a non-driver in the Transportation Services menu in self-service Banner at <https://portal.samford.edu>. A non- driver is identified as a current student, enrolled in classes, who is not in possession of a vehicle on campus, and does not drive a vehicle on campus. This includes borrowing and sharing vehicles. If a student is borrowing or sharing a vehicle with another person, he/she is not considered a non-driver.

Cost

The student permits' annual cost is \$60 for "All Year" permits. "Fall Only" permits are \$30. Replacement permits cost \$10 each. Permits are not pro-rated and are not refundable once they have been issued to the student. Charges will be placed on the student's account immediately upon registration in the student's self-service Banner account. All vehicle registration permits expire yearly on Aug. 31.

Parking Zones

Parking is enforced Monday through Friday, 7:00 a.m. to 4:30 p.m. Students are required to park in the lot designated by the parking permit issued.

Summer Term parking is enforced in all faculty/staff lots for employee permits. Commuter and residence hall lots are open parking for any permit type during Jan Term and Summer Term. During these terms, students may park in any

student lot, but are not allowed to park in employee lots.

Parking in handicap zones, fire lanes, campus police reserve spaces, grass, sidewalk, visitor or service zones, blocking dumpsters, parking in an unmarked area, parking on yellow line/curb, or parking in authorized color zones are non-appealable. These areas are enforced 24 hours a day, seven days a week, 365 days a year. Citations will be issued, and vehicles will be subject to being booted and/or towed at the owner's expense. Parking for students is permitted only in the specific permit color zone issued for student's housing assignment. If a student's housing assignment changes, the student is required to complete the registration process again in Banner for their new permanent assignment.

Vehicles must be parked in a legal valid space between white lines. Parking on grass, cross-hatched areas, islands, or any other unmarked area is prohibited.

Parking permits and zones are designated by color:

1. **White:** employee, faculty and staff, who are not students
2. **Orange:** Contract employees
3. **Blue:** Commuter (commuters are only allowed to park on Main Campus, not at the College of Health Sciences)
4. **Blue:** CHS Commuter (only CHS commuters permits are allowed to park at the College of Health Sciences)
5. **Purple:** Central Campus
6. **Green:** Beeson Woods
7. **Yellow:** West Campus and West Village

Traffic Violations

\$100 Fine

- Parking in Fire Lane (non-appealable)
- Parking in Handicapped Zone (non-appealable)

\$50 Fine

- No decal
- Blocking dumpster (non-appealable)
- Speeding
- Running a stop sign
- Wrong way on a one-way street
- Making illegal turn
- Driving /parking on grass or sidewalk (non-appealable)
- Failing to stop for pedestrians
- Blocking or obstructing traffic
- Parking in unmarked area (non-appealable)
- Parking on yellow line or curb (non-appealable)
- Parking in reserved space (non-appealable)
- Parking in campus police reserved space (non-appealable)

\$30 Fine

- Unsafe vehicle operation

\$25 Fine

- Parking in visitor zone
- Parking in service zone (non-appealable)

\$20 Fine

- Improperly displayed permit

\$15 Fine

- Double parking
- Mutilated /defaced permit

STUDENT CONDUCT

Undergraduate Honor Code

The purpose of this Undergraduate Honor Code Manual is to describe generally the conduct standards for all Samford University undergraduate students and to provide policies and student-led procedures for upholding those standards. Although this manual contains numerous specific provisions, it is not intended to serve as an exclusive list of violations, powers, responsibilities, and procedures that extend to every potential circumstance. Rather, the manual provides a framework from which the Honor Council can employ its collective wisdom and reason to fairly determine the boundaries of its authority, the appropriate procedures, and the notice provided to undergraduate students as to what behaviors will constitute a violation of the principles of honor articulated herein. Guiding principles of this manual include respecting the dignity and rights of all persons, maintaining an ethically engaged student body, developing a culture of personal accountability, and instilling a lifelong understanding and practice of individual honor.

Introduction

The Honor Code calls Samford students to live that give honor to God and respect to others. This Honor Code furthers Samford's mission to model ethical competency, foster academic achievement, and advance vocational potential, while encouraging social and civic responsibility and service to others. The Core Values of Samford embody specific expressions of the honor that Samford students aspire to. Those Core Values are:

- Belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord
- Engagement with the life and teachings of Jesus
- Learning and responsible freedom of inquiry
- Personal empowerment, accountability, and responsibility
- Vocational success and civic engagement

- Spiritual growth and cultivation of physical well-being
- Integrity, honesty, and justice
- Appreciation for diverse cultures and convictions
- Stewardship of all resources
- Service to God, to family, to one another, and to the community

As individuals made in the image of God (Genesis 1:26-27), all members of the Samford community possess dignity and are worthy of honor. Scripture instructs that we are to honor others (Romans 13:7) and “always strive to do what is good for each other and for everyone else” (1 Thessalonians 5:15).

Samford students are to work wholeheartedly in all that they do to honor God (Colossians 3:23), toiling with integrity so that they need not be ashamed (2 Timothy 2:15). In all expressions of life, whether within or outside the classroom, on or away from campus, Samford students are to be honest and faithful (Luke 16:10), for actions reveal our character.

As a community founded on the Gospel of Jesus Christ and the teachings of the Holy Scriptures, we are guided by Matthew 7:12: “So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.” By showing respect and concern for others and for ourselves, bonds of community are created, and those bonds are strengthened by honesty, integrity, and accountability. Being a community that is engaged in academic excellence, Samford students must treat intellectual property with integrity, appropriately and meticulously acknowledging the ownership and authorship of others and refraining from appropriating the work of others as our own.

This Honor Code nurtures intrinsic motivation for honorable actions with hope that those actions will endure for God, for learning, forever.

II. THE SAMFORD UNIVERSITY HONOR PLEDGE

Samford University undergraduate students developed in 2017 the Honor Pledge, including its preamble. The Honor Pledge was approved by faculty, administration, and the Board of Trustees, and serves as the ideological foundation for the Honor Code.

Preamble

The Samford University motto - *For God, For Learning, Forever* - brings together our commitment to Christian heritage, the pursuit and transmission of knowledge, and enduring virtues. Only a particular kind of person and institution can aspire to and achieve such demanding principles. The various members of the Samford University community must embrace honor in all areas of life and scholarship. An honor pledge is therefore an appropriate expression of this commitment.

Honor Pledge

I believe that the members of the Samford community possess dignity and are worthy of honor. I understand that honoring others fosters academic achievement, personal growth, and spiritual development. I commit to holding myself and my peers to the standards of conduct and academic integrity maintained by the University. To this I pledge my sacred honor. For God, For Learning, Forever.

III. JURISDICTION

1. Honor Council Jurisdiction

The Honor Council has jurisdiction to review and decide all reported violations of the Honor Code if the alleged perpetrator was enrolled as a Samford undergraduate student at the time of the alleged violation. Undergraduate students who have not graduated, withdrawn, or transferred shall, for purposes of the Honor Code, be deemed to be enrolled during summer terms, as well as between terms, and during holidays and breaks. Questions concerning the jurisdiction of the Honor Council in a specific circumstance shall be addressed and determined by the Student Conduct Coordinator.

2. Jurisdictional Geography

The jurisdiction of the Honor Code includes reported violations that occur (a) on the Samford campus (Main Campus and College of Health Sciences Campus) in Homewood, Alabama; (b) at the Daniel House in London, England; (c) at the Perry County Study Center in Marion, Alabama; (d) during or in connection with any University off-campus study program (whether abroad or domestic), irrespective of physical location; (e) during or in the course of any off-campus internships or cocurricular activities sponsored, endorsed or operated by the University (whether for credit or otherwise), irrespective of physical location; (f) during or in the course of any program or activity of a University-recognized student organization, irrespective of physical location; and (g) at any location at which a Samford undergraduate student represents herself or himself as a Samford student including, but not limited to, academic events, and intercollegiate and intramural athletics. In addition to the foregoing, the Honor Code also governs reported violations that occur elsewhere that injure, damage, threaten to injure or damage, or misappropriate the physical or mental well-being or the property of a Samford student, employee, or contractor. Examples of the immediately preceding sentence include, without limitation, the violations described in items IV.1. (a)-(d), and (g); IV.2. (e), (i), and (j); IV.3 (all violations); and IV.4(all violations).

3. Post-Enrollment Jurisdiction

If a student withdraws, transfers, graduates, or otherwise leaves Samford prior to or after an alleged offense is reported, the Honor Code and its related procedures will apply and continue if the alleged violation has been timely and duly reported. In limited circumstances, the jurisdiction of the Honor Code may extend after the last date of a student's undergraduate enrollment, particularly when acts of academic misconduct are reported. Such post-enrollment jurisdiction will be exercised only with respect to alleged misconduct of a student while enrolled at Samford, including, without limitation, allegations of academic misconduct or deceit in any proceedings of the Honor Council.

4. Behavior of Guests

Students are responsible for informing their guests of the Honor Code conduct standards. If the guest of a student violates any such standard, the host student or students may be determined to have violated the Honor Code and bear some measure of responsibility for the conduct of the guest, including being subject to discipline.

5. Sexual Discrimination and Misconduct

Notwithstanding any provision of this Honor Code, all allegations of sexual discrimination, relationship violence, or other sexual misconduct shall be reported to the University's Title IX Coordinator, and such reports will be assessed, investigated, and reviewed in accordance with the Samford University Sexual Discrimination and Sexual Misconduct Policy (the "Title IX Policy"). This Honor Code shall not have jurisdiction of any alleged conduct that is subject to the jurisdiction of the Title IX Policy. For additional information about the Sexual Discrimination and Sexual Misconduct Policy or Title IX of the Education Amendments Act of 1972, 20 U.S.C. § 1681 et seq, go to www.samford.edu/TitleIX.

6. Other Disciplinary Proceedings

Not all sanctionable student misconduct is addressed by this Honor Code. Documents such as the Residence Life Community Standards, Sexual Discrimination and Sexual Misconduct Policy, other University policies (e.g., Policy Handbook, Student Handbook), and course syllabi may prescribe additional conduct standards for undergraduate students.

IV. STANDARDS OF CONDUCT AND VIOLATIONS

The Honor Pledge requires a Samford student to (i) respect the dignity and worth of others; (ii) foster academic achievement, personal growth, and spiritual development of others; (iii) consistently practice and model academic integrity; and (iv) hold other students accountable to these standards. Set forth below are descriptions of the various student conducts that violate those standards and are therefore prohibited by this Honor Code.

1. Samford Students Will Respect the Dignity, Worth and Property of Others.

Samford students shall respect the dignity and worth of all members of the Samford community, including students, faculty, non-faculty employees, and others on campus or present at any university program, activity, or function. In the absence of physical contact or property damage, whether a student has violated this standard may be a challenging inquiry. The perception or intent of one accused of certain conduct may be different from the discernment or sensitivity of one who believes in good faith that he or she has been disparaged or denigrated. Allegations of such conduct will be considered on a case-by-case and objective basis (i.e., reasonable person test). Student conduct that violates this tenet of honor includes the following:

- Acting with intent to take, damage, exercise control over, alter, tamper with, or destroy the property of another absent a good faith belief that the student has the right to do so, or acting recklessly without regard for the property of others, resulting in such property being taken, damaged, controlled, or destroyed.
- Acting with intent to cause physical or mental injury to another person or acting recklessly without regard for the well-being of another person, resulting in either (i) physical or mental injury of another person or (ii) putting another person in reasonable fear of imminent and substantial physical or mental injury.
- Acting with intent to cause apprehension by (i) physical conduct with another; (ii) subjecting a person to physical contact; or (iii) conduct that would cause a reasonable person to fear for his or her safety or well-being.

- Engaging in unwelcome conduct that is sufficiently severe and pervasive that it alters the conditions of education and creates an environment that a reasonable person would find intimidating, threatening, harassing, or humiliating. The frequency of the conduct, its severity, and whether it is threatening, or humiliating are factors that will be objectively considered in determining whether conduct is abusive. Abusive conduct includes behavior that is objectively calculated to demean or abuse another individual or group because of sex, race, ethnicity, religion, disability, sexual orientation, or gender identity. Such actions may include, but are not restricted to, using racial epithets, slurs, making racially derogatory remarks, using racial stereotypes. Simple teasing, offhanded comments, respectful statements of sincere religious convictions, and isolated incidents (unless extremely serious) do not constitute the abusive conduct prohibited by this paragraph.
- Intentionally disobeying the instructions of a member of the Samford faculty, administration, staff, public safety officer, or an agent of Samford, who in any such case, is authorized to make such directive. Examples include, without limitation, failure to evacuate a building, refusal to present identification upon reasonable request, and repeated failure to attend an academic or cocurricular meeting with faculty or an organization advisor when directed to do so.
- Repeated disregard for the order and welfare of the University community. Examples include, without limitation, five (5) or more campus parking or traffic citations in one semester, and three (3) or more violations of campus residence rules in one semester.
- Unauthorized entry into or use of university buildings, facilities, equipment, or resources that is not then available to students or the public.
- Noncompliance with University policies prohibiting smoking, vaping, e-cigarettes and the use of tobacco products.
- Violating University policies concerning the on-campus possession or use of firearms and other weapons.
- Use of the names and marks of Samford University or any of its units other than as permitted in the Samford University Brand Standards, <https://www.samford.edu/departments/files/Marketing/Samford-Brand-Standards.pdf>. In particular, reference to “Samford” or suggestions of affiliation with the University in connection with any organization, publication, activity, or third party is allowable only with advance permission of the Vice President of Marketing and Communications.

2. Samford Students Will Foster Academic Achievement, Personal Growth, and Spiritual Development in Themselves and Fellow Students.

Achievement, growth, and excellence of all persons in their academic, personal, and spiritual endeavors is foundational to the mission and core values of Samford. Students should foster the realization of these objectives, both personally and in others, and refrain from actions that detract from the educational, social, and residential environments that Samford intends to provide and that students expect to enjoy. Conduct that impedes these objectives is contrary to the educational and social environment of the University. Student conduct that violates this tenet of honor includes the following:

- Disrupting a classroom, laboratory, library, guest lecture, other academic setting in a manner that unreasonably denies others the benefit of the instruction, experimentation, or other academic activity being conducted.
- Possessing, consuming, or distributing alcoholic beverages, drugs (other than possessing drugs that are lawfully prescribed for the individual), or drug paraphernalia on campus.
- Intoxication by alcohol, drugs, or unlawful substances.
- Operating a motor vehicle while intoxicated.
- Violating University computer, information technology, and intellectual property policies. Examples of such conduct include, without limitation, using the University technology systems to send obscene materials, violate the copyright of another, transmit bullying or degrading messages, or engage in criminal conduct.
- Staking or risking something of value upon the outcome of a contest of chance or a future contingent event not under their control or influence, upon an agreement or understanding that they or someone else will receive something of value in the event of a certain outcome (i.e., gambling). The foregoing does not include a bona fide business transaction.
- Participating in or inciting others to engage in unauthorized assemblies or demonstrations, or otherwise interfering with the rights of others to participate in or attend university classes, lectures, events, or activities. Subject to the preceding sentence, students are encouraged to engage in civil discourse and lawful assembly in accordance with governing University policies and procedures and applicable laws.
- Providing false testimony or other evidence at a university disciplinary or other administrative proceeding.
- Creating or confirming another's impression which is false and which the student does not believe to be true or making a promise that the student does not intend to perform or knows will not be performed (i.e., lying).
- Taking any adverse action against a person because of, or in retaliation for, the person's reporting of a crime or a violation of any University policy (including this Honor Code), or in assisting in such a claim.

3. Samford Students Shall Practice and Model Academic Integrity.

Samford students shall adhere to the highest standards of integrity in all of their academic pursuits and encourage other students to do likewise. Students shall not engage in conduct that gives or is intended to give themselves or another student a dishonest advantage in academic matters. Student conduct that violates this tenet of honor includes the following:

- Offering for course credit as a student's own work, in whole or in part, the work of another.
- Incorporating into student work offered for course credit, text that is either identical or

substantially the same as the work of another, unless the student (i) identifies the incorporated text with quotation marks, footnotes, or other appropriate markings and (ii) provides proper attribution of the original author and the work from which it was taken.

- Offering for course credit work that a student previously offered for course credit in another course unless advance permission is obtained from the instructor to whom the work is offered.
- Obtaining an unauthorized copy of a test, quiz, or assignment in advance of its scheduled offering by the instructor or proctor.
- Taking a test, quiz, or examination or completing an assignment for another student.
- Knowingly permitting another person to take a test, quiz, or examination or complete an assignment for oneself.
- Giving, receiving, or otherwise using any information not authorized by the instructor during a quiz or examination test period.
- Sharing without instructor authorization the contents of a test, quiz, or examination to a student who has not yet taken the test, quiz, or examination.
- Taking, controlling, relocating, or tampering with the property of the University or another person or entity, if the student intends for, or should reasonably know that such conduct will result in an unfair academic advantage.
- Failing to comply with the directions of an instructor or proctor if the student knows or should reasonably know that such conduct may result in an unfair academic advantage for any student.
- Altering or falsifying academic or other student records including, without limitation, transcripts, change of grade forms, class absence excuses, and drop/add forms.
- Providing or receiving unauthorized assistance on a test, quiz, examination, assignment, project, or other academic assignment.
- Knowingly making a false report of academic dishonesty by another student.
- Fabrication, falsification, or misrepresentation of data, results, analyses, or other studies, presenting the results of research or studies not actually performed, or manipulating or altering data to achieve a desired result, including the willful failure to report or suppression of conflicting or unwanted data.

When a reported violation or violations of this Honor Code involve this third tenet of honor (academic integrity) and also conduct that is proscribed by any other tenet of honor, all of the charges shall be reviewed together by a Hearing Panel consisting of three (3) student Honor Council members and two (2) faculty Honor Council members.

4. Samford Students Will Hold Other Students Accountable for Complying with the

Conduct Standards of the Honor Code.

As essential component of undergraduate student honor is holding fellow students accountable to the standards of the Honor Code. A Samford student who has knowledge of or is a witness to an act of another student thought to be in violation of the Honor Code is required to promptly report it. Moreover, an undergraduate student who aids or assists another student in conduct that violates the Honor Code may be deemed to have likewise violated the Honor Code, even though the student providing the aid or assistance does not participate directly in the commission of the violation. The purpose of this fourth tenet of honor is to require students to promptly report conduct that may be reasonably understood to constitute a violation of this Honor Code. There is no intent to encourage the reporting of rumored conduct or requiring students to report conduct that is actually known to have already been reported pursuant to the Honor Code procedures.

V. REPORTING AND INVESTIGATING VIOLATIONS

1. Reporting Violations

Anyone may report a violation of the Honor Code. The report shall be made to the Student Conduct Coordinator after a student first becomes aware of the violation. A person may confer with the Student Conduct Coordinator about the alleged conduct prior to and after making the report.

2. Refraining from Report-Related Discussions

Prior to and after reporting a violation to the Student Conduct Coordinator, the reporting person should not discuss the alleged violation with any member of the Honor Council or directly or indirectly request or encourage another person to discuss the alleged violation with any member of the Honor Council. To the fullest extent reasonably possible, a person reporting a violation should refrain from mentioning the alleged violation to anyone other than the Student Conduct Coordinator. Every person accused of a violation of the Honor Code is entitled to confidentiality, to the extent reasonably possible, until the reported violation is determined by the Honor Council.

3. Procedural Rule for Alleged Academic Integrity Violations

Once a student is notified of an alleged violation of the third tenet of the Honor Code concerning academic integrity, the student may not drop, withdraw from, or change status in the course until the alleged violation is reviewed by the Honor Council and that process is completed.

4. Investigations

Investigations of alleged violations of the Honor Code will be investigated by or under the direction of the Student Conduct Coordinator.

VI. THE HONOR COUNCIL

1. Honor Council Members

Members of the Honor Council include students, faculty, and non-faculty employees. Alleged Honor Code violations shall be heard and decided by a panel (“Hearing Panel”) consisting of five

Honor Council members. Alleged violations of the third tenet of the Honor Code (*Samford Students Shall Practice and Model Academic Integrity*) shall be reviewed by a Hearing Panel comprised of three (3) student members and two (2) faculty members (an “Academic Panel”). All other alleged violations of the Honor Code shall be reviewed by a Hearing Panel consisting of three (3) student members and two (2) non-faculty employees (a “Conduct Panel”).

A. Student Honor Council Members

- i. **Representation.** Student members of the Judiciary Branch of the undergraduate Student Government Association (“SGA”), including the SGA Chief Justice, shall be Honor Council members. Each University college or school offering undergraduate degrees (Business, Arts, Arts and Sciences, Education, Nursing, Pharmacy, Health Professions, and Public Health) shall have at least one undergraduate student member of the Judiciary Branch who shall serve on the Honor Council. Student Honor Council members may not serve as any other elected or appointed SGA officer during their term of service on the Judiciary Branch.
- ii. **Nominations.** Undergraduate students who desire to serve on the Judiciary Branch shall deliver to the Student Conduct Coordinator a completed application and the written recommendation of a faculty member in the student’s respective school or college. A committee consisting of (a) the outgoing Chief Justice, (b) the incoming Chief Justice, and (c) the Student Conduct Coordinator shall review the applications and nominate students for the Judiciary Branch. Nominations require the approval of at least two-thirds of a quorum of the SGA Senate at a duly noticed and convened meeting. Student Honor Council members shall serve for one academic year. Student Honor Council members desiring to serve more than one term must complete and submit a new application and otherwise participate in the annual nomination process.

Vacancies: If a student Honor Council member resigns, becomes ineligible, is impeached, or is otherwise unable to continue in office, the SGA President and the Chief Justice, in consultation with the Student Conduct Coordinator, shall nominate an eligible student to complete the unexpired term, subject to the requisite approval of the SGA Senate. Student Honor Council member vacancies shall be filled as promptly as possible.

- iii. **Eligibility.** Student Honor Council members shall satisfy each of the following requirements at the time of their nomination, at the time of SGA Senate approval, and throughout their respective term of office:
 - a. A composite Samford grade point average no less than 3.0 (on 4.0 scale);
 - b. No finding of responsibility for an Honor Code violation or an SGA Constitutional violation during the 12-month period prior to their nomination and during their term of office;
 - c. Enrolled as a full-time undergraduate student, as defined by the Samford undergraduate student catalog; and
 - d. In extraordinary circumstances, it is available to participate in Honor Council

matters between the end of the Spring Semester and the beginning of the Fall Semester and during semester breaks when school is not in session.

B. Faculty Honor Council Members

Every University, college or school offering one or more undergraduate degrees shall have at least one Faculty Honor Council member. Faculty eligible to serve as members of the Honor Council must have at least three (3) years of full-time instructional or library experience at Samford. Faculty members of the Honor Council shall serve a three-year term and shall be eligible for reappointment. Faculty nominations for Honor Council membership shall be made by deans from their respective faculties. From those nominees, members shall be selected and approved by the provost.

C. Staff Honor Council Members

Staff members of the Honor Council shall be University non-faculty employees who have served full time for at least three (3) years. Staff Honor Council members shall be nominated by any faculty or non-faculty employee. From those nominees, members will be selected and approved by the Vice President for Student Affairs and Enrollment Management.

2. Student Conduct Coordinator

A Samford staff employee designated by the Vice President for Student Affairs and Enrollment Management shall serve as the Student Conduct Coordinator and preside at each Hearing Panel as a non-voting member. The Student Conduct Coordinator may not participate as a voting member in appeals of Honor Council decisions. If the person designated to serve as the Student Conduct Coordinator is unable to serve, either temporarily or for an extended period, the Vice President for Student Affairs and Enrollment Management may appoint one or more persons to serve in that capacity on a temporary basis.

3. Chief Justice

The Chief Justice of the undergraduate SGA (the “Chief Justice”) shall be selected in accordance with the procedures set forth in the undergraduate SGA Constitution and Code of Laws. The Chief Justice shall serve as the primary student representative of the Honor Council and shall perform the various responsibilities assigned to the Chief Justice in this Honor Code.

VII. REVIEW AND APPEAL PROCEDURES

1. Organizing a Hearing Panel

Once the investigation of the alleged Honor Code violation is completed, the Student Conduct Coordinator shall appoint the members of a Hearing Panel. All information received by the Student Conduct Coordinator (e.g., investigation report, documents, witness statements, recordings, photographs) concerning the alleged violation shall be delivered to each member of the Hearing Panel and to the student accused of the Honor Code violation.

2. The Initial Assessment

Upon receiving the information from the Student Conduct Coordinator, the Hearing Panel may meet in person or by telephone conference for an initial assessment of the alleged violation. Such an initial assessment meeting shall be convened as soon as reasonably possible after completion of the investigation and the delivery to the Hearing Panel of all related information in the possession, custody, or control of the Student Conduct Coordinator. Upon the request of a majority of the members of a Hearing Panel delivered to the Student Conduct Coordinator, further investigation of specific matters pertaining to the alleged violation may be performed.

3. The Hearing

- a. Upon completion of the investigation and an initial assessment by the Hearing Panel, the Hearing Panel shall direct the Student Conduct Coordinator to either schedule a hearing of the charged violation or to dismiss the alleged violation.
- b. If the Hearing Panel determines to conduct a hearing, the Student Conduct Coordinator shall attempt to promptly schedule a hearing. Should there be insufficient University working days remaining in a semester in which a hearing can be scheduled, the hearing will be scheduled at the beginning of the next term.
- c. A student alleged to have violated the Honor Code shall be given no less than three (3) days' prior notice of a hearing. When an alleged violation may result in significant disciplinary measures (e.g., expulsion, suspension, a failing grade in a class or on an assignment, withholding a degree, loss of university housing), a more extended notice shall be considered. If the student fails to attend the hearing without good cause being received by the Student Conduct Coordinator in advance of the hearing, the hearing will proceed in the student's absence.
- d. After a Hearing Panel completes the review of an alleged violation of the Honor Code and renders its decision, future proceedings under this Honor Code concerning the same alleged violation will be permitted only if (i) there is substantial and newly discovered information that was not provided to the Student Conduct Coordinator or Honor Council in the course of the prior proceedings or (ii) there is evidence of fraud, misrepresentation, or misconduct by a party to the prior proceeding.

4. The Hearing Panel Decision

- a. Upon the conclusion of a hearing and completion of its deliberations, a Hearing Panel may find a student "responsible" for a violation of the Honor Code and impose discipline only upon the vote of a majority of the Hearing Panel members participating in the hearing and deliberations.
- b. If an Academic Panel determines that a student is responsible for a violation of the third foundational element of the Honor Code (*Samford Students Shall Practice and Model Academic Integrity*), the Academic Panel may (i) recommend a grade "FX" for the course and/or (ii) impose other discipline. The Student Conduct Coordinator will notify the relevant instructor if a student is determined responsible for academic misconduct,

whereupon the instructor, within five (5) University working days of receiving notice from the Student Conduct Coordinator, may, in the judgment of the instructor, adjust the student's grade for the related assignment, examination, or course, depending upon the nature and severity of the violation. A case involving allegations of academic misconduct shall not be deemed to be finally determined until the time for a grade adjustment by the instructor has expired. If a student is determined to be responsible for a violation of the academic integrity standards of the Honor Code, the resulting discipline may include both a grade adjustment by the instructor and such other discipline as the Academic Panel may determine.

5. Appeals

a. When and How to Appeal

A student or student organization determined by a Hearing Panel to be responsible for a violation of the Honor Code may appeal the decision of "responsible," and any related discipline. A Notice of Appeal form may be obtained from the Student Conduct Coordinator or online at www.samford.edu/. The completed Notice of Appeal must be physically or electronically delivered to the Student Conduct Coordinator within five (5) University working days after receiving notice of the final determination of the Hearing Panel (the "Appeal Deadline"). The appealing party bears the burden of proving that a Notice of Appeal was duly delivered prior to the Appeal Deadline. The Notice of Appeal shall include a specific statement of the basis for the appeal and a detailed narrative of all known information in support of the requested appeal.

b. Grounds for an Appeal

The grounds for the appeal of a decision of a Hearing Panel are limited. An appeal may be made only for one or more of the following reasons:

- i. The Student Conduct Coordinator or the Hearing Panel failed to follow the published procedures of the Honor Code;
- ii. The discipline ordered by the Hearing Panel for the violation is materially disproportionate to the severity of the violation; or
- iii. New and compelling evidence has been discovered that was not available to the appealing student at the time of the Hearing Panel's review of the alleged violation.

c. Organizing the Appeal Panel

If the Student Conduct Coordinator determines that a Notice of Appeal has been timely submitted and sets forth one or more of the permissible grounds for an appeal, the Student Conduct Coordinator shall appoint an Appeal Panel consisting of (i) two (2) student Honor Council members and (ii) either one faculty Honor Council Member (for academic integrity violations) or one non-faculty employee Honor Council member (for all other violations). No member of an Appeal Panel shall have participated in the prior administration of the case.

d. **Proceedings of the Appeal Panel**

An Appeal Panel will receive (i) all tangible information provided to the Hearing Panel prior to and during the hearing, (ii) the written decision of the Hearing Panel, and (iii) the completed Notice of Appeal. The Appeal Panel shall convene for the purpose of reviewing the foregoing information and discussing the merits of the appeal. The Appeal Panel may do one of the following:

- i. affirm the decision of the Hearing Panel in its totality;
- ii. affirm the decision of the Hearing Panel as to responsibility, but modifying the discipline;
- iii. reverse the decision of the Hearing Panel decision and order that a new Hearing Panel conduct a new hearing of the alleged violation; or
- iv. reverse the decision of the Hearing Panel and dismiss the alleged violation.

e. **Finality of Appeal Panel Decision**

The decision of an Appeal Panel is final unless either (i) the Provost/Vice President for Academic Affairs requests to review a matter initially considered by an Academic Panel, or (ii) the Vice President of Student Affairs requests to review a matter initially considered by a Conduct Panel. In reviewing the decision of an Appeal Panel, either the Provost/Vice President for Academic Affairs or the Vice President of Student Affairs, as the case may be, may, but is not required to, confer with the SGA President, the SGA Chief Justice, the Student Conduct Coordinator and any Honor Council members participating in the Hearing or the appeal. The decision of an Appeal Panel is not stayed or otherwise delayed unless and until either the Provost/Vice President for Academic Affairs or the Vice President of Student Affairs may rule otherwise.

6. **Recusal of Honor Council Members**

- a. **Voluntary Recusal.** A member of the Honor Council shall recuse himself or herself from participation in a Hearing Panel or an Appeal Panel if such member (i) has a personal relationship with the student or family of the student that is alleged to have committed the violation, (ii) has a personal relationship with a victim or family of the victim of the conduct that is the basis for the alleged violation, or (iii) reasonably believes that he or she cannot independently consider the alleged violation with impartiality and without bias.
- b. **Requested Recusal.** A student accused of a violation of the Honor Code may request that a member of a Hearing Panel or an Appeal Panel be recused for any of the reasons described in the preceding paragraph (a). Any such request shall be in writing, shall set forth in detail the basis for the recusal, and be delivered to the Student Conduct Coordinator prior to the commencement of the proceedings of the Hearing Panel or the convening of the Appeal Panel, as the case may be. Upon any such request, the Honor Council member that is the subject of the recusal request may elect to recuse himself or herself. Otherwise, the Student Conduct Coordinator will decide if the request for recusal should be granted or denied.
- c. **Recusal of the Student Conduct Coordinator.** The Student Conduct Coordinator shall recuse himself or herself from participating in the investigation of a reported violation or in organizing a

Hearing Panel or an Appeal Panel if such person (i) has a significant personal relationship with the student or family of the student that is alleged to have committed the violation, (ii) has a significant personal relationship with a victim or family of a victim of the conduct that is the basis for the alleged violation, or (iii) reasonably believes that he or she cannot independently consider the alleged violation with impartiality and without bias. For purposes of this paragraph, “a significant relationship” shall be one that arises from social or family interaction that is outside the scope of such person’s employment responsibilities at the University.

7. Honor Council Records

All records of the Honor Council, including reports of alleged violations and investigations, and information received during the proceedings of Hearing Panels and Appeals Panels, and the decisions of Hearing Panels and Appeals Panels, shall be maintained by the Student Conduct Coordinator for a period seven (7) years after the case is finally determined.

VIII. STATEMENT OF STUDENT RIGHTS

A student alleged to have violated the Honor Code is entitled to the following rights.

1. A Student Accused of an Honor Code Violation is Entitled to an Advisor.

A student alleged to have violated any provision of the Honor Code may request an advisor. An advisor may be selected from the faculty, non-faculty employees, or students of the University. The role of an advisor is to give advice to the accused student and attend the proceedings before the Hearing Panel. An advisor may not speak in the hearing venue or otherwise participate in the proceedings. An advisor that fails or refuses to comply with the preceding sentence may, in the judgment of the Student Conduct Coordinator, be required to leave the hearing venue. If an accused student desires to confer with his or her advisor during a hearing, the student shall make such request to the Hearing Panel, which may allow the student and advisor to confer privately in the hearing venue or adjourn the hearing to allow the advisor and student to confer privately outside the hearing room. The Student Conduct Coordinator shall be notified by email of the name, university position, and contact information of an advisor no less than 48 hours prior to the time that the Hearing Panel first convenes.

2. A Student Accused of an Honor Code Violation is Entitled to Confidentiality.

The proceedings of the Honor Council are confidential. The records of the Honor Council are entitled to the confidentiality provided by the Family Educational Rights and Privacy Act of 1974, as amended, and its corresponding regulations, and other governing law. Members of the Honor Council, including Student Conduct Coordinator, may not discuss alleged violations of the Honor Code or the proceedings of the Honor Council except in official communications, meetings, or proceedings in furtherance of the proceedings authorized by the Honor Code. Notwithstanding the foregoing, it may be impracticable for the investigations of alleged violations or the discipline resulting from the review process to be afforded confidentiality.

3. Student Honor Council Members Shall Endeavor to Provide Instruction About the Honor Code to All Undergraduate Students.

Student Honor Council members have the unique responsibility to provide instruction to Samford undergraduate students on the Honor Code. Such instruction shall include information concerning the virtues that are expected in Samford students, the conducts that violate the Honor Code, the membership and procedures of the Honor Council, and the range of discipline that can result from an Honor Code violation. In no event shall any statement from a student Honor Council member be deemed to modify the Honor Code in any respect. All students are encouraged to read the Honor Code and be familiar with its content.

4. A Student Accused of an Honor Code Violation Will be Given Access to All Information Considered by a Hearing Panel.

A student accused of a violation of the Honor Code may review (i) all information provided to the Hearing Panel prior to the convening of the hearing and (ii) any information considered by the Hearing Panel during the course of the hearing. Notwithstanding the foregoing, in rare and exceptional instances, the Student Conduct Coordinator may determine that the accused student can review only partial or redacted copies of information, when to do otherwise, in the Student Conduct Coordinator's judgment, may risk the safety or well-being of another person.

5. A Student Accused of an Honor Code Violation is Entitled to Notice and Hearing.

A student accused of an Honor Code violation is entitled to notice of the alleged violation, a reasonable description of the conduct that constitutes the violation, and an opportunity to appear before the Hearing Panel that will review the violation. The Student Conduct Coordinator shall endeavor to notify the accused student of the alleged violation within five (5) University working days after the alleged violation is first reported. A student determined to be responsible for a violation of the Honor Code is entitled to prompt notice of the determination, the nature and duration of resulting discipline, and any notation that is to be made in the student's education records.

6. A Student Accused of an Honor Code Violation May Offer Fact Witnesses at the Hearing.

A student accused of an Honor Code violation may offer the testimony of other persons who have personal knowledge of facts that are germane to alleged violation. The Student Conduct Coordinator shall have conclusive authority to determine if the proposed testimony of a witness is to be allowed. In no event shall testimony concerning the character or reputation of an accused student or victim be permitted. The accused student shall provide the Student Conduct Coordinator with at least 48 hours' prior email notice of the names of witnesses that the accused student wishes to testify at the hearing and a description of the testimony that each such witness will offer. It is the exclusive responsibility of the accused student to arrange for witnesses to attend a hearing. A witness may remain in the hearing venue only during the time allowed for his or her testimony. Face-to-face cross examination of witnesses is permitted solely in the judgment of the Chief Justice or the Student Conduct Coordinator.

7. A Student Accused of an Honor Code Violation Shall Receive a Written Decision of the Hearing Panel.

Upon the conclusion of the proceedings and deliberations of a Hearing Panel, a written decision of the panel shall be prepared with appropriate diligence and delivered to the Student Conduct Coordinator, who shall promptly deliver a copy of the decision to the accused student.

IX. DISCIPLINARY MEASURES

Upon a finding that a student is responsible for a violation of the Honor Code, the Honor Council may impose such discipline as it deems appropriate under the circumstances. The ordered discipline must be approved by at least a majority of the Hearing Panel members participating in the review of the alleged violation(s). In its consideration of appropriate discipline, a Hearing Panel may consider prior violations of the Honor Code and other misconduct by the student. The Student Conduct Coordinator shall provide the Hearing Panel with information concerning a student's prior conduct violations only after a determination of responsibility has been agreed upon by the Hearing Panel in the matter that is then before it.

A Hearing Panel or Appeal Panel should impose discipline prudently, exercising deliberate care to ensure that the discipline imposed is suitable for the violation and consistent with the discipline required in other cases involving comparable conduct and consequences. Disciplinary measures that a Hearing Panel may impose include, but are not limited to, the following:

- 1. Account Hold.** A hold may be placed on a student's account until the student completes all performance-based discipline (e.g., community service).
- 2. Community Service.** A student may be required to complete an assigned number of hours of prescribed service to the campus or larger community.
- 3. Degree Withholding.** An earned degree may be withheld until performance-based discipline is completed.
- 4. Educational Programming.** Educational activities such as seminars, research papers, reflection letters, or alcohol and drug education may be required, for which there could be an associated fee. The Hearing Panel shall specify the subject of the programming, the specifications for its preparation or performance, the person or persons to whom such activity is to be presented, and the time by which such obligations must be completed.
- 5. Expulsion.** Enrollment status at the University may be terminated permanently and all campus privileges revoked. Expulsion requires the unanimous recommendation of the Hearing Panel.
- 6. Graduation Clearance.** A student may be prohibited from participating in graduation activities, including commencement exercises, until all performance-based discipline is fully performed.
- 7. Honor Code Education.** A student may be required to meet with a designated member of the Honor Council for a reflective and educational discussion of how the Honor Code guides and governs student conduct.
- 8. Loss of Housing.** Occupancy of University housing by an individual student or by a student

organization with designated University housing may be suspended or terminated.

9. Loss of Participation Privileges. Participation in University co-curricular activities or a leadership role in a University-recognized student organization may be suspended or terminated.

10. Parental Notification. Subject to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, its corresponding regulations, and other governing law, the parents or legal guardians of a student may be notified of a violation.

11. Probation. A formal written warning may be issued to a student, which may include contingent disciplinary actions if the student fails to comply with specified standards of conduct for a period of time (not to exceed 12 months).

12. Restitution. Reimbursement or other compensation for damages to or loss of property that is proximately caused by a violation of the Honor Code.

13. Revocation of Academic Credit. If a student is determined to have committed an act of academic misconduct in violation of the third tenet of the Honor Code in a course for which academic credit has already been awarded, such credit may be revoked retroactively, but only if the student is still enrolled as an undergraduate student at the University.

14. Skills Remediation Sessions. One or more meetings with a student Honor Council member intended to provide the responsible student with an improved understanding of academic integrity and the resources afforded to students to enhance their academic achievement.

15. Social Probation. A University-recognized student organization may be prohibited or restricted from having activities for its members, their guests, or the campus.

16. Suspension. Enrollment status at the University may be terminated for a specified period and all campus privileges are revoked. Suspension requires the recommendation of at least two-thirds (2/3) of the members of the Hearing Panel.

17. Written Reprimand. A formal, written reprimand specifying the violation is included in the student's education records.

18. Campus Restrictions. A directive that prohibits or limits a student's participation in certain campus activities or access to certain campus buildings and facilities.

X. HONOR CODE EDUCATION AND PROMOTION

In keeping with Honor Pledge, the Honor Code, and the mission of the University, all members of the Samford community are encouraged to adhere to the highest standards of integrity. The Honor Council shall regularly (and at least annually) engage with leadership of the Faculty Senate to consider measures that can be taken to remind students of the requirements of this Honor Code Manual concerning academic practices and integrity, their responsibilities under this Honor Code manual to encourage academic integrity, and concerning academic integrity, and the potential consequences for violations of this Honor Code Manual. Measures intended to encourage honest and ethical scholarship throughout the University include, without limitation, the following:

1. Syllabus and Assignment Statements: Academic Integrity and Honor Pledge.

The following texts may be considered by faculty for inclusion in the syllabi of undergraduate courses:

- a. **Academic Integrity.** The University catalog provides that “students, upon enrollment, enter into voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty.” Unless an instructor provides specific instructions to the contrary, students are expected to conduct their course work independently. In no event may students cheat, copy, or plagiarize the work of others. When drawing from various resources for assignments, students shall provide proper citations, footnotes, and bibliographic information.
- b. **The Honor Pledge (full text).** *Preamble. Samford University’s motto—For God, For Learning, Forever—brings together our commitment to our Christian heritage, the pursuit and transmission of knowledge, and the enduring virtues. Only a particular kind of person and institution can fulfill such a demanding motto. To do this, the individuals who form the Samford community must embrace honor in all areas of life and scholarship. Thus, an honor pledge is an appropriate way for the Samford community to live out its motto.*

Honor Pledge. I believe that the members of the Samford community possess dignity and are worthy of honor. I understand that honoring others fosters academic achievement, personal growth, and spiritual development. I commit to holding myself and my peers to the standards of conduct and academic integrity maintained by the University. To this I pledge my sacred honor. For God, For Learning, Forever.

- c. **Addition of Honor Pledge to Assignments, Projects and Exams.** Instructors may require students to acknowledge their agreement to the following excerpt from the Honor Pledge on course assignments, projects, and exams, and before submitting materials for evaluative assessment:

“I commit to holding myself and my peers to the standards of conduct and academic integrity maintained by the University. To this I, (*student signature*), pledge my sacred honor.”

2. Ongoing Honor Code Training and Awareness.

During the Spring term, the Honor Council shall meet to begin preparations for Honor Code training and awareness activities for the ensuing academic year. Such activities may include, without limitation, presentations on what it means to practice “honor,” online training videos and seminars for Honor Council members concerning adjudication skills, review procedures and legal standards, campus-wide or audience-specific materials to increase Honor Code awareness and understanding, identifying and reporting violations, what to expect if asked to serve as a witness at a hearing, social media posts, publication of training and awareness materials in stand-alone materials or included in other University publications, plagiarism, student affirmation of the Honor Pledge, special seasons of campus-wide Honor Code emphasis, and public displays of the Honor Pledge in various campus facilities.

G. Honor Council Training

The Student Conduct Coordinator and the Chief Justice shall plan and implement training for all Honor Council members. Such training shall be provided no less than annually and shall include, without limitation, instruction on (i) Honor Code processes and procedures, (ii) student rights and well-being, and

(iii) academic integrity.

XI. AMENDMENTS

The Honor Code shall be reviewed at least once each academic year by a committee (the “Review Committee”) consisting of the following:

- a. The SGA Chief Justice (Chair);
- b. The Student Conduct Coordinator;
- c. The SGA Advisor;
- d. The Associate Vice President of Student Affairs and Honor Code Coordinator
- e. One delegate of the Faculty Committee on Academic Affairs;
- f. One delegate of the Faculty Campus Life Committee;
- g. One delegate of the SGA Senate Academic Affairs Committee;
- h. One delegate of the SGA Senate Student Life Committee; and
- i. The University General Counsel.

The Review Committee may make technical or clerical modifications to the Honor Code Manual (e.g., updated legal wording or phrases that are not substantive modifications of standards of conduct, student rights or hearing procedures). The Review Committee may also propose substantive amendments to the Honor Code Manual. Substantive amendments proposed by the Review Committee shall be reported in writing to the Faculty Committee on Academic Affairs and the SGA Senate. Proposed substantive amendments of the Honor Code Manual shall be effective upon approval of the Faculty Committee on Academic Affairs, the SGA Senate, the Vice President for Student Affairs and Enrollment Management and the University General Counsel. The Review Committee may meet from time to time upon notice by the SGA Chair.

Effective Date: August 1, 2020

ACADEMIC INTEGRITY POLICY FOR GRADUATE AND PROFESSIONAL STUDENTS

The School of Pharmacy will follow the current *Code of Ethical and Professional Conduct* outlined in the School of Pharmacy’s Student Handbook for any allegation of an academic integrity violation related to courses within the School of Pharmacy.

Pharmacy students enrolled in courses in the Schools of Health Professions, Nursing or Public Health will be held to the Academic Integrity Policy governing graduate and professional students in the College of Health Sciences.

Effective Date: October 1, 2019

ARTICLE I: PREAMBLE

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.

The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. Any act to obtain an unfair academic advantage like the acts described in Article VIII is considered dishonest.

ARTICLE II: SCOPE OF APPLICABILITY

2.1 General Applicability

Articles I through III of this policy apply to students enrolled in the following graduate programs at Samford University: Master of Science in Nursing, Doctor of Nursing Practice, Master of Athletic Training, Master of Science in Speech Language Pathology, Doctor of Physical Therapy, Master of Science in Physician Assistant Studies, Doctor of Audiology, Dietetic Internship, Master of Healthcare Administration, Master of Health Informatics and Analytics, Master of Public Health, Master of Science in Nutrition, Master of Social Work, and Doctor of Public Health. Articles IV-IX apply to students enrolled in any of those listed graduate programs that are not governed by a school-specific academic integrity policy that has been approved by the Provost and the General Counsel of Samford University

2.2 Approval of School-Specific Academic Integrity Policies and Procedures

Specific schools and colleges of Samford University may adopt their own school-specific academic integrity policies and procedures. After August 1, 2021, no school-specific policy may be used unless it was previously approved by the Provost and General Counsel of Samford University. In order to obtain approval of a school-specific policy, the dean of the school must submit a written copy of the proposed policy to the provost of the university and the general counsel. The general counsel shall approve or disapprove the policy. If the general counsel disapproves of the policy, he or she shall communicate to the dean the reasons for the policy's disapproval. If they wish, a school and dean may revise a disapproved policy (perhaps in consultation with the general counsel) and resubmit it.

2.3 Applicability of Various Academic Integrity Policies

In determining which of various academic integrity policies governs an academic integrity violation, all allegations of academic integrity violations shall be governed by the policy that applies in the school or program in whose course or activity the alleged violation occurred.

ARTICLE III: REPORT OF ACADEMIC INTEGRITY OFFICER

3.1 Academic Integrity Officer

The University Registrar or his designee shall serve as the Academic Integrity Officer (AIO).

3.2 Report of Academic Integrity Violations to the AIO by Faculty

All final determinations of an academic integrity violation by a student in a graduate or professional program must be reported to the AIO as follows:

(a) By Faculty. Any faculty member (including faculty in schools that have an approved school-specific academic integrity policy) who finally determines that a student committed an academic integrity violation (as defined by the applicable academic integrity policy) and who adjusts any grade based on the violation must report the violation to the AIO.

(b) By School-Specific Academic Dishonesty Hearing Bodies. If the hearing body or other entity authorized by an approved school-specific academic integrity policy finally determines that a student committed an academic integrity violation (as defined by the applicable policy), the entity must report the violation to the AIO.

(c) By the Graduate Academic Council. If pursuant to this policy the Graduate Academic Council determines that a student committed an academic integrity violation, the GAC must report the violation to the AIO.

(d) Nature of the Report to the AIO. A report of academic dishonesty to the AIO pursuant to this section shall (i) identify the student who committed the violation and the school and academic program in which the violation occurred, and (ii) briefly describe the violation.

3.3 Repository of Academic Violation Reports

The AIO shall create a repository to maintain reports of academic integrity violations submitted pursuant to this section and identify instances in which a student is found guilty of multiple academic integrity violations.

ARTICLE IV: GRADUATE ACADEMIC COUNCIL

4.1 Composition

The Graduate Academic Council (GAC) shall be composed of one (1) faculty member from each of the university's schools that have graduate/professional degree programs (*Howard College of Arts & Sciences, Moffett and Sanders of Nursing, Brock School of Business, Orlean Beason School of Education, McWhorter School of Pharmacy, School of Public Health, School of Health Professions and School of the Arts*) and the University Library and one student from each school.

Faculty members must be full-time faculty with at least three years of instructional or library experience at Samford University. Each student member must have a cumulative grade point average of 3.0 or higher at the time of the appointment and during service. The student members shall be appointed annually by the deans of the participating schools. Faculty members shall be appointed for three-year terms by their respective deans.

A chairperson shall be selected each year by the faculty members of the Graduate Academic Council. The same person may be elected chairperson in multiple and back-to-back years.

4.2 Jurisdiction

The GAC shall have exclusive jurisdiction to decide all academic integrity matters brought before it pursuant to the procedures set forth in section 6.1 of this policy.

4.3 Duties

The GAC shall have the following duties:

- (a) Conduct investigations and hold hearings pursuant to the procedures set forth in this policy to determine whether an accused student committed an academic integrity violation.
- (b) Impose sanctions on students who it finds to be guilty of repeated or severe academic integrity violations.
- (c) Communicate its decisions as set forth in these policies.

ARTICLE V: ACADEMIC INTEGRITY VIOLATIONS

5.1 Definition of Academic Integrity Violations

Academic Integrity Violations are acts of academic misconduct. The term academic integrity violation includes, but is not limited to, the following acts:

- (a) Offering for course credit as one's own work, in whole or in part, the work of another.
- (b) Plagiarism, that is, incorporating into one's work and submitting to others (either for course credit or some other university sanctioned purpose) passages taken either word for word or in substance from a work of another, unless the student credits the original author and identifies the original author's work with appropriate quotation marks, footnotes, or other appropriate written explanation.
- (c) Offering one's work for course credit or other university sanctioned purpose work that one previously offered for course credit in another course or other university sanctioned activity, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered or the person in charge of the activity.
- (d) Obtaining an unauthorized copy of a test or assignment in advance of its scheduled administration.
- (e) Taking an examination (or other evaluative instrument, exercise, or competition) for another student or knowingly permitting another person to take an examination (or other evaluative instrument, exercise, or competition) for oneself.

- (f) Giving, receiving, or obtaining information pertaining to an examination (or other evaluative instrument, exercise, or competition) during an examination or exercise period, unless such action is authorized by the instructor giving the examination or the person in charge of the exercise or competition.
- (g) Divulging the contents of an essay or objective examination or other evaluative exercise or competition to a student who has not taken the exam or engaged in the exercise or competition.
- (h) Taking, keeping, misplacing, or tampering with the property of Samford University, a faculty member, or another student, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, material in a university library.
- (i) Failing to follow the instructions of a professor in completing an assignment or examination or of a person or entity in charge of an exercise or competition, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage.
- (j) Witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it.
- (k) Altering or falsifying academic or student record documents such as transcripts, change of grade forms, University excuses, and add/drop forms.
- (l) Giving or receiving unauthorized assistance on an examination, assignment, project, or other academic assignment.
- (m) Making a report of academic dishonesty in bad faith or that one knows is false or misleading.
- (n) Fabricating, falsifying, or misrepresenting data, results, analyses, or other studies, presenting the results of research or studies not actually performed, or manipulating or altering data to achieve a desired result, including the failure to report or suppressing conflicting or unwanted data.
- (o) Violating a Code of Conduct applicable to a program in which the student is enrolled that relates to academic integrity.
- (p) Violation of HIPAA Rules.
- (q) Falsifying clinical records (Case numbers, hours practice, etc.) and clinical evaluations.

ARTICLE VI: PROCEDURES FOR ADDRESSING

REPORTED ACADEMIC INTEGRITY VIOLATIONS

6.1 Faculty Actions Based on a Suspected Academic Integrity Violation

If a faculty member believes that a student committed an academic integrity violation in a course or activity for which the faculty member is responsible, the faculty member shall follow the following procedures:

(a) Meeting with the Student. The faculty member must meet with the student within 15 university working days after discovering the alleged violation. Based on the situation, the faculty member should

consider having a witness at the meeting with the student. The faculty member should seek in the meeting to determine whether the student admits or denies the alleged violation. At some point in the discussion, the faculty member must describe the alleged violation and ask if the student committed it. Once a faculty member has charged a student with an academic integrity violation, the student may not withdraw from or change status in the course until the matter is resolved.

(b) Consultation and Advice. The faculty member is encouraged to consult with his or her department chair and or dean and may disclose information necessary for the chair and/or dean to provide guidance as a school official with a legitimate educational interest. The faculty member may also consult with colleagues about the suspected academic integrity violation. All such communications shall comply with FERPA. Faculty members may also consult with the AIO regarding a suspected violation.

(c) Student Admission of Violation. If the student admits an academic integrity violation, the faculty member shall adjust the student's grade on the assignment or in the course as the faculty member deems appropriate. The faculty member may also submit the matter to the AIO and request that the GAC review the matter to consider sanctions beyond a grade adjustment due to the seriousness of the violation. In that event, the faculty member shall prepare a report to the AIO describing the violation and related circumstances.

(d) Faculty Determination of No Violation. If, after further review, the faculty member is satisfied that no academic integrity violation occurred, then the allegations are dismissed, no report shall be filed, and the matter is closed.

(e) Student Contests Violation. If after further review the faculty member determines that an academic integrity violation occurred, but the student denies the violation, then the faculty member shall adjust the student's grade on the assignment or in the course as the member the faculty member deems appropriate. The faculty member shall in that event prepare a report that (i) states he or she found an academic integrity violation, (ii) describes the violation, and (iii) describes the grade sanction, if any, that he or she imposed. The faculty member shall provide a copy of the report to both the student and the AIO. If the student wishes to contest the faculty member's determination or the grade sanction imposed, the student may file an appeal with the AIO pursuant to section 7.1 of this policy stating why the student believes the faculty member's determination or sanction is inappropriate. The student may not withdraw from the course during this process and should continue to attend the course and complete all necessary assignments.

6.2 Reports of Alleged Academic Integrity Violations by Other Members of the University Community.

Any member of the Samford community who suspects that a graduate or professional student has committed an academic integrity violation shall report the allegation to the faculty member in whose course the alleged violation occurred. If the alleged violation did not occur in a course, the allegation shall be reported to the AIO.

ARTICLE VII. GRADUATE ACADEMIC COUNCIL PROCEDURES

7.1 AIO Referrals to the Graduate Academic Council

Within five (5) university working days of receiving a report or allegation of an alleged academic integrity violation, the AIO shall in the following instances refer the matter to the chairperson of the GAC:

(a) When a student files an appeal of a faculty member's determination of an academic integrity violation or the grade sanction imposed based on the violation.

(b) When a faculty member requests GAC review of an academic integrity violation pursuant to section 6.1(c) for consideration of sanctions beyond a grade adjustment due to the seriousness of the violation.

(c) When the AIO determines that an alleged academic integrity violation would be the student's second or subsequent violation.

(c) When another member of the Samford community reports an alleged academic integrity violation pursuant to section 6.2 that did not occur in a course.

7.2 Referrals Reviewed by the Chairperson of the GAC

Within ten (10) university working days after the AIO refers an alleged academic integrity violation to the GAC chairperson, the chairperson shall review the allegation, report, and any other material submitted and determine if there are reasonable grounds to believe that an academic violation occurred. If the chairperson determines such grounds do not exist, the chairperson shall report to the AIO within those ten (10) universities working days that the allegations are dismissed. The chairperson may request assistance from the Office of the General and other university departments as appropriate.

7.3 Assembling a GAC Hearing Panel

(a) Composition. Within 10 university working days after the AIO refers an alleged academic integrity violation to the GAC chairperson, they shall appoint a Hearing Panel. The Hearing Panel shall consist of three faculty and two student members of the GAC selected by the chairperson. In selecting the faculty members of the hearing panel, the chairperson shall give preference to appointing the GAC representative from the school in whose program the alleged violation occurred. The Hearing Panel shall by majority vote select one of its faculty members to serve as its presiding member who shall assure the panel proceeds in a manner that is timely and consistent with these procedures.

(b) Recusal. A member of the Hearing Panel shall recuse himself or herself if he or she believes that he or she cannot decide the matter before the panel based on the evidence or without bias or prejudice. The Hearing Panel may, by majority vote, recuse one of its members from sitting on a hearing if that recusal would best serve the interests of the university.

(c) Notice to Student. If the GAC chairperson determines that reasonable grounds exist to believe an academic violation occurred, then the chairperson shall within five (5) university working days notify the student alleged to have committed the violation that GAC proceedings are being instituted to address the allegation. The notification shall be in writing and shall describe the specific violations alleged.

7.5 Hearing Panel Proceedings

(a) Initial Panel Deliberation. The Hearing Panel must convene (this may occur face to face, WebEx or other electronic means) and begin deliberations within ten (10) university working days after their appointment. The panel shall at that time review the allegations and all material submitted to the AIO

and the GAC chairperson. The Hearing Panel may by majority vote decide to dismiss the allegation, investigate further, or proceed to a hearing of the matter.

(b) Investigation. If the Hearing Panel believes further investigation is needed, it may interview any member of the Samford community who may have knowledge of relevant facts or request any materials that relate to the alleged violation.

(c) Scheduling a Hearing. If after completing any needed investigation, the Hearing Panel does not decide to dismiss the allegation, it shall schedule a hearing of the matter. The hearing must be held within 20 university working days after the Hearing Panel was appointed.

(d) Notice of Hearing. The panel must provide written notice of the hearing to the accused student no less than ten (10) university working days before the hearing. The notice must set forth:

- (i) the date, time, and place of the hearing;
- (ii) the specific violations alleged;
- (iii) the names of all witnesses whom the panel consulted or on whose statements the panel has relied; and
- (iv) a list (and copies when available) of all materials relating to the violation on which the panel relied; and
- (v) a copy of this policy and any related written procedures.

(e) Hearing. At the hearing, the Hearing Panel may hear the testimony of any witnesses and consider any documents it deems relevant to the allegation. The accused student has the right to be present at the hearing, to act as his or her own counsel, to be assisted by a member of the Samford community of his or her choice, to obtain copies of all testimony or reports relied upon by the Hearing Panel; to ask questions of all witnesses who testify at the hearing; and to present evidence in his or her defense.

(e) Panel Deliberations. After the hearing concludes, the Hearing Panel shall deliberate and determine (i) whether the student committed academic integrity violations; and (ii) what sanctions, if any, should be imposed.

(f) Sanctions. The Hearing Panel may impose the following sanctions:

- (1) Official reprimand that will be made part of the student's record;
- (2) Removal of awards or honors received by the student as a result of the violation;
- (3) A requirement that the student engage in community service, educational classes, or other appropriate activity;
- (4) Probation (a period in which the student is restricted from participating in all or designated co-curricular or other activities).
- (5) Suspension (termination of student status at the university for a specified period);
- (6) Expulsion (termination of student status at the university for an indefinite period or permanent).

(g) Notice of Decision. Within five (5) university working days, the chairperson of the Hearing Panel shall communicate its decision in writing to the AIO who will provide a copy of the decision to the accused student, the affected faculty member, and—in the case of a violation—the dean(s) of the appropriate school(s).

(h) Panel Requests for Assistance. The Hearing Panel may at any point during its work request assistance from legal counsel as appropriate. It may also confer with the AIO regarding consistency of decisions and sanctions.

ARTICLE VIII: APPEAL OF SANCTIONS

8.1 Grade Appeals.

Any grade adjustment made pursuant to these policies may be appealed through the grade appeals process otherwise applicable in the school.

8.2 Appeal of Non-Grade Sanctions.

If a student disputes the sanction(s) imposed by the GAC, he or she may appeal the sanction decision in writing to the AIO within five (5) university working days of the date he or she receives notice of the Hearing Panel decision. The AIO (in discussion with the Provost and Executive Vice President) may review the record of the hearing and the student's academic and disciplinary records, and based upon this review, decide to:

1. Allow the sanction(s) to stand.
2. Modify the sanction(s) or impose a different sanction(s).
3. Suspend the sanction(s).

For issues regarding the same academic integrity incident, the AIO and Provost will consider a grade appeal and an appeal of the University Academic Council's decision on additional sanctions at the same time. The decision of the AIO and Provost as to the appropriateness of the sanction(s) is final.

ARTICLE IX: CONFIDENTIALITY

9.1 Confidentiality. The proceedings of the Graduate Academic Council and Hearing Panel are confidential and are subject to the provisions of the Family Educational Rights and Privacy Act and its implementing regulations.

Approval for Schools of Nursing, Health Professions and Public Health: August 2019

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UNIVERSITY SEXUAL DISCRIMINATION AND MISCONDUCT POLICY (ALL STUDENTS)

I. STATEMENTS OF POLICY AND NON-DISCRIMINATION

A. Policy Statement. The mission of Samford University (“Samford” or the “University”) is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, Samford fosters academic, career and ethical competency while encouraging social and civic responsibility and service to others. Consistent with, and in furtherance of these objectives and purposes, Samford is committed to providing an academic, social and employment environment that is free from sexual harassment, assault, exploitation, dating violence, domestic violence, and stalking, as such terms are defined in this Policy and which are collectively referred to as “Sexual Misconduct.” This Policy prohibits specific Sexual Misconduct that violates Title IX of the Education Amendments of 1972 (“Title IX”), the Violence Against Women Reauthorization Act of 2013 (“VAWA”), and/or Title VII of the Civil Rights Act of 1964 (“Title VII”). It is also a violation of this Policy to retaliate against a person for filing a complaint of Sexual Misconduct or for cooperating in a Sexual Misconduct investigation, adjudication or informal resolution. Individuals who are determined to be responsible for a violation of this Policy will be subject to disciplinary action up to and including termination from employment or expulsion from the University. Samford will respond promptly and equitably to reports of Sexual Misconduct and will take appropriate action to prevent its occurrence and correct and address its effects.

B. Notice of Non-Discrimination.

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion, or any other protected status under federal, state or local law applicable to the University, in its education policies, programs, and activities, in its admissions policies, in employment policies and practices, and all other areas of the University. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The University is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment. Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation in, denies the individual the benefits of, or treats the individual differently in, the education program or activity. Sexual Harassment is a form of sex discrimination. In accordance with Title IX and its regulations, this Policy addresses the University's prohibition of the following forms of sex discrimination: Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation.

The University will not tolerate Sexual Misconduct in any form. The University will promptly and equitably respond to all reports of Sexual Misconduct in order to take steps to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community.

Inquiries or complaints about Title IX, Sexual Harassment, or other forms of Sexual Misconduct may be directed to the University's Title IX Coordinator:

Lisa Overton

Title IX Coordinator

Samford Hall, Office 307

lwoverto@samford.edu

(205) 726-2764

Inquiries or complaints may also be directed to the U.S. Department of Education's Office for Civil Rights:

The Office of Civil Rights

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: (800) 421-3481

Facsimile: (202) 453-6012 TDD#: (800) 877-8339

[Email: OCR@ed.gov](mailto:OCR@ed.gov)

<http://www.ed.gov/ocr>

C. Disclaimer of Contract

This Policy does not constitute a contract between Samford, on the one hand, and any student, employee, contractor, agent or other person, on the other, and none of the provisions of this Policy shall be construed as or deemed to be contractual in nature.

II. SCOPE OF THE POLICY AND DEFINITIONS

A. **Scope and Application of the Policy.** All University community members including students, faculty, administrators, staff, trustees, volunteers, vendors, independent contractors, applicants for admission or employment, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the University or on University property, are subject to this Policy. The Policy may also apply to individuals who interact with University community members under certain circumstances. All University community members are required to follow University policies and governing local, state, and federal laws.

This Policy applies to Sexual Misconduct committed by or against a University community member, including conduct that occurs on campus or other University property, conduct that occurs at University-sanctioned events or programs that take place off campus, such as study abroad and internships, and off-campus conduct that may cause or threaten to cause an unacceptable disruption at the University or which may interfere with an individual's right to a non-discriminatory educational or work environment.

This Policy applies to Sexual Misconduct within the scope of Title IX, as well as Sexual Misconduct committed by or against a University community member that does not fall within the scope of Title IX. More information about what Sexual Misconduct falls within the scope of Title IX is provided in *Section*

III. A – Title IX Sexual Harassment. More information about the processes applicable to different types of Sexual Misconduct is provided in *Article VIII - General Provisions for Complaint Resolution Process*. The complaint resolution procedures described in this Policy are the exclusive means of resolving complaints alleging violations of this Policy. To the extent there are any inconsistencies between the complaint resolution procedures in this Policy and other University grievance, complaint, or discipline procedures, the terms and provisions of this Policy will control.

B. Definitions. For purposes of this Policy, the following terms will have the corresponding definitions:

1. Complainant: An individual who is alleged to be the victim of conduct that could violate this, Policy.
2. Respondent: An individual who has been reported to be the perpetrator of conduct that could violate this, Policy.
3. Report: An account of Sexual Misconduct that has allegedly occurred that has been provided to the University by the complainant, a third party, or an anonymous source.
4. Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging a violation of this Policy and requesting that the University investigate the allegation of the Policy violation. A formal complaint begins the complaint resolution process as set forth in *Article IX - Procedures for Sexual Misconduct Complaint Resolution*.
5. Preponderance of the Evidence. A standard of evidence that requires a Hearing Panel to determine whether a complaint of Sexual Misconduct is “more likely than not” to have occurred. This standard applies for all complaints of Sexual Misconduct, including Sexual Harassment.
6. Title IX Coordinator: The designated staff member of the University with primary responsibility for coordinating Title IX compliance efforts, and who generally (i) oversees the intake of formal complaints, (ii) manages the implementation of supportive measures and remedies, (iii) supervises the complaint resolution process, and (iv) maintains official records. For more information regarding the Title IX Coordinator's role, see *Article IV - Responsibilities of the Title IX Coordinator and Title IX Team*.
7. Sexual Misconduct: As used in this Policy, Sexual Misconduct means the following forms of sex discrimination and other misconduct: (i) Title IX Sexual Harassment; (ii) Non-Title IX Sexual Harassment; (iii) Sexual Assault; (iv) Domestic Violence; (v) Dating Violence; (vi) Stalking;¹ and (vii) Sexual Exploitation, as each of those terms is defined below in *Article III - Prohibited Conduct*.

¹ Some instances of Dating Violence, Domestic Violence, and Stalking may not be sexual in nature. For purposes of this Policy, the term "Sexual Misconduct" encompasses all instances of Domestic Violence, Dating Violence and Stalking (as those terms are defined respectively in *Sections III.E, F and G*), regardless of whether there is a sexual component to the behavior.

III. PROHIBITED CONDUCT

This Policy prohibits the following forms of Sexual Misconduct: Title IX Sexual Harassment; Non-Title IX Sexual Harassment; Sexual Assault; Domestic Violence; Dating Violence; Stalking; Sexual Exploitation; Retaliation and Interference with Process; and aiding others in any of the foregoing prohibited conduct.

A. Title IX Sexual Harassment. As used in this Policy, Title IX Sexual Harassment includes conduct on the basis of sex that satisfies one or more of the following definitions, when the conduct occurs (i) in the University's education program or activity and (ii) against a person in the United States (i.e. a person who is located in the United States).

1. Title IX Quid Pro Quo Harassment. Title IX Quid Pro Quo Harassment occurs when an employee of the University, including a student-employee, conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct. Such unwelcome sexual conduct could include, but is not limited to, sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal, nonverbal, or physical conduct or communication of a sexual nature.

2. Title IX Hostile Environment Harassment. Title IX Hostile Environment Harassment is unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

(a) Reasonable Person. For the purposes of the definition of Title IX Hostile Environment Harassment, a reasonable person means a reasonable individual in the shoes of the complainant, considering the ages, abilities, and relative positions of authority of the individuals involved in an incident.

(b) Severe, Pervasive and Objectively Offensive. The circumstances that may be considered when determining whether conduct was so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity include, but are not limited to:

- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- the effect of the conduct on the complainant's mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct was merely a discourteous, rude, or insensitive statement; and
- whether the speech or conduct deserves the protection of academic freedom.

(c) Unwelcome Conduct. For the purposes of the definition of Title IX Sexual Harassment, conduct is unwelcome when the individual did not request or invite it and regarded the conduct as undesirable or offensive. The fact that an individual may have accepted the conduct does not mean that he or she welcomed it. On the other hand, if an individual actively participates in conduct and gives no indication that he or she objects, then the evidence generally will not support a conclusion that the conduct was unwelcome. That a person welcomes some conduct or sexual contact does not necessarily mean that person welcomes other conduct or sexual contact. That a person willingly participates in conduct or sexual contact on one occasion does not necessarily mean that the same conduct or sexual contact is welcome on a subsequent occasion. Whether conduct was unwelcome may be determined based on the context and circumstances of the encounter or incident. Multiple instances of the following conduct, or other unwelcome conduct on the basis of sex, may constitute Title IX Hostile Environment:

- unwelcome sexual flirtations, attention, advances, or propositions;
- requests for sexual favors; verbal abuse of a sexual nature or obscene language;
- jokes and comments of a sexual nature;
- verbal commentary about an individual's body, sexual innuendo, suggestive commentary about a person's clothing and appearance;
- displaying derogatory or sexually suggestive pictures or other objects in an office, in a residence hall, or on a computer monitor;
- visual conduct such as leering or making gestures;
- unwanted kissing;
- unwelcome touching of a sexual nature such as patting, pinching, or brushing against another's body;
- gossip about sexual relations; and
- cyber or electronic harassment.

3. **Sexual Assault, Domestic Violence, Dating Violence, and Stalking.** For purposes of Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking, as those terms are defined below in Sections D, E, F and G of this Article III, exist when such conduct occurs (i) in the University's education program or activity and (ii) against a person in the United States.

4. **Education Program or Activity.** Whether alleged conduct occurred in the University's education program or activity is a fact specific analysis. At a minimum, the University's education program or activity includes all of the operations of the University, including (i) locations on campus or otherwise owned or controlled by the University, (ii) locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the alleged Sexual Misconduct occurred, and (iii) any building owned or controlled by a student organization that is officially recognized by the University.

B. **Non-Title IX Sexual Harassment.** While Title IX requires that the alleged conduct meet a certain threshold before it is considered Title IX Sexual Harassment, the University also prohibits unwelcome conduct of a sexual nature or based on sex (i) that may not rise to the level of Title IX Sexual Harassment (as defined in the preceding Section III.A), (ii) that did not occur in the University's education program or activity, but may nevertheless cause or threaten to cause an unacceptable disruption at the University or interfere with an individual's right to a non-discriminatory educational or work environment, or (iii) that did not occur against a person in the United States.

As used in this Policy, Non-Title IX Sexual Harassment is unwelcome conduct of a sexual nature or based on sex, including sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal, nonverbal, or physical conduct or communication of a sexual nature, when:

1. Submission to such conduct, either explicitly or implicitly, is made a condition of an individual's employment or educational experience, or the individual's submission or rejection of such conduct is a basis for an employment, academic, or other education decision (Non-Title IX Quid Pro Quo Harassment); or
2. Such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile, or offensive employment or educational environment (Non-Title IX Hostile Environment Harassment).

Non-Title IX Hostile Environment Harassment may include the same type of conduct described above as Title IX Hostile Environment Harassment, when such conduct (i) does not rise to the level of being so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the

University's education program or activity; (ii) does not occur in the University's education program or activity; or (iii) does not occur against a person in the United States.

For the purposes of the Non-Title IX Sexual Harassment definition, conduct is unwelcome when the individual did not request or invite it and regarded the conduct as undesirable or offensive. The fact that an individual may have accepted the conduct does not mean that he or she welcomed it. On the other hand, if an individual actively participates in conduct and gives no indication that he or she objects, then the evidence generally will not support a conclusion that the conduct was unwelcome. That a person welcomes some conduct or sexual contact does not necessarily mean that person welcomes other conduct or sexual contact. That a person willingly participates in conduct or sexual contact on one occasion does not necessarily mean that the same conduct or sexual contact is welcome on a subsequent occasion. Whether conduct was unwelcome may be determined based on the context and circumstances of the encounter or incident. Non-Title IX Sexual Harassment does not include conduct covered under the definition of Title IX Sexual Harassment. *See Section III.A – Title IX Sexual Harassment.*

C. Sexual Exploitation. Sexual Exploitation occurs when an individual takes sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, without consent. Sexual Exploitation may include, but is not limited to:

- Intentional and repeated invasion of sexual privacy (e.g., walking into the other person's room or private space);
- Prostituting another person;
- Taking or distribution of photographs/images, video or audio-recording, or electronically broadcasting (e.g., with a web cam) a sexual activity;
- Intentional removal or attempted removal of clothing that exposes an individual's buttocks, genitals and/or groin area, or that is otherwise sexual in nature without consent;
- Intentionally allowing others to view/hear a sexual encounter (such as letting individuals hide in the closet or watch consensual sex);
- Engaging in non-consensual voyeurism;
- Viewing or permitting someone else to view another's sexual activity or intimate body parts, in a place where that person would have a reasonable expectation of privacy without consent;
- Knowingly transmitting an STI (sexually transmitted infection) or HIV to another person without his/her knowledge;
- Exposing one's genitals or breasts to another without that individual's consent;
- Inducing another person to expose his/her genitals or breasts without that individual's consent; and
- Distributing or displaying pornography to another without that individual's consent.

Sexual Exploitation does not include conduct that is covered under the definition of Title IX Sexual Harassment. *See Section III.A – Title IX Sexual Harassment.*

D. Sexual Assault. Sexual Assault is any actual or attempted sexual contact using any object with another person without that person's consent.

1. Sexual Contact. As used in this Policy, sexual contact includes intentional contact by the respondent with the complainant's genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed; touching another with any of these body parts, whether clothed or unclothed; coerced touching by the complainant of another's genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed; or forcing another to touch oneself or himself or herself with or on any of these body parts.

2. Examples of Sexual Assault. Sexual Assault includes, but is not limited to, an offense that meets any of the following definitions:

- (a) Rape. For purposes of this Policy, rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, oral penetration by a sex organ of another person, or oral contact with the sex organ of another person, without the consent of the complainant.
- (b) Fondling. For purposes of this Policy, fondling is the touching of the intimate parts (including the genital area, groin, inner thigh, buttocks, or breast) of another person for the purpose of sexual gratification, without the consent of the complainant.
- (c) Incest. For the purposes of this Policy, incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- (d) Statutory Rape. For purposes of this Policy, statutory rape is sexual intercourse with a person who is under the statutory age of consent, which, in the State of Alabama, is 16 years old.

Sexual Assault includes other sexual crimes that are prohibited by Alabama law. See ALABAMA CODE Sections 13A-6-60 through -71.

E. Dating Violence. Dating Violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, causing physical injury, engaging in conduct that creates a substantial risk of physical injury, or creating apprehension of imminent physical injury. Dating Violence can be a single event or a pattern of behavior. Dating Violence does not include acts covered under the definition of Domestic Violence. Dating Violence can be a criminal act prohibited by ALABAMA CODE Sections 13A-6-130 through -139.2.

F. Domestic Violence. Domestic Violence is an act of violence committed by a current or former spouse or intimate partner of the complainant, a person with whom the complainant shares a child in common, a person who is a current or former cohabitant of the complainant as a spouse or intimate partner, a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth complainant who is protected from that person's acts under applicable domestic or family violence laws of Alabama. Domestic Violence can be a criminal act prohibited by ALABAMA CODE Sections 13A-6-130 through -139.2.

G. Stalking. Stalking is a pattern of repeated and unwanted attention, harassment, contact, or other course of conduct directed at a specific person that would cause a reasonable person to either (i) fear for his or her safety or the safety of others or (ii) suffer substantial emotional distress. Stalking can include frightening communications, direct or indirect threats, and harassing a complainant through the Internet or other communication mediums. Stalking can be a criminal act prohibited by ALABAMA CODE Sections 13A-6-90 through -94.

1. Requisite Acts. Stalking requires two or more acts including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person's property.

2. Substantial Emotional Distress. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.

3. Reasonable Person. Reasonable person means a reasonable person in the victim's circumstances.

4. Examples of Stalking. Stalking behavior may include, but is not limited to:

- Repeated, unwanted and intrusive communications by phone, mail, text message, email and/or other electronic communications, including social media;
- Repeatedly leaving or sending the complainant unwanted items, presents or flowers;
- Following or lying in wait for the complainant at places such as home, school, work or recreational facilities;
- Making direct or indirect threats to harm the complainant or the complainant's children, relatives, friends or pets;
- Damaging or threatening to damage the complainant's property;
- Repeatedly posting information or spreading rumors about the complainant on the Internet, in a public place, or by word of mouth that would cause a person to feel threatened or intimidated; and
- Unreasonably obtaining personal information about the complainant.

H. Retaliation and Interference with Process. Retaliation and Interference with Process is any act of intimidation, threat, coercion, or discrimination or any other adverse action or threat thereof against an individual for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or by this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Encouraging or assisting others to either (i) engage in retaliation or (ii) to interfere with the processes included in this Policy are also considered Retaliation and Interference with Process and violate this, Policy.

1. Examples of Retaliation and Interference with Process. While the University does not prohibit the complainant and respondent from discussing the allegations that are the subject of a formal complaint, acts that could constitute Retaliation and Interference with Process may include, without limitation: (i) acts or comments that are intended to discourage a person from engaging in activity protected under this Policy or that would discourage a reasonable person from engaging in activity protected under this Policy; (ii) acts or comments that are intended to influence whether someone participates in the complaint resolution process, including a live hearing; (iii) acts or comments intended to embarrass the individual; (iv) adverse changes in employment status or opportunities; (v) adverse academic action; and (vi) adverse changes to academic, educational, and extra-curricular opportunities.

2. Means of Retaliation and Interference with Process. Retaliation and Interference with Process may be in person, through social media, email, text and other forms of communication, through representatives, or through any other person. Retaliation and Interference with Process may be committed against a person even when the person's allegations of Sexual Misconduct are not substantiated.

3. Reporting Retaliation and Interference with Process. Anyone who is aware of conduct constituting Retaliation and Interference with Process should immediately contact the Title IX Coordinator. The University will take appropriate action against any individual who engages in Retaliation and Interference with Process in violation of this Policy.

I. Consent. Consent is clear, voluntary permission. Consent is not effective if it results from forcible

compulsion, which is the use or threat of physical force, intimidation, coercion, or other conduct that eliminates or compromises an individual's ability to freely choose whether to have sexual contact. Lack of consent is also statutorily defined at ALABAMA CODE Sections 13A-6-70.

1. **Demonstrating Consent.** A person who engages in sexual activity of any type must first obtain the consent of the other party. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. An outward demonstration by an individual indicating that he or she freely chooses to engage in sexual activity is necessary for consent. It may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. Failure to physically resist or verbally refuse sexual activity is not necessarily the same as consent.

2. **No Inferred Consent.** Consent to one form of sexual activity does not, by itself, constitute consent to engage in another form of sexual activity, nor does consent to engage in sexual activity with one individual constitute consent for sexual activity with anyone else. Individuals with a prior or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of an intimate relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in each instance of sexual activity.

3. **Denial or Withdrawal of Consent.** A verbal statement of "no," "stop," or words of similar meaning are clear demonstrations of the lack of consent. Either party may withdraw consent at any time by an outward demonstration through words or actions that clearly indicate a desire to cease sexual activity. As soon as it is expressed that consent is withdrawn, sexual activity must cease.

4. **Incapacitation.** An individual incapacitated by alcohol or drug consumption (whether voluntarily or involuntarily) or who is asleep, unconscious, unaware, or otherwise physically helpless, is considered unable to give consent to sexual activity. A person who is incapacitated may be unable to give valid consent if he or she is not able to understand the "who, what, where, when, why, and/or how" of a sexual interaction. A person is deemed incapable of providing consent if, at the time of the act, the person (i) is under the age of 16; (ii) suffers from a mental impairment, whether temporary or permanent, which renders him or her incapable of appraising the nature of his or her conduct (e.g., age, disability, or temporary impairment due to drug or alcohol consumption); or (iii) is physically helpless (e.g., unconscious), asleep, or in a state of shock. Sexual activity with someone that an individual knows or reasonably should know is intoxicated or otherwise incapable of giving consent is a violation of this Policy. All persons must be mindful that the impact of alcohol, drugs and other substances varies from person to person. Common indications that a person may be incapacitated or approaching incapacitation include vomiting, unsteady gait, slurred speech, an odor of alcohol, incontinence, combativeness, and emotional volatility. Being intoxicated or impaired by drugs or alcohol is never an excuse for Sexual Misconduct and does not diminish one's responsibility to obtain consent.

5. **Coercion.** Coercion is unreasonable and persistent pressure to compel a person against his or her will to initiate or continue sexual activity. Coercion includes a range of behaviors including intimidation, manipulation, threats, and blackmail. Coercive activity may be emotional, intellectual, psychological, or moral. A person's words or conduct are sufficient to constitute coercion if they impair another person's freedom of will and ability to choose whether to engage in sexual activity. In evaluating an allegation of coercion, factors to be considered include, without limitation, (i) the frequency of the pressure, (ii) the intensity of the pressure, (iii) the isolation of the person being pressured, and (iv) the duration of the pressure. Coercing a person to engage in sexual activity violates this Policy in the same way as physically forcing someone into engaging in sexual activity.

IV. RESPONSIBILITIES OF THE TITLE IX COORDINATOR AND TITLE IX TEAM

A. General Responsibilities. The Title IX Coordinator is the designated representative of the University with primary responsibility for coordinating Samford's efforts to end Sexual Misconduct, prevent its recurrence, and address its effects. The Title IX Coordinator oversees and monitors Samford's overall compliance with Title IX related policies and developments; the implementation and oversight of complaint resolution processes and procedures, including review, investigation, and resolution of reports of Sexual Misconduct; the provision of educational materials and training for the campus community; and monitoring all other aspects of Title IX compliance by the University.

B. Examples of Title IX Coordinator Responsibilities. Examples of the responsibilities of the Title IX Coordinator include, but are not limited to, the following:

- Ensuring compliance with university policies and procedures and relevant state and federal laws;
- Informing any individual impacted by an allegation of Sexual Misconduct, including a complainant, a respondent, or another individual, about the procedural options and processes used by the University, and resources available at Samford and in the community;
- Training and assisting University employees regarding how to respond appropriately to a report of sex discrimination or Sexual Misconduct;
- Monitoring full compliance with all procedural requirements and time frames outlined in this Policy;
- Evaluating allegations of bias or conflict of interest relating to this Policy;
- Determining whether grounds for appeal under this Policy have been properly stated;
- Ensuring that appropriate training, prevention, and education efforts, and periodic reviews of the University's climate and culture take place;
- Keeping appropriate records of all incidents reported to the Title IX Coordinator;
- Coordinating the University's efforts to identify and address any patterns or systemic problems revealed by reports and complaints; and
- Assisting in answering questions related to this Policy.

C. Title IX Team. The University's Title IX Team includes the Title IX Coordinator and appointed staff and faculty designees who may also be called upon to investigate complaints of Sexual Misconduct, serve as advisors, adjudicate complaints, review appeals, and/or facilitate informal resolutions of formal complaints. When this Policy refers to actions of the Title IX Coordinator, these actions may be fulfilled by the Title IX Coordinator or the Title IX Coordinator's designee.

V. PRIVACY AND CONFIDENTIALITY

Samford protects the privacy of persons involved in a report of Sexual Misconduct in a manner that is consistent with a careful assessment of an allegation, and appropriate measures to eliminate Sexual Misconduct, prevent its recurrence, and address its effects. As used in this Policy, the meanings of the terms privacy and confidentiality are essential to a proper understanding of the Policy and its implementation.

A. Private. "Privacy" and "private" are terms that are applicable to information related to an incident of

Sexual Misconduct that is reported pursuant to this Policy. Access to private information received by the University is available to a limited number of Samford employees who have a legitimate need to know the private information in order to assist in the assessment, investigation, and resolution of a report. This restricted access is authorized by the Family Educational Rights and Privacy Act (FERPA).

B. Confidential. “Confidentiality” and “confidential” are words used to identify information that is shared by a person with a designated Samford representative who is legally obligated to maintain the information in confidence unless disclosure is authorized by (i) the individual who communicated the information or (ii) by court order or governing law. Campus officials who may receive information on a confidential basis include the medical providers, professional counselors, and ordained clergy specifically designated in this Policy. Confidential off-campus resources include rape crisis counselors. *See* ALABAMA CODE §15-23-42 Each of these persons is prohibited by law from violating confidentiality unless (i) there is an imminent threat of harm to self or others, (ii) the reported conduct may involve abuse of a minor, or (iii) disclosure is otherwise required or authorized by applicable law. Contact information for these confidential resources is included in *Section VII.C.1 – Confidential Employees*.

C. Release of Records. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in the University’s FERPA policy. The

privacy of an individual’s medical and related records generally is protected by the Health Insurance Portability and Accountability Act (“HIPAA”), except health records protected by FERPA. Access to an employee’s personnel records may be restricted in accordance with applicable laws, regulations, and policies. Whenever a report of Sexual Misconduct indicates a serious and immediate threat to the campus community, Samford will issue a timely notification to protect the health or safety of the community as required by the Clery Act. The Clery Act requires, among other things, that a post-secondary school that receives federal funds must report statistical information concerning Sexual Misconduct that occurs on properties owned or controlled by the school. This data is reported annually by the Samford Department of Public Safety to the U.S. Department of Education (“DOE”). The University prepares and publishes an Annual Security Report that includes statistical information concerning reported offenses that occurred either on campus, at off-campus properties controlled by Samford, or on certain public property adjacent to the University campus. Neither the Annual Security Report nor the statistical data provided to the DOE includes the name or other personally identifiable information of any person involved in a reported incident. Samford may share non-personally identifying information in aggregate form in various reports, including data about incident outcomes and sanctions.

VI. IMMEDIATE AND ONGOING ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

A. Assessment of Supportive Measures. At any time after the University has actual knowledge of a potential violation of this Policy, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator will also consider whether supportive measures are reasonably necessary or appropriate to protect other parties and the broader University community. The University shall comply with a student’s reasonable request for a living and/or academic situation change following an alleged incident of Sexual Misconduct. Samford will make appropriate accommodations and provide appropriate protective measures with or without a formal complaint, even when a complainant asks to keep a reported violation of this Policy confidential or requests that the University not investigate the matter, and regardless of whether an individual chooses to report to law enforcement.

B. Definition and Examples of Supportive Measures. Supportive measures are individualized services that are reasonably available, non-punitive, non-disciplinary, and not unreasonably burdensome to the other party, while designed to restore or preserve equal access to the University's education program or activity, including interim measures designed to protect the safety of all parties or the University's educational environment, or to deter Sexual Misconduct. Examples of supportive measures include, without limitation:

- Establishing a "no contact" directive prohibiting the parties involved from communicating with each other;
- Changing an individual's on-campus residency, dining, or transportation arrangements;
- Special parking arrangements;
- Assistance in finding alternative University housing, including reassignment to a different residence hall or room;
- Changing an individual's student or employee status or job responsibilities;
- Changing an individual's work or class schedule, including transferring to a different section of a course;
- Providing academic accommodations or providing assistance with academic issues, including permission to withdraw from a course without penalty;
- Providing security escorts;
- Providing a temporary cellphone;
- Access to counseling and medical services;
- Making information about orders of protection and criminal no contact orders available to a complainant; and
- Assistance in identifying an advocate to help secure additional resources or assistance, including off campus and community advocacy, support, and services.

C. Selection of Appropriate Measures. The University determines which measures are appropriate for a particular individual on a case-by-case basis. Such measures will vary based on the particular facts and circumstances, including, but not limited to, the specific need expressed by the individual, the age of the individuals involved, the severity or pervasiveness of the conduct that is the subject of the allegations, any continuing effects on the individual, whether the complainant and respondent share the same residence hall, dining hall, class, transportation, or job location, and whether other judicial measures have been taken to protect the individual. The Title IX Coordinator will be responsible for determining what supportive measures will be put in place.

D. Requests for Supportive Measures. A complainant or respondent may request a supportive measure by contacting the Title IX Coordinator. Additional services are available on campus and/or in the community, as described in *Article XIV – Resources*.

E. Confidentiality. Samford will maintain as confidential any supportive measures provided to an individual, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the measures. The University will only disclose information necessary to provide the supportive measures in a timely manner to individuals who need to know the information in order to

effectively provide the measures. The Title IX Coordinator will determine what information about an individual should be disclosed and to whom this information will be disclosed based on the facts and circumstances of the specific situation and the measures to be provided. The University will inform the individual before sharing personally identifying information that the University believes is necessary to provide a supportive measure. The University will tell the individual the information to be shared, with whom it will be shared, and why it will be shared.

F. Violations of Supportive Measures. Any concern about an actual or perceived violation of a supportive measure should be reported to the Title IX Coordinator as promptly as is possible. Complaints of a violation of a supportive measure is addressed in *Section III.H - Retaliation and Interference with Process*.

VII. REPORTING

A. Reporting Sexual Misconduct

1. **How to Make Reports**. Samford encourages all individuals who have experienced Sexual Misconduct or know about an incident of Sexual Misconduct to report the incident, so that affected individuals may receive the support they need, and the University may respond appropriately. Individuals have several options for reporting allegations of Sexual Misconduct. An incident of Sexual Misconduct may be reported to the University by making a report to the Title IX Coordinator, a Deputy Title IX Coordinator or online on the University's Title IX website. Reports can be made by telephone, mail, email, in person, and online on the University website. Reports to the University should include as much information as possible, including the names of the individual alleging they have experienced Sexual Misconduct, the individual reporting if a different individual, and the respondent, and the date, time, place, and circumstances of the incident, to enable the University to respond appropriately.

2. **When to Make Reports**. Reports of Sexual Misconduct should be made as promptly as possible but may be made at any time. Samford does not, however, limit the time frame for reporting.

3. **Online and After-Hours Reports**. Sexual Misconduct may be reported by completing an online reporting form provided at <https://www.samford.edu/departments/values-advocacy/report-relationship-violence>. The report should be made immediately so that the University can begin its assessment of the incident. Completing the online reporting form also fulfills the reporting obligation for Campus Security Authorities under the Clergy Act. Outside of regular business hours, if a person does not have immediate access to the Internet, he or she should call the Samford Department of Public Safety at (205) 726-2020, and the dispatcher will promptly contact either the Title IX Coordinator or a Deputy Title IX Coordinator.

B. Communicating Reports. Upon receiving a report of Sexual Misconduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures with or without the filing of a formal complaint and to explain the process of filing a formal complaint. In addition, when a student or employee reports to the University that they have been a victim of Sexual Assault, Dating Violence, Domestic Violence, or Stalking, whether the offense occurred on or off campus, the University will provide the student or employee with a written explanation of the student's or employee's rights and options, along with the procedures victims should follow.

C. Employee Reporting Responsibilities. An employee's responsibility to report incidents of Sexual Misconduct is determined by the employee's role at the University.

1. **Confidential Employees**. Confidential Employees are those Samford employees who are permitted to

engage in confidential communications under Alabama law. On the University campus, this includes medical care providers (and those who provide administrative services related to the provision of medical care), licensed professional counselors, and ordained clergy who have been specifically designated (i.e., by name) by the University as Confidential Employees. Communications with and among Confidential Employees shall be treated as confidential. A Confidential Employee will not disclose personally identifiable information about Sexual Misconduct to the Title IX Coordinator without the individual's permission (subject to the exceptions set forth above in the explanation of Confidentiality). Confidential Employees may make general reports for statistical purposes and pattern tracking, but do not divulge personally identifiable information without an individual's consent. Confidential Employees are identified below:

Samford University Counseling Center

Mr. Richard Yoakum, ryoakum@samford.edu; (205) 726-2065, Health and Wellness Center

University Health Services

Dr. Elle McGregor, elle.mcgregor@medhelpclinics.com; (205) 726-2835, Health and Wellness Center

University Office of Spiritual Life

Rev. Bobby Gatlin; bgatlin@samford.edu; (205) 726-4538, Burns Hall, Room 202

Rev. Todd Oakley; tkoakley@samford.edu; (205) 726-4852, 208 Burns Hall, 208

2. Employees Who Are Not Confidential Employees. All University employees who are not a Confidential Employee are required to promptly reporting incidents of Sexual Misconduct to the Title IX Coordinator. Samford is not obligated to take action until a report of Sexual Misconduct is received by the Title IX Coordinator or other Samford employee who has authority to address the alleged Sexual Misconduct. Accordingly, every employee other than Confidential Employees must diligently report all incidents of Sexual Misconduct.

Employees, other than Confidential Employees, must promptly report to the Title IX Coordinator all relevant details known (obtained directly or indirectly) about an actual or alleged incident of Sexual Misconduct that involves a Samford student or employee as either a complainant or a respondent, or that occurred on property owned or controlled by the University, or in connection with a University employment or education program, including at events hosted by University groups or University-recognized organizations. The reported information, to the extent known, should include dates, times, locations, and names of parties and witnesses.

Employees are not required to report information disclosed (1) at public awareness events (e.g. public forums in which students may disclose incidents of Sexual Misconduct); or (2) during an individual's participation as a subject in an Institutional Review Board-approved human subjects research protocol. In instances where an employee has a specific concern that sharing information with the Title IX Coordinator may significantly impact the safety or well-being of the complainant or another individual, the employee shall promptly disclose the information to a Deputy Title IX Coordinator who will work with the reporting employee to evaluate the need to share personally identifiable information with the Title IX Coordinator based on the potential risk of harm to the complainant or broader campus safety concerns. Failure of an employee to report Sexual Misconduct in accordance with this Policy may result in disciplinary action, up to and including termination of employment, depending on the circumstances of the Policy violation.

D. Mandatory Reporting of Child Abuse. Under Alabama law, Samford employees who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, are required to report the matter immediately to the Alabama Department of Human Resources – Child Protective Services: (334) 242-9500. If an employee makes such a report, he or she must also immediately share the information with the Samford Department of Public Safety so that the University can ensure timely compliance with this law and enhance the protection of children. Samford will promptly report all suspected child abuse and neglect, including sexual assault, to law enforcement and/or to the Alabama Department of Public Health – Child Protective Services. For the purposes of this reporting obligation, a child is any individual under the age of 18, and the suspected abuse may involve physical, sexual, or other forms of abuse, neglect or exploitation, regardless of the identity of the suspected perpetrator. The duty to report is triggered by reasonable suspicion or belief. There is no requirement that an employee have actual evidence of abuse, nor is it the responsibility of any employee, student, or volunteer to investigate suspected child abuse. This is the role of Child Protective Services and other law enforcement authorities, who are trained to make such inquiries. A report should be made as follows:

- If a child is in immediate danger, call the police (9-1-1)
- If there is no immediate danger to a child, call the Samford Department of Public Safety (205) 726-2020
- If an employee is unable to reach the Department of Public Safety, he or she should report as soon as possible the suspected abuse to the Title IX Coordinator.

E. Reports to Law Enforcement. At the complainant's request, the University will assist the complainant in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process. A person may also choose to report Sexual Misconduct to local law enforcement through one of the following reporting options:

- 9-1-1 (for emergencies)
- Samford Department of Public Safety (205) 726-2020
- Homewood Police Department (205) 332-6200
- Jefferson County Sheriff's Office (205) 325-5700 (for incidents in unincorporated areas of Jefferson County, Alabama)

F. Amnesty for Drug or Alcohol Violations. Samford intends to remove any barriers to reporting acts of Sexual Misconduct. It is therefore appropriate that anyone who has been the subject of Sexual Misconduct to report the conduct and that witnesses share what they know about the alleged incident. To encourage reporting, people who report or who are subject to Sexual Misconduct may not be subject to disciplinary action for a related violation of a Samford policy involving alcohol or drugs, including their personal consumption of alcohol or drugs at or near the time of the incident, provided that such violations did not and do not place the health or safety of any other person at risk.

G. Obligation to be Truthful and Act in Good Faith. Information reported about alleged Sexual Misconduct should be true and accurate, since a charge of Sexual Misconduct may have ever consequences. A person who makes a report that is later determined to have been intentionally false or made maliciously without regard for the truth, or who intentionally gives false information during an investigation or live hearing, may be subject to disciplinary action under the Samford Honor Code (for undergraduate students), applicable conduct codes for students in graduate and professional schools and programs, or the appropriate faculty or staff disciplinary policy (for employees). Discipline for students

who make a false report may include, but are not limited to: anger intervention assessment and counseling; mental health counseling; restriction from some or all Samford property, programs or activities; community service; work assignments; written assignments; research assignments; fines; written warnings; suspension of privileges; no contact orders; parental notification; probation; residence hall expulsion; residence hall restriction; residence hall suspension; restitution; suspension from the University; expulsion from the University; and withholding a degree. Employees who make a false report may be disciplined by, among other things: anger intervention assessment and counseling; mental health counseling; restriction from some or all Samford property, programs or activities; community service; written warnings; no contact orders; suspension of employment without pay; and termination of employment. State criminal statutes and civil defamation laws may also be implicated by false reports. This does not apply to reports of Sexual Misconduct made in good faith, even if the facts alleged in the report are not substantiated by an investigation and/or review decision. An allegation of false reporting cannot be investigated or heard until the underlying allegations of Sexual Misconduct are resolved.

H. Emergency Removal. Samford reserves the right to remove a student respondent, in whole or in part, from the University's education program or activity on an emergency basis. Prior to removing a student respondent on an emergency basis, the University will undertake an individualized safety and risk analysis and will determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Misconduct justifies removal. If a student respondent is removed on an emergency basis, the University will provide the student respondent with notice and an opportunity to challenge the decision immediately following the removal.

I. Administrative Leave. The University reserves the right to place a non-student employee respondent on administrative leave during the pendency of the complaint resolution process.

VIII. GENERAL PROVISIONS FOR COMPLAINT RESOLUTION PROCESS

A. Equitable Process. When the University receives a formal complaint of an alleged incident of Sexual Misconduct, it will promptly and equitably respond to the formal complaint in accordance with the provisions and procedures set forth in this Policy. The University will provide a fair and impartial complaint resolution process. A fair process is one that treats the parties equitably, provides the complainant an opportunity to file a formal complaint alleging a violation of this Policy and an opportunity to present evidence of the allegations prior to a decision on responsibility, and provides the respondent notice of the allegations and an opportunity to respond to and present evidence related to those allegations prior to a decision on responsibility, and provides both parties an opportunity to challenge the credibility of the other party and any witnesses prior to a decision on responsibility. In cases involving allegations of Sexual Misconduct that are not Title IX Sexual Harassment, the ability to challenge credibility is accomplished through the parties' ability to suggest questions to be asked of the other party and witnesses during the investigation, through the Written Response Statements in response to the Investigation Report, through the Written Rebuttal Statements in response to the other party's Written Response Statement as discussed in *Article IX - Procedures for Sexual Misconduct Complaint Resolution*, and by examination at a live hearing.

B. Collecting and Evaluation of Evidence. The complaint resolution process will require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the University and not on the parties. The University will not require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seek disclosure of, information protected under a legally

recognized privilege, unless the person holding such privilege has waived the privilege. The University will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in the professional's or para-professional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so for a complaint resolution process.

C. Particularized Procedures. This Policy provides different procedures depending on the particular circumstances of a case, including the type of Sexual Misconduct that is alleged. Upon receiving a formal complaint, the Title IX Coordinator will make a preliminary determination of the procedures that will apply to the complaint resolution process. The procedures in the formal process for all cases of Sexual Misconduct are the same through the investigation phase. Prior to providing access to information at the end of the investigation phase, the Title IX Coordinator will make a final determination as to the procedures that will govern the access to information phase and the adjudication phase.

D. Procedures for Alleged Non-Title IX Sexual Harassment. If a formal complaint includes both an allegation of Title IX Sexual Harassment and an allegation of Sexual Misconduct that does not meet the definition of Title IX Sexual Harassment, the University reserves the right to process the allegations in the same complaint resolution process or to separate the allegations into separate complaint resolution processes.

E. Trained Officials. Each complaint resolution process will be conducted by individuals, including coordinators, investigators, Title IX Hearing Panel members, Hearing Panel members, and facilitators of an informal resolution process, who do not have a conflict of interest or bias for or against complainants or respondents generally, or for or against the individual complainant or respondent. These individuals will receive annual training on a variety of subjects including, but not limited to, the following:

- (i) the definition of Title IX Sexual Harassment;
- (ii) the scope of Samford's education program or activity;
- (iii) how to conduct an investigation and complaint resolution process, including hearings, appeals, and informal resolution processes, as applicable;
- (iv) how to serve impartially, including by avoiding prejudgment of the facts at interest, conflicts of interest, and bias;
- (v) issues related to Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation; and
- (vi) how to conduct an investigation and decision-making process that protects the safety of all and promotes accountability. Investigators will also receive training on issues of relevance to create an investigator report that fairly summarizes relevant evidence.

Title IX Hearing Panel members will receive training on any technology to be used at a live hearing and issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The training is free of bias such as sex stereotypes or generalizations, promotes impartial investigations and adjudications, and includes the following topics, as applicable: relevant evidence and how it should be used; proper techniques for questioning witnesses; basic rules for conducting proceedings; avoiding actual or perceived conflicts of interest; and the University's policies and procedures.

F. Equal Rights of the Complainant and Respondent. In all Sexual Misconduct complaint

resolution processes under this Policy, the complainant and respondent are entitled to the following:

- Be treated with respect, sensitivity, and dignity;
- Appropriate support from the University;
- Privacy to the extent possible based on applicable law and University policy;
- Information regarding all applicable policies and procedures;
- The right to participate or decline to participate in the complaint resolution process, with the acknowledgement that not participating, either totally or in part, may not prevent the process from proceeding with the information available;
- Equitable procedures that provide both parties with a prompt, and impartial complaint resolution process conducted by officials who receive annual training on conduct prohibited by this Policy;
- Notice of the allegations and defenses and an opportunity to respond;
- Written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings at which the party's participation is invited or expected, with sufficient time for the party to prepare to participate;
- Timely notice of meetings that are part of the complaint resolution process at which the complainant or respondent may be present;
- An equal opportunity to identify relevant witnesses and other evidence and to suggest possible topics to be covered with witnesses during the formal complaint resolution process;
- For the complainant, not to be questioned or have evidence considered regarding the complainant's prior sexual conduct with anyone other than the respondent, unless such questions or evidence are to prove consent or that someone other than the respondent committed the alleged Sexual Misconduct;
- The right to be free from retaliation;
- The right to appeal the written determination and/or sanctions in certain circumstances, as discussed in *Article X - Appeals*;
- The right to notification, in writing, of the resolution, including the outcome of any appeal; and
- For the complainant, the right to report the incident to law enforcement at any time or to decline to do so.

G. Additional Rights in Cases Involving Allegations of Title IX Sexual Harassment. In cases involving allegations of Title IX Sexual Harassment, the following additional rights will be afforded to the complainant and the respondent:

- The parties have the right to be accompanied to any complaint resolution process meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The University will not limit the choice or presence of advisor for either the complainant or respondent in any meeting related to the complaint resolution process. *See Section VIII.I - Advisors* for additional information and requirements regarding the conduct, selection, or appointment of advisors.
- The parties will be provided an equal opportunity to inspect and review a copy of any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, as set forth in *Section IX.J - Access to Information in Cases Involving Allegations of Title IX Sexual Harassment*.
- The parties will be provided a copy of the preliminary Investigation Report for their review and written response, as set forth in *Section IX.J - Access to Information in Cases Involving Allegations of Title IX Sexual Harassment*.
- The complaint resolution process will include a live hearing, at which each party's advisor may ask the other party and any witnesses all relevant questions and follow-up questions, as set forth in *Section IX.L - Adjudication*.

H. Additional Rights in Cases Involving Allegations of Sexual Assault, Domestic Violence,

Dating Violence, and Stalking Occurring Outside of the Education Program or Activity or

Against a Person Outside of the United States. In cases involving allegations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking occurring outside of the education program or activity or against a person outside of the United States, the following additional rights will be afforded to the complainant and the respondent:

- The parties have the right to be accompanied to any complaint resolution process meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The University will not limit the choice or presence of advisor for either the complainant or respondent in any meeting related to the complaint resolution process. *See Section VIII.I - Advisors* for additional information and requirements regarding the conduct of advisors.
- The complainant and respondent will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings during the adjudication phase of the complaint resolution process, as set forth in *Section IX.K - Access to Information in Cases Involving Allegations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Occurring Outside of the Education Program or Activity or Against a Person Outside of the United States*.

I. Advisors. The complainant and the respondent in a complaint resolution process (both the informal and formal resolution processes) involving allegations of (i) Title IX Sexual Harassment; or (ii) Sexual Assault, Dating Violence, Domestic Violence, and Stalking occurring outside of the University's education program or activity or against a person outside of the United States, have the right to be accompanied to meetings by an advisor of their choice, who may be, but is not required to be, an attorney. Any fee or other compensation charged by or payable to an advisor shall be the sole responsibility of the party

selecting the advisor. University employees who serve as an advisor shall not charge any fee for such services.

1. Selection of Advisors. Generally, the advisor selected by the complainant or respondent should be free of conflicts of interest in the resolution process and, if a member of the University community, the advisor should be free of conflicts in his or her position in the community. An individual has the right to decline a request to serve as an advisor in the University's complaint resolution process. Parties must notify the Title IX Coordinator who they have selected as their advisor. The University would notify a party to a complaint resolution process if another party involved in the complaint resolution process has obtained an advisor. The notice shall indicate if the other party's advisor is an attorney. The Title IX Coordinator will maintain a list of University employees who have received training to serve as an advisor.

2. Purpose of Advisors. The purpose of the advisor is to support an individual during the complaint resolution process. An advisor is permitted to accompany the individual to interviews or other meetings or proceedings during the complaint resolution process. In selecting an advisor, each party should consider the potential advisor's availability to attend interviews and meetings which may occur in-person. As a general matter, the University will not delay its proceedings to accommodate the schedules of advisors.

3. Role of Advisors. If a party selects an attorney as an advisor, the advisor's participation in the complaint resolution process is in the role of an advisor and not as an attorney representing a party. The advisor will have access to highly confidential information and is prohibited from sharing information obtained as an advisor during the complaint resolution process with anyone, including other individuals who may be part of an attorney-client relationship with the party. Advisors may confer with their advisee, but, with the exception of live hearings for cases involving allegations of Title IX Sexual Harassment (see paragraph 4 below), advisors may not actively participate in the complaint resolution process. The advisor may accompany the complainant or respondent to all meetings and proceedings relating to the complaint resolution process. The advisor may not appear in lieu of the complainant or respondent or speak on the behalf of an advisee in either in-person or written communications to the University. The advisor may not communicate directly with the investigator(s), Title IX Hearing Panel members, appeal panel members, the Title IX Coordinator, or any other school official involved in the complaint resolution process and may not interrupt or otherwise delay the complaint resolution process.

4. Allegations of Title IX Sexual Harassment. In complaint resolution processes involving allegations of Title IX Sexual Harassment:

- At the live hearing, advisors will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions. Additional information about an advisor's role at the live hearing is included in *Section IX.L.1 – Hearing of Cases Involving Allegations of Title IX Sexual Harassment*.
- Advisors will receive a copy of all directly-related evidence and the investigation report, as set forth in *Article IX – Procedures for Sexual Misconduct Complaint Resolution*.

5. Allegations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking Occurring Outside of the University's Education Program or Activity or Against a Person Outside of the United States. In complaint

resolution processes involving allegations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking occurring outside of the University's education program or activity or against a person outside of the United States, advisors may have access to information as is described further below in *Section IX.K - Access to Information in Cases Involving Allegations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Occurring Outside of the Education Program or Activity or Against a Person Outside of the United States*.

6. **Advisors Agreements.** Advisors for either party will be required to sign an Advisor Agreement acknowledging receipt and understanding of these requirements, containing such terms and conditions as the University may require. Failure to comply with these requirements, including violations of confidentiality, or other forms of interference with the complaint resolution process by the advisor may result in disqualification of an advisor. The University reserves the right to dismiss an advisor.

J. **Presumption of Non-Responsibility.** In all matters governed by this Policy, the presumption is that the respondent is not responsible for a Policy violation. The respondent is presumed not responsible until a determination regarding responsibility is made at the conclusion of the complaint resolution process. The respondent will be deemed responsible for a Policy violation only if the appointed Title IX Hearing Panel or Hearing Panel concludes that there is sufficient evidence, by a "preponderance of evidence," to support a finding that the respondent more likely than not engaged in Sexual Misconduct.

K. **Requests for Reasonable Accommodations.** The Title IX Coordinator will work with the University Office of Accessibility and Accommodations to consider requests for disability accommodations to help students and employees report Sexual Misconduct, participate in the investigation and adjudication process, and in providing supportive measures. For example, special arrangements can be made for individuals with disabilities in preparing a written complaint or in extending certain deadlines set forth in this Policy, so long as the accommodation does not provide a preferential advantage for one party over the other.

L. **Non-Participation and Silence.** Either party may decline, at any time, to provide information or participate further in the complaint resolution process. If, at any time during the complaint resolution process, a party decides not to participate, the University may still proceed with the complaint resolution process.

1. **If Complainant Declines to Participate.** If at any time the complainant declines to participate in the process, the University's ability to meaningfully investigate and adjudicate a complaint may be limited. In such cases, the University will proceed with the complaint resolution process, if possible, to do so without the complainant's participation, and will make a determination based upon the information available. A complainant's silence in response to a respondent's denials or defenses will not necessarily be viewed as an admission of the denials or defenses but may leave the respondent's denials or defenses undisputed. If a complainant decides not to participate or chooses to stop participating at a phase of the process, the complainant will still be given the option to participate during additional phases of the process.

2. **If Respondent Declines to Participate.** The respondent has the right to decline to participate in the complaint resolution process. In such cases, the University will proceed with the complaint resolution process and will make a determination based upon the information available. A respondent's silence in response to a complainant's allegation will not necessarily be viewed as an admission of the allegation but may leave the complainant's allegations undisputed. If a respondent decides not to participate or

chooses to stop participating at a phase of the process, the respondent will still be given the option to participate during additional phases of the process.

3. Refusing to Answer Questions of the Other Party. In cases involving allegations of Title IX Sexual Harassment, if a party is not willing to answer all relevant questions from the other party's advisor, the Title IX Hearing Panel will not be able to rely on any statement of that party in reaching a determination regarding responsibility. The Title IX Hearing Panel, however, will not draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross-examination or other questions. See *Section IX.L - Adjudication*.

M. Conflicts of Interest. If a complainant or respondent has any concern that any individual acting for the University under this Policy has a conflict of interest or bias, for or against complainants or respondents generally, or for or against the individual complainant or respondent, such concern should be reported in writing to the Title IX Coordinator. A concern regarding a conflict of interest or bias should be delivered to the Title IX Coordinator within five (5) calendar days after receiving notice of such person's involvement in the process. The Title IX Coordinator will review the concerns and take appropriate steps to ensure that no conflicts of interest or bias exist on the part of anyone investigating or resolving a complaint under this Policy. Any concern of a conflict of interest or bias regarding the Title IX Coordinator must be submitted in writing to the Vice President for Student Affairs and Enrollment Management. If the Title IX Coordinator has a conflict of interest with respect to a complaint, the Vice President for Students Affairs and Enrollment Management shall appoint another person to oversee adherence to this Policy with respect to the complaint at issue. That a party simply knows an individual acting for the University under this Policy or has had some limited interaction with such individual generally will not be deemed a disqualifying conflict of interest or bias in most instances. However, the University encourages the parties to promptly bring any concern of conflict of interest or bias to the Title IX Coordinator's attention for consideration.

N. Time Frames for Resolution. Samford is committed to the prompt and equitable resolution of allegations of Sexual Misconduct. As is discussed in various provisions of this Policy, different procedures apply to cases involving allegations of Title IX Sexual Harassment than to other cases of alleged Sexual Misconduct. The time frames for each phase of the different procedures are as follows:

1. Cases Involving Allegations of Title IX Sexual Harassment. Specific time frames for each phase of the complaint resolution process for formal complaints involving allegations of Title IX Sexual Harassment are set forth below. Each phase of the process will generally be as follows:

- Review of formal complaint and notice of allegations to the parties: ten (10) calendar days
- Investigation: forty-five (45) calendar days
- Review of directly related evidence and investigator consideration of evidence response statements: ten (10) calendar days
- Review of preliminary Investigation Report and written responses and rebuttals, if applicable: ten (10) calendar days
- Live Hearing and Notice of Determination: twenty-one (21) calendar days
- Appeal: twenty (20) calendar days

2. Cases Involving Other Allegations of Sexual Misconduct. Specific time frames for each phase of the complaint resolution process for formal complaints involving allegations of any other form of Sexual

Misconduct is set forth in *Article IX - Procedures for Sexual Misconduct Complaint Resolution*. Each phase of the process will generally be as follows:

- Review of formal complaint and notice of allegations to the parties: ten (10) calendar days
- Investigation: forty-five (45) calendar days
- Review of preliminary Investigation Report and written responses and rebuttals, if applicable: ten (10) calendar days
- Adjudication: twenty-one (21) calendar days
- Appeal: twenty (20) calendar days

3. Transition Days. In any Sexual Misconduct complaint resolution process, the process may include additional days between the various phases as the University transitions from one phase to another. The parties will be notified when each listed phase begins and when it ends. If any transition period will last longer than five (5) calendar days, the parties will be notified of the delay and the reason for it. By way of example, if an investigation phase concluded on July 31, the review of the preliminary Investigation Report would generally begin no later than August 5, unless the parties were notified otherwise.

4. Extensions. Circumstances may arise that require the extension of time frames based on the complexity of the allegations, the number of witnesses involved, the availability of the parties involved, the availability of witnesses, the effect of a concurrent criminal investigation, unsuccessful attempts at informal resolution, any intervening school break, the need for language assistance or accommodation of disabilities, or other unforeseen circumstances. To the extent additional time is needed during any of the phases of the process discussed above and further below, the University will notify all parties of the delay and the reasons for it. When a time frame for a specific phase of the process, as set forth below, is less than five (5) calendar days, the University may, in its discretion, use business days to calculate the time frame deadline. Efforts will be made to complete the process in a timely manner balancing principles of thoroughness, fundamental fairness, and promptness.

5. Reports to Law Enforcement. In cases where an alleged incident has been reported to both Samford and law enforcement, the University will not delay its complaint resolution process in order to wait for the conclusion of a criminal investigation or proceeding. The University will, however, comply with valid requests by law enforcement for cooperation in a criminal investigation. As such, the University may need to delay temporarily an investigation under this Policy while law enforcement is in the process of gathering evidence. This process sometimes takes seven (7) to ten (10) days but may be longer depending upon the particular circumstances. Once law enforcement has completed its gathering of evidence, the University will promptly resume and complete its investigation and resolution procedures.

O. Application of the Policy. When the University receives a formal complaint of a violation of this Policy, it will generally apply the complaint resolution procedures from the Policy that were in effect at the time that the report or complaint is made and generally will apply the Sexual Misconduct definition from the Policy that was in effect at the time the alleged misconduct occurred. For cases involving allegations of Title IX Sexual Harassment, the University will apply the definitions from the Policy that were in effect at the time the formal complaint is made to determine what procedures apply and the definitions from the policy that were in effect at the time the alleged misconduct occurred to determine whether a policy violation occurred.

P. Reservation of Flexibility. Although the University will endeavor to abide by all of the times frames set forth in this Policy, the circumstances of each incident of alleged Sexual Misconduct may require that the schedules, processes and procedures included in this Policy, to the extent not prohibited by applicable law, be modified to provide for a complaint resolution process that is equitable for both the complainant or the respondent.

IX. PROCEDURES FOR SEXUAL MISCONDUCT COMPLAINT RESOLUTION

The University will use the process described below to investigate and adjudicate, in a prompt and equitable process, formal complaints of Sexual Misconduct brought to the Title IX Coordinator. As discussed above in *Article VIII - General Provisions for Complaint Resolution Process*, different complaint resolution procedures will be employed depending on the particular circumstances of a case, including the type of Sexual Misconduct that is alleged.

A. Initial Meeting Between Complainant and Title IX Coordinator. In most cases, the first step of the complaint resolution process is a preliminary meeting between the complainant and the Title IX Coordinator. The purpose of the preliminary meeting is to allow the Title IX Coordinator to gain a basic understanding of the nature and circumstances of the report or formal complaint; it is not intended to be an investigation interview. During the initial meeting with the complainant, the Title IX Coordinator will:

- Assess the nature and circumstances of the allegation;
- Address immediate needs of the complainant and the campus, in consultation with appropriate campus officials;
- Notify the complainant of the right to contact law enforcement and seek medical treatment;
- Notify the complainant of the importance of preservation of evidence;
- Provide the complainant with information about on-campus and off-campus resources;
- Notify the complainant of available supportive measures with or without filing a formal complaint;
- Provide the complainant with an explanation of the procedural options, including how to file a formal complaint and the complaint resolution process;
- Advise the complainant of the right to have an advisor of choice, if applicable under this Policy;
- Discuss the complainant's expressed preference for the manner of resolution and any barriers to process; and
- Explain the University's policy prohibiting Retaliation and Interference with Process.

B. Assessment of Continuing or Future Harm. All reports and formal complaints of Sexual Misconduct will be reviewed by the Title IX Coordinator to determine the risk of harm to individuals or to the campus community. Steps will be taken to address these risks, when necessary, in consultation with the Samford Department of Public Safety.

C. Conduct Not Governed by this Policy. If the Title IX Coordinator determines that the report or formal complaint, even if substantiated, would not be a violation of this Policy, the Title IX Coordinator may dismiss the matter or refer it to another applicable disciplinary procedure. The parties will be notified of that determination and the complainant will be informed of other procedures for resolving the complaint and of other resources that may be available to the complainant.

D. Formal Complaints. The filing of a formal complaint typically begins the complaint resolution process under this Policy. In most cases, formal complaints are made and signed by the complainant. However, in some cases, the University may move forward with a complaint resolution process even if the complainant chooses not to make or move forward with a formal complaint. Generally, the Title IX Coordinator will make a determination of whether the University will move forward with a complaint resolution process when the complainant has not filed a formal complaint. If the University decides that it has an obligation to move forward with a complaint resolution process, the Title IX Coordinator will sign the formal complaint and the University will notify the complainant before proceeding. The Title IX Coordinator, by signing the formal complaint, does not make the Title IX Coordinator a party to the complaint resolution process or adverse to the respondent. Formal complaints of Sexual Misconduct should be made to the Title IX Coordinator:

Lisa Overton

Title IX Coordinator

Samford Hall, Office 307

lwoverto@samford.edu

(205) 726-2764

E. Initial Assessment and Written Notice. When the Title IX Coordinator receives a formal complaint, the Title IX Coordinator will assess the allegation(s) to determine if the formal complaint states an allegation of Sexual Misconduct. The Title IX Coordinator will then make a preliminary determination of the procedures that will apply to the complaint resolution process. If the formal complaint alleges Sexual Misconduct, the Title IX Coordinator will provide a written notice of allegations to the parties who are known. The written notice will include, without limitation, the following:

1. Notice of the University's complaint resolution process, including the informal resolution process;
2. Notice of the allegations, including the identities of the parties involved in the incident(s), if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known;
3. A statement that the respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the conclusion of the complaint resolution process;
4. Notice that the parties have the right to an advisor of choice, if applicable under this Policy, who may be, but is not required to be, an attorney;
5. Notice that the parties have the right to inspect and review evidence, as applicable under this Policy;

6. Notice of Policy provisions that prohibit knowingly making false statements or knowingly submitting false information during the complaint resolution process; and
7. If the University decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the notice will be updated to provide notice of the additional allegations to the parties whose identities are known.

F. Initial Meeting Between Respondent and Title IX Coordinator. When the Title IX Coordinator receives a formal complaint of Sexual Misconduct, the Title IX Coordinator will attempt to schedule an initial meeting with the respondent. Prior to or during the initial meeting, the Title IX Coordinator will:

1. Notify the respondent of the complaint and alleged Policy violations;
2. Provide the respondent an explanation of the complaint resolution process, including the informal resolution process;
3. Notify the respondent of the importance of preservation of evidence;
4. Provide the respondent with information about on-campus and off-campus resources;
5. Notify the respondent of any supportive measures that have been put in place that directly relate to the respondent (i.e., no contact directive);
6. Notify the respondent of available supportive measures;
7. Advise the respondent of the right to have an advisor of choice, if applicable under this policy, who may be, but is not required to be, an attorney; and
8. Explain the University's policy prohibiting Retaliation and Interference with Process.

The initial review of the formal complaint by the Title IX Coordinator and initial notice of the allegations to the parties, as described in items A through F of this Section will customarily take no more than ten (10) calendar days.

G. Consolidation of Formal Complaints. The University may elect to consolidate formal complaints into one complaint resolution process as to allegations of Sexual Misconduct against more than one respondent, by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Sexual Misconduct arise out of the same facts or circumstances.

H. Informal Resolution Process. Following a formal complaint, at any time prior to reaching a determination regarding responsibility, the University may facilitate an informal resolution process. In cases involving allegations of Sexual Assault or more serious types of Sexual Misconduct, informal resolution may not be appropriate. In addition, in cases involving allegations that an employee engaged in Title IX Sexual Harassment against a student, informal resolution is not appropriate. If the complainant, the respondent, and the University all agree to pursue an informal resolution, the Title IX Coordinator will initiate an informal process to facilitate a resolution that is agreeable to all parties. The informal resolution process shall be governed by the following:

- Neither the Title IX Coordinator nor other facilitator will be an advocate for either the complainant or the respondent in the informal resolution process, but rather will aid in

the resolution of formal complaints in a non-adversarial manner. The University will provide a facilitator who is free from conflicts of interest or bias and has received special training as a facilitator.

- The University will only conduct such fact-gathering as is useful to resolve the formal complaint and as is necessary to protect the interests of the parties, the University, and the University community.
- The University will not compel a complainant or respondent to engage in the informal resolution process, to directly confront the other party, or to participate in any particular form of informal resolution.
- Participation in informal resolution is voluntary, and the complainant and respondent have the option to discontinue the informal process at any time prior to reaching an agreed upon resolution and request a formal resolution process. In addition, the University also always has the discretion to discontinue the informal process and move forward with a formal resolution process. If at any point during the informal resolution process prior to reaching an agreed upon resolution, the complainant or respondent or the University wishes to cease the informal resolution process and to proceed through the formal resolution process, the informal resolution process will stop and the formal resolution process outlined below will be invoked.
- Prior to engaging in an informal resolution process, the University will provide the parties with a written notice disclosing: the allegations, the requirements of the informal resolution process, including the circumstances under which the informal resolution process precludes the parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. In addition, the University will obtain the parties' voluntary, written consent to the informal resolution process.
- Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the University to stop, remedy, and prevent Policy violations. In its effort to stop, remedy, and prevent Policy violations, the University will take prompt and corrective action through the imposition of individual and community remedies designed to maximize the complainant's access to the educational and extracurricular activities of the University. Examples of potential remedies are provided in the supportive measures section of the Policy above. The recommended resolution may also include other institutional responses or requirements imposed on the respondent.
- The informal resolution process ends when a resolution has been reached or when the complainant, the respondent, or the University terminates the process. A successful informal resolution results in a binding agreement between the parties. If the parties to the formal complaint and the University agree in writing to the terms and conditions of a recommended resolution within five (5) calendar days of the Title IX Coordinator or other facilitator presenting the recommended resolution to the parties, the case will be resolved without further process under this procedure. If all parties to the formal complaint and the University do not agree in writing to the terms and conditions of the recommended resolution within five (5) calendar days of the Title IX Coordinator or other

facilitator presenting the recommended resolution to the parties, the formal complaint will be referred to the formal resolution process.

- The terms of a written resolution that is agreed to by the complainant, the respondent and the University may include the consequences for the complainant and the respondent should either party fail to comply with the terms of the agreed terms and conditions.
- The informal resolution process generally will take no more than fifteen (15) calendar days from the date that the complainant, the respondent and the University agree to pursue an informal resolution, although, in some cases, more time may be required.
- Appeals are not allowed in cases where the parties have agreed to a voluntary alternative resolution of the matter.

1. Formal Resolution Process. If the formal complaint is not processed or resolved through the voluntary informal resolution process discussed above, the formal complaint will be processed according to the formal resolution process outlined below, even if the respondent admits responsibility for a violation of this Policy.

1. Designation of Investigator. The Title IX Coordinator will designate one or more investigators to conduct a prompt and equitable investigation. The University reserves the right to appoint any trained investigator who is free of conflict of interest or bias. The parties will receive written notice of the investigator(s) appointed. If any party has a concern that the investigator(s) has/have a conflict of interest or bias, the party should report the concern in writing as indicated in *Section VIII.M - Conflicts of Interest*.

2. The Investigation. The investigator(s) will conduct the investigation in a manner appropriate to the circumstances of the case, which will typically include interviews with the complainant, the respondent, and witnesses. In most instances, these interviews will be audio and/or video recorded. The complainant and respondent will have the opportunity to advise the investigator(s) of any witnesses they believe should be interviewed, other evidence they believe should be reviewed by the investigator(s), and questions they would like the investigator(s) to consider asking the other party and any witnesses, including questions challenging credibility. The investigator(s) has/have discretion, in consultation with the Title IX Coordinator, to assess the relevancy of any proposed witnesses, evidence, questions, and to determine which interviews to conduct, including the discretion to conduct interviews of individuals not identified by the parties. The investigator(s) may also determine whether to ask some or all of the questions suggested by the parties. The interviews will be supplemented by the gathering of any physical, documentary, electronic or other evidence, as appropriate and available. The complainant and respondent will be given equal opportunity to present witnesses they believe should be interviewed, and other inculpatory and exculpatory evidence, as part of the investigation. In cases involving allegations of Title IX Sexual Harassment, any witness that a party wishes to call at a live hearing must be suggested as part of the investigation process, prior to the issuing of the Investigation Report.

3. Close of Evidence Date. The parties will be informed of the close of evidence date. The parties must submit any and all information and evidence they would like considered as part of the investigation by the close of evidence date. After the close of evidence date, the parties will not be permitted to submit new or additional evidence that existed prior to the close of evidence date, unless the investigator(s), in consultation with the Title IX Coordinator, determine(s) otherwise for cause.

4. Preparation of the Investigation Report. At the conclusion of the investigation, the investigator(s) generally will prepare an investigation report (the "Investigation Report") that fairly summarizes the relevant evidence. The Investigation Report may consist of any relevant information, documents, and other evidence that will be provided to the Title IX Hearing Panel/adjudicators. At the investigator's discretion, such information may include, as applicable: the formal complaint, the notice of allegations, any other evidence obtained during the investigation, and the investigator's report of the investigation. The Investigation Report will be forwarded to the Title IX Coordinator. The Title IX Coordinator will review the Investigation Report and has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information added, removed, or redacted from the Investigation Report.

5. Duration of an Investigation. The University will strive to complete the investigation within forty-five (45) calendar days from the date the formal complaint and notice of allegations are provided to the investigator, but this time frame may be extended depending on the circumstances of each case, including the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses involved, the effect of a concurrent criminal investigation, any intervening school break, or other circumstance. In cases involving allegations of Title IX Sexual Harassment, the University will strive to complete the initial investigation in this 45-day time frame, but the final investigation report will not be completed until after the review of directly related evidence.

J. Access to Information in Cases Involving Allegations of Title IX Sexual Harassment. The procedures in the formal process for all cases of Sexual Misconduct are the same through the investigation phase. Prior to providing access to information, the Title IX Coordinator will make a final determination as to the procedures that will apply to the access to information phase and the adjudication phase. The following governs access to information in cases involving allegations of Title IX Sexual Harassment.

1. Review of Directly Related Evidence. For complaints involving allegations of Title IX Sexual Harassment, the parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the University does not intend to rely in reaching a determination regarding responsibility, and inculpatory and exculpatory evidence whether obtained from a party or other source.

(a) The Evidence Response Statement. The Title IX Coordinator or investigator will send such evidence to each party and each party's advisor in electronic format or hard copy. The parties will have a ten (10) calendar day period to review the evidence and prepare a written response to the evidence (the "Evidence Response Statement"). Each party's Evidence Response Statement may not exceed two thousand (2,000) words in length. The Evidence Response Statement must be submitted to the Title IX Coordinator within the ten (10) calendar day period. The Evidence Response Statement may be used as an opportunity to clarify information contained in the directly related evidence, to present the party's viewpoint about whether the evidence directly related to the allegations is relevant and therefore whether it should be included in the Investigation Report, and to identify evidence previously provided to the investigator that was not included in the directly related evidence that the party believes is directly related and relevant. While the parties may be assisted by their advisors in preparation of the Evidence Response Statement, the Evidence Response Statement must be submitted by the party, must be the party's own statement, and may not be used to submit the

statements of others on the party's behalf. The parties may not address each other in the Evidence Response Statement. The parties and parties' advisors may use the evidence reviewed at this step only for purposes of participating in the complaint resolution process and are prohibited from disseminating or otherwise sharing the evidence with any other individual. Prior to being provided with the evidence obtained as part of the investigation that is directly related to the allegations, the parties and parties' advisors will be required to sign a non-disclosure agreement agreeing to such terms.

(b) Review of Evidence Response Statements by Title IX Coordinator. The Title IX Coordinator will review the parties' Evidence Response Statements and may remove or redact any portions of the parties' Evidence Response Statements that exceed the word limit of the statements as set forth above or that otherwise exceed the permitted scope of information that may be considered in the complaint resolution process (such as treatment records without consent or information subject to a legal privilege without a waiver).

(c) Review of Evidence Response Statements by Investigator. The investigator will consider the parties' Evidence Response Statements prior to completion of the Investigation Report. All the evidence made available for the parties' review will be available during the live hearing.

2. Review of the Investigation Report. For complaints involving allegations of Title IX Sexual Harassment, the Title IX Coordinator or investigator will send the Investigation Report to each party and each party's advisor in electronic format or hard copy at least ten (10) days prior to the live hearing.

(a) The Written Response Statement. The parties will have a five (5) calendar day period to review the Investigation Report and prepare a written response to the report (the "Written Response Statement"). Each party's Written Response Statement may not exceed three thousand (3,000) words in length. The Written Response Statement must be submitted to the Title IX Coordinator within the five (5) calendar day period described above. The Written Response Statement may be used as an opportunity to clarify points in the Investigation Report or identify information previously given to the investigator(s) that is not included in the Investigation Report which the party believes should have been included and raise other concerns regarding the evidence. While the parties may be assisted by their advisors in preparation of the Written Response Statement, the Written Response Statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. The parties may not address each other in the Written Response Statement. The parties and parties' advisors may use the Investigation Report only for purposes of participating in the complaint resolution process and are prohibited from disseminating or otherwise sharing the Investigation Report with any other individual. Prior to being provided with the Investigation Report, the parties and parties' advisors will be required to sign a non-disclosure agreement agreeing to such terms.

(b) Review of the Written Response Statement by the Title IX Coordinator. The Title IX Coordinator will review the parties' Written Response Statements. Based on the statements, the Title IX Coordinator has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information removed or redacted from the Investigation Report. In addition, the Title IX Coordinator may remove or redact any portions of the parties' Written Response Statements that exceed the word limits of the statements as set forth above or that otherwise exceed the permitted scope of information that may be considered in the complaint resolution process (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's prior sexual history if an exception does not apply).

K. Access to Information in Cases Involving Allegations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Occurring Outside of the Education Program or Activity or Against a Person Outside of the United States. The procedures in the formal process for all cases of Sexual Misconduct are the same through the investigation phase. Prior to providing access to information, the Title IX Coordinator will make a final determination as to the procedures that will apply to the access to information phase and the adjudication phase. The following governs access to information in cases involving allegations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking occurring outside of an education program or activity or against a person outside of the United States.

1. The Investigation Report. A preliminary version of the Investigation Report will be prepared by the investigator and made available for review by the complainant and respondent. The Title IX Coordinator will provide a five (5) calendar day period for the complainant and respondent to have access to review the Investigation Report and prepare a response. The parties' access to the Investigation Report generally will be provided during normal business hours in a designated-on campus location. During their review of the preliminary version of the Investigation Report, the parties may create typed or handwritten notes. The preliminary version of the Investigation Report cannot be copied, photographed, or removed from that location. Audio transcriptions of the Investigation Report are also prohibited.

2. Submitting the Written Response Statements. Both parties will have the opportunity to provide a written response to the preliminary Investigation Report (the "Written Response Statement"). To do so, the party must submit a Written Response Statement, which may not exceed two thousand (2,000) words in length, to the Title IX Coordinator. The Written Response Statement must be submitted by the conclusion of such five (5) calendar day period. The Written Response Statement may be used as an opportunity to clarify points in the Investigation Report or identify information previously given to the investigator(s) that is not included in the Investigation Report which the party believes should have been included, identify questions a party believes the other party has not yet answered or evidence the other party has not explained, raise other concerns regarding the evidence, and to challenge the credibility of the other party and witnesses. While the parties may be assisted by their advisors in preparation of the Written Response Statement, the Written Response Statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. The parties may not address each other in the Written Response Statement.

3. Submitting the Written Rebuttal Statements. The parties will have an opportunity to review the Written Response Statement submitted by the other party and, if desired, may submit a rebuttal statement ("Written Rebuttal Statement") not to exceed one thousand (1,000) words. The Title IX

Coordinator will provide a two (2) calendar day period for the complainant and respondent to have access to review the other party's Written Response Statement and submit a Written Rebuttal Statement. The parties' access to the Written Response Statement generally will be provided during normal business hours in a designated-on campus location. The Written Response Statement cannot be removed from that location, nor can duplications be made, or pictures taken of the contents. The Written Rebuttal Statement may only be used to respond to arguments made in the other party's Written Response Statement and to challenge the credibility of the other party and any witnesses. While the parties may be assisted by their advisors in preparation of the Written Rebuttal Statement, the Written Rebuttal Statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. The parties may not address each other in the Written Rebuttal Statement.

4. **Reviewing the Written Rebuttal Statements.** The parties will have an opportunity to review the Written Rebuttal Statement submitted by the other party. The Title IX Coordinator will provide a two (2) calendar day period for the complainant and respondent to have access to review the other party's written rebuttal statement. The parties' access to the Written Rebuttal Statement generally will be provided during normal business hours in a designated-on campus location. During their review of the Written Rebuttal Statement, the parties may create typed or handwritten notes. The Written Rebuttal Statement cannot be copied, photographed, or removed from that location. Audio transcriptions of the Written Rebuttal Statement are also prohibited. While the parties have the opportunity to review the Written Rebuttal Statement of the other party, no further responses are permitted by either party.

5. **Limited Use of Materials.** The parties and parties' advisors may use the Investigation Report and written statements of the other party reviewed at this step only for purposes of participating in the complaint resolution process and are prohibited from disseminating or otherwise sharing the report and written statements with any other individual. Prior to being provided with the report and written statements, the parties and parties' advisors will be required to sign a non-disclosure agreement agreeing to such terms.

6. **Review by Title IX Coordinator.** The Title IX Coordinator will review the Written Response Statements and Written Rebuttal Statements. Based on the statements, the Title IX Coordinator has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information added to or redacted from the Investigation Report. In addition, the Title IX Coordinator may remove or redact any portions of the parties' written statements that exceed the word limits of the statements as set forth above or that otherwise exceed the permitted scope of information that may be considered in the complaint resolution process (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's prior sexual history if an exception does not apply).

L. **Adjudication.** Upon completion of the investigation, the Title IX Coordinator will compile the adjudication file which will be shared with the members of the Title IX Hearing Panel. In cases involving allegations of (1) Title IX Sexual Harassment or (2) Sexual Assault, Domestic Violence, Dating Violence, or Stalking *occurring outside of* the University's education program or activity or against a person *outside of* the United States, the parties will be given access to any information that is included in the adjudication file to the extent that it includes additional information that the parties did not review as part of the Access to Information step discussed above in paragraphs J and K concerning Access to Information. In cases involving allegations of Title IX Sexual Harassment, the written Notice of Determination will generally be received within twenty-five (25) calendar days from the date the live hearing concludes. In cases involving allegations of other forms of Sexual Misconduct, the written Notice of Determination will generally be received within twenty-five (25) calendar days from the date

the Hearing Panel receives the Adjudication File. In some cases, more time may be required.

1. Hearing of Cases Involving Allegations of Title IX Sexual Harassment. Upon completion of the investigation in cases involving allegations of Title IX Sexual Harassment, the matter will be submitted to a Title IX Hearing Panel that will conduct a prompt, equitable and live hearing and make a determination regarding responsibility and, if appropriate, sanctions.

- (a) Appointment of the Title IX Hearing Panel. The Title IX Coordinator will designate a panel of three (3) adjudicators to serve as the Title IX Hearing Panel. One member of the Title IX Hearing Panel will serve as the Title IX Hearing Panel Chair. Generally, the Title IX Hearing Panel shall be chosen from a pool of qualified faculty and staff members who are listed annually on the Title IX page on the University website. The University reserves the right to appoint any trained individuals who are without conflict or bias to the Title IX Hearing Panel. The Title IX Hearing Panel will not include the Title IX Coordinator or the investigator from the same matter. If any party has a concern that a member of the Title IX Hearing Panel has a conflict of interest or bias, the party should report the concern in writing as indicated in *Section VII.N - Conflicts of Interest*.
- (b) Presumption and Burden of Proof. The presumption is that the respondent is not responsible for a Policy violation. The respondent will be deemed responsible for a Policy violation only if (i) the Title IX Hearing Panel concludes that there is sufficient evidence, by a "preponderance of evidence," to support a finding that the respondent engaged in Sexual Misconduct or (ii) the respondent admits responsibility for a Policy violation. If the respondent admits responsibility for a Policy violation or (ii) the Title IX Hearing Panel determines that the respondent is responsible for a Policy violation, the Title IX Hearing Panel will then determine what sanctions and remedies are warranted.
- (c) Questioning the Other Party and Witnesses. At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such questions will be conducted directly, orally, and in real time by the party's advisor and will never be conducted by a party personally. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question at the hearing, the Title IX Hearing Panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- (d) Questions Regarding Prior Sexual Conduct. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant in the formal complaint, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. All evidence obtained

as part of the investigation that is directly related to the allegations raised in the formal complaint will be made available at the hearing.

- (e) Refusal to Answer Questions. If a party is not willing to answer any relevant question from the other party's advisor, or a witness is not willing to answer any relevant question from either advisor, the Title IX Hearing Panel will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Title IX Hearing Panel, however, will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (f) Live Hearing Logistics. The hearing will generally be held by videoconference with the parties, witnesses, and Title IX Hearing Panel located in separate locations and technology enabling the Title IX Hearing Panel and parties to simultaneously see and hear the party or the witness answering questions. The University reserves the right to determine that a hearing will instead be conducted with all participants, including the parties, witnesses, and the Title IX Hearing Panel physically present in the same location. In the event that the live hearing is held with the participants in the same location, at the request of either party, the University will provide for the parties to be located in separate rooms with technology enabling the Title IX Hearing Panel and parties to simultaneously see and hear the party or witness answering questions.
- (g) Record of the Hearing. The University will create an audio or audiovisual recording, or transcript, of any live hearing and, upon request, will make it available to the parties for inspection and review.
- (h) University Appointed Advisors. If a party does not have an advisor present at the live hearing, the University will provide an advisor to the party, without fee or charge to that party, to conduct cross-examination on behalf of that party. If a party will not have an advisor present at the hearing, the party must inform the Title IX Coordinator at least three (3) calendar days prior to the live hearing so that the University may appoint an advisor for the hearing. The appointed advisor's role will be limited to relaying the party's questions to be asked of other parties and witnesses. The appointed advisor shall not perform any function beyond relaying the party's desired questions. The University reserves the right to appoint any individual as the University deems appropriate to act as an advisor at a live hearing. The University's appointment of an advisor is final and a party who refuses to work with an appointed advisor at the live hearing will forfeit his or her right to conduct cross-examination or other questioning at the hearing.
- (i) The Decision-Making Process. The presumption is that the respondent is not responsible for a Policy violation. The respondent will be deemed responsible for a Policy violation only if the Title IX Hearing Panel concludes that there is sufficient evidence, by a "preponderance of evidence," to support a finding that the respondent engaged in Title IX Sexual Harassment. If the Title IX Hearing Panel determines that the respondent is responsible for a Policy violation, the Title IX Hearing Panel will then determine what sanctions and remedies are warranted. When a respondent is found not responsible for a Policy violation, but nevertheless is found to have engaged in inappropriate conduct—for example, inappropriate remarks or actions that do not rise to the level of a violation of this Policy—the University may, in its discretion, require the

respondent to receive appropriate education and/or training. The University may also recommend counseling or other support services for the respondent.

2. Cases Involving Allegations of Other Sexual Misconduct. Upon completion of the investigation in matters involving allegations of Sexual Misconduct that are not Title IX Sexual

Harassment, the Title IX Coordinator will designate appropriate adjudicators to complete a prompt and equitable adjudication.

- (a) Appointment of the Hearing Panel. Typically, a panel of three (3) adjudicators (the “Hearing Panel”) will be appointed to each case. Generally, the Hearing Panel members shall be chosen from a pool of qualified faculty and staff members who are listed annually on the Title IX page of the University website, but the University reserves the right to appoint any trained Hearing Panel members who are free from conflict of interest or bias. If any party has a concern that a Hearing Panel member has a conflict of interest or bias, the party should report the concern in writing as indicated in *Section VII.N - Conflicts of Interest*.
- (b) Review of the Evidence. The Hearing Panel will review the Investigation Report and any Written Response Statements and Written Rebuttal Statements provided by the complainant and respondent after the parties' review of the preliminary Investigation Report. The Hearing Panel may, in its discretion, seek additional information from the investigator(s), the parties, or another individual, or request additional investigation by the investigator(s). In cases involving allegations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking (that occurred *outside of* the education program or activity or against a person *outside of* the United States), if such information is shared with the Hearing Panel, the parties will be notified and provided access to that information.
- (c) Presumption and Burden of Proof. The presumption is that the respondent is not responsible for a Policy violation. The respondent will be deemed responsible for a Policy violation only if the Hearing Panel concludes that there is sufficient evidence, by a "preponderance of evidence," to support a finding that the respondent engaged in Sexual Misconduct. If the Hearing Panel determines that the respondent is responsible for a Policy violation, it will then determine what sanctions and remedies are warranted.
- (d) Previous Conduct Violations. As part of that determination of sanctions/remedies, the Title IX Coordinator may, in his or her discretion, provide the Hearing Panel with information regarding any previous violations of this Policy or other University policies by the respondent. In cases involving allegations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking (that occurred outside of the education program or activity or against a person outside of the United States), if such information is shared with the Hearing Panel, the parties will be notified and provide access to that information.
- (e) Discretionary Education and Training. When a respondent is found not responsible for a Policy violation, but nevertheless is found to have engaged in inappropriate conduct — for example, inappropriate remarks actions that do not rise to the level of a violation of this Policy — the University may, in its discretion, require the respondent to receive appropriate education and/or

training. The University may also recommend counseling or other support services for the respondent.

3. Sanctions and Remedies. The Title IX Hearing Panel / Hearing Panel will impose sanctions and remedies as necessary to end the misconduct, prevent its recurrence, and address its effects. The University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Misconduct in order to protect the rights and personal safety of the complainant, students, faculty, staff, and other University community members. Not all forms of Sexual Misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions depending on the severity of the offense. The University may also impose different sanctions if the respondent has been found responsible for a violation of university policy previously. Individuals who are found responsible for violations of this Policy may be sanctioned as appropriate for students, employees, visitors, or others, including, but not limited to the sanctions described below. Any concern about a violation of an imposed sanction should be reported to the Title IX Coordinator. Each of these sanctions and other sanctions may be imposed alone or in combination for a respondent found responsible for Sexual Misconduct:

- (a) Student Respondent Sanctions. If a student respondent is determined to be responsible for a violation of this Policy, a range of sanctions may be imposed. Those sanctions include, but are not limited to: anger intervention assessment and counseling; participation in and completion of an abuse intervention program, that may include mental health counseling; restriction from some or all Samford property, programs or activities; community service; work assignments; written assignments; research assignments; fines; written warnings; suspension of privileges; no contact orders; parental notification; probation; residence hall expulsion; residence hall restriction; residence hall suspension; restitution; substance abuse intervention, education and treatment; training on Sexual Misconduct and appropriate interpersonal relationships; suspension from the university; expulsion from the university; and temporary or permanent withholding of a degree.
- (b) Employee Respondent Sanctions. If an employee respondent (faculty or staff) is determined to be responsible for a violation of this Policy, a range of sanctions may be imposed. Those sanctions include, but are not limited to: anger intervention assessment and counseling; participation in and completion of an abuse intervention program, that may include mental health counseling; restriction from some or all Samford property, programs or activities; community service; written warnings; no contact orders; restitution; substance abuse intervention, education and treatment; training on Sexual Misconduct and appropriate interpersonal relationships; suspension of employment without pay; and termination of employment.
- (c) Other Respondent Sanctions. Sexual Misconduct may be committed by persons who may have some association with Samford, such as a vendor, applicant, camp participant, delivery person, alumnus or visitor. All complaints against persons who are not students, faculty staff or other employees will be investigated by the Title IX Coordinator or the Title IX Coordinator's designee. Remedies shall be determined by the Title IX Coordinator, in consultation with the academic dean or head of the department responsible for or most closely associated with the person against whom the complaint is made. If the respondent has some business relationship with the University, the sanction may include revision or termination of such business relationship. If the Title IX Coordinator and the dean or head of the department do not agree, the remedy will be determined by the Title IX Coordinator in consultation with the Provost and the Vice President for Business and Financial Affairs.
- (d) Campus Organization Sanctions. When an investigation reveals that a campus organization (such as a student club, athletic team, campus academic department, or staff/faculty committee) has

committed or promoted behavior involving Sexual Misconduct, the organization may be sanctioned. Sanctions to the organization may include, but are not limited to, loss of University privileges (including, but not limited to, prohibition on the organization's participation in certain activities and the use of University facilities), educational requirements for organization members, additional oversight of organization activities, temporary loss of funding and loss of recognition by the University, and permanent loss of organization recognition, in addition to individual members of the organization who are determined responsible for a Policy violation being subject to the sanctions listed above. All campus organizations and departments are responsible for the actions of their respective members when they are acting on behalf of the organization or department.

4. Remedies for the Complainant. Remedies for the complainant are designed to restore or preserve equal access to the University's education program or activity and restore the complainant's safety and well-being. Remedies may, but need not be disciplinary or punitive, and may impose a burden on the respondent. The Title IX Coordinator is responsible for the selection and effective implementation of any remedies, which may be long-term or permanent. The Title IX Coordinator will consider the appropriateness of remedies on an ongoing basis to assure the safety and well-being of the parties throughout the process. Long-term remedies may include extending or making permanent any Supportive Measures or implementing additional measures tailored to achieve the goals of this Policy. Many of the remedies and supports that a complainant might need after a finding of responsibility will have already been provided as Supportive Measures on an ongoing basis to assure the safety and well-being of the parties throughout the process.

5. Notice of Determination. The complainant and respondent will simultaneously receive a written notice of the outcome of the formal complaint (the "Notice of Determination"). Prior to being provided the Notice of Determination, the parties and parties' advisors will be required to sign a non-disclosure agreement. The parties and parties' advisors are prohibited from disseminating or otherwise sharing the Notice of Determination with any other individual, except as permitted in the non-disclosure agreement. For formal complaints involving (1) Title IX Sexual Harassment or (2) Sexual Assault, Dating Violence, Domestic Violence, or Stalking occurring *outside of* an education program or activity or against a person *outside the* United States, the Notice of Determination shall include the following:

- (a) The allegations potentially constituting Sexual Misconduct;
- (b) A description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings held);
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of the University's policy to the facts, and the determination regarding responsibility as to each allegation;
- (e) Any imposition of sanctions;
- (f) The rationales for the determination and sanctions (including how the evidence was weighed, how the information supports the result, and the standard of evidence applied);
- (g) Whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant;

- (h) Any other steps the University has taken to eliminate the conduct and prevent its recurrence;
and
- (i) Information about the procedures and permissible bases for appeal, and when the result becomes final.

For all other complaints of Sexual Misconduct, the Notice of Determination shall include the determination of the Title IX Hearing Panel or the Hearing Panel (together, the “Panels,” or singly, a “Panel”), as appropriate. The determination of a Panel may be appealed as provided in *Article X - Appeals*. In the event that no appeal is filed within the time periods prescribed in *Article X - Appeals*, the decision of the Panel will be final and the sanctions, if any, will be effective.

M. Dismissal of Formal Complaint Prior to Adjudication.

1. **Mandatory Dismissal.** If the allegations in a formal complaint are initially included in the notice of allegations as allegations of Title IX Sexual Harassment, but facts are gathered during the course of the complaint resolution process indicate that the alleged conduct does not meet the definition of Title IX Sexual Harassment under this Policy, the University will dismiss the formal complaint as to those allegations. Even if a formal complaint or any allegations of Title IX Sexual Harassment are dismissed, the University reserves the right to move forward with a complaint resolution process using the other Sexual Misconduct definitions and the other procedures in this Policy, as applicable.

2. **Discretionary Dismissal.** In cases involving allegations of any Sexual Misconduct, the University may, at its discretion, dismiss the case prior to adjudication in certain circumstances. Circumstances that may lead to dismissal prior to adjudication, include, but are not limited to: (i) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (ii) the respondent is no longer enrolled or employed by the University; or (iii) specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

3. **Notice of Dismissal.** If the University dismisses a formal complaint, the University will promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. A dismissal of a formal complaint may be appealed as provided below.

APPEALS

The parties may appeal a decision to dismiss a formal complaint, or any allegations therein, as discussed above in *Section IX.M - Dismissal of Formal Complaint Prior to Adjudication*. The parties may also appeal the decision of a Panel regarding responsibility or no responsibility for a violation of this Policy.

N. Grounds for Appeal. The grounds for appeals are limited to the following: (1) a procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and (3) the Title IX Coordinator, investigator(s), or a Panel member had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

O. Submitting an Appeal. A party may request an appeal by submitting a written appeal statement (the “Appeal Statement”), not to exceed one thousand five hundred (1,500) words, challenging the outcome of the complaint resolution process. The Appeal Statement must explain which of the above grounds the party is invoking for the appeal and the Appeal Statement must be received by the Title IX Coordinator within seven (7) calendar days following the date that the Notice of Determination was sent to the

complainant and respondent. While the parties may be assisted by their advisors in preparation of an appeal, the Appeal Statement must be submitted by the party requesting the appeal, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. Failure to file a timely Appeal Statement constitutes a waiver of any right to an appeal.

P. Review by the Title IX Coordinator. The Title IX Coordinator will review the Appeal Statement to determine whether it states permissible grounds for appeal, such that the appeal will be considered. The Title IX Coordinator may remove or redact any portions of the Appeal Statement that exceed the word limit or that otherwise exceed the scope of information that may be considered in the complaint resolution proceeding (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's prior sexual history if an exception does not apply).

Q. Response to an Appeal. If the Title IX Coordinator determines that the Appeal Statement sets forth a permissible ground for appeal, the non-appealing party will be notified of the appeal (the "Notice of Appeal") by the Title IX Coordinator and provided an opportunity to review the Appeal Statement and submit a written response in support of the outcome (the "Appeal Response"). An Appeal Response in support of the outcome described in the Notice of Determination or other Panel decision must not exceed one thousand five hundred (1,500) words and must be submitted to the Title IX Coordinator within seven (7) calendar days of receiving the Notice of Appeal. While a non-appealing party may be assisted by his or her advisor in preparation of the Appeal Response, the Appeal Response must be submitted by the non-appealing party, must be the non-appealing party's own statement, and may not be used to submit the statements of others on the non-appealing party's behalf. The Title IX Coordinator will review the Appeal Response and may remove or redact any portions of the Appeal Response that exceed the word limit or that otherwise exceed the scope of information that may be considered in the complaint resolution proceeding (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's prior sexual history if an exception does not apply).

R. Compiling the Appeal File. The Title IX Coordinator generally will compile information concerning the case (the "Appeal File"), which may consist of any information, documents, or other evidence that is provided to the Appeal Panel. Such information shall include the Appeal Statement, the Appeal Response, the Notice of Determination, the Adjudication File in its entirety, any previously undiscovered evidence (if discovery of new evidence is a ground for the appeal), and any other information determined to be necessary for the Appeal Panel's decision, at the Title IX Coordinator's discretion.

S. Reviewing the Appeal File. For complaints involving allegations of (1) Title IX Sexual Harassment or (2) Sexual Assault, Dating Violence, Domestic Violence, or Stalking *occurring outside of* the education program or activity or against a person *outside of* the United States, the Appeal File will be made available for review by the complainant and respondent. The Title IX Coordinator will provide a ten five (5) calendar day period for the complainant and respondent to have access to review the Appeal File and such access generally will be provided during normal business hours in a designated on-campus location. The Appeal File cannot be removed from that location, nor can copies be made or pictures taken of the contents. The parties and parties' advisors may use the Appeal File and any additional information reviewed during the consideration of the appeal (see below), only for purposes of participating in the complaint resolution process and are prohibited from disseminating or otherwise sharing the Appeal File or additional information with any other individual. Prior to being provided access to the Appeal File or any additional information, the parties and parties' advisors will be required to sign a non-disclosure agreement agreeing to such terms.

T. The Appeal Panel. The parties shall receive written notice of the appeal panel appointed to rule on the appeal (the "Appeal Panel"). Generally, the Appeal Panel will consist of three (3) adjudicators chosen

from a pool of qualified faculty and staff members who are listed annually on the Title IX page of the University website, but the University reserves the right to appoint any trained Panel members who are free from conflict of interest or bias. If any party has a concern that an Appeal Panel member has a conflict of interest or bias, the party should report the concern in writing as indicated in *Section VIII.N - Conflicts of Interest*. The Appeal Panel members may not be one of the Panel members, the investigator, or the Title IX Coordinator on the same matter.

U. Consideration of an Appeal. The Appeal Panel will not rehear the case but will review the Appeal File and consider whether it is more likely than not that one of the above-listed grounds for appeal have been satisfied. If at least two (2) of the members of the Appeal Panel determine there is sufficient evidence to conclude that it is more likely than not that one of the above grounds for appeal is satisfied, and the matter may be remanded for further investigation, further deliberations by the Panel, and/or an additional live hearing, as determined by the Appeal Panel. When the matter is remanded, the Appeal Panel will determine whether the matter should be remanded to the original Panel or whether a new Panel should review the matter. The Appeal Panel may not change the Panel's determination of whether the respondent was responsible or not responsible for a Policy violation. Only the Panel reviewing the matter on remand from an appeal may change the determination of the original Panel of whether the respondent was responsible or not responsible for a Policy violation. If the reasons for remand relate to the investigation or warrant additional investigation, the Appeal Panel will determine whether the matter should be remanded to the previous investigator(s) or whether a new investigator(s) should be appointed.

V. Process for Remanded Matters. If a matter is remanded by an Appeal Panel, the investigator and/or Panel shall utilize the same process as required for all complaint processes under this Policy. The determination made on remand will be appealable under the procedures discussed in this Section.

W. Process for Affirmed Matters. If the Appeal Panel determines that there is insufficient evidence to conclude that it is more likely than not that one or more grounds for appeal have been satisfied, the Appeal Panel will dismiss the appeal. This decision is final and is not appealable. If the Appeal Panel dismisses the appeal, any sanctions determined by the Panel will be effective on the date the Appeal Panel's decision is provided to the parties.

X. Written Decision of Appeal Panel. The Title IX Coordinator will simultaneously issue to the parties a written decision of the Appeal Panel describing the result of the appeal and the Appeal Panel's rationale for the result. The University will strive to complete the appeal within twenty (20) calendar days following the Appeal Panel's receipt of the Appeal File from the Title IX Coordinator; however, in some cases, more time may be required.

Y. Exclusive Appeals Process. Appeals arising out of alleged violations of this Policy must be made under this appeal process and are not eligible for consideration under any other faculty, staff or student grievance policies or processes.

X. RECORDKEEPING RELATING TO SEXUAL MISCONDUCT

A. Record Retention Generally. The Title IX Coordinator is responsible for maintaining the official University records of Sexual Misconduct reports and formal complaints. When a formal complaint is pending, each official having a role in the response and resolution process is responsible for handling records appropriate to their role. When the process is complete, the official records relating to the formal complaint will be provided to the Title IX Coordinator, who will maintain such records in accordance with the University's record retention requirements and applicable law. Records related to Sexual Misconduct reports and formal complaints will be treated as confidential and shared only on a need-to-know basis, as

required by law, or to conduct a complaint resolution process.

B. Retention of Certain Records. Notwithstanding the generality of the preceding paragraph A or any University record retention or destruction policy, the University shall maintain, for seven (7) years from the conclusion of a matter, all records concerning any of the following: each Title IX Sexual Harassment investigation (including any determination regarding responsibility, recording/transcript of the hearing, disciplinary sanctions imposed, and remedies provided); any appeal and its result; any informal resolution and results; all training materials for the University's Title IX personnel; actions taken in response to a report or formal complaint (including supportive measures); the basis for any conclusion that the response of the University was not deliberately indifferent (including if no supportive measures were provided – why that was not clearly unreasonable in light of the known circumstances); and documentation of measures taken by the University intended to restore or preserve equal access to the education program or activity.

XI. PROHIBITED RELATIONSHIPS BY PERSONS IN AUTHORITY

A. Prohibited Relationships. The employee (faculty and staff) to student relationship is one of trust. A University employee has the professional responsibilities to serve as a mentor, educator, and evaluator for students. Employee-student romantic and/or sexual attention, interaction, or relationships, even mutually consenting ones, interfere with a student's unfettered pursuit of learning and the integrity of the academic and workplace environment. Consensual relationships are defined in the university Consensual Relationship Policy as a romantic and/or sexual relationship to which both parties have given their consent. As between University employees and undergraduate students, consensual relationships are prohibited. University employees are prohibited from engaging in consensual relationships with graduate students with whom such employee has an academic or supervisory relationship. It is a violation of the Consensual Relationship Policy for an employee to pursue or attempt to initiate a consensual relationship with a student if such a consensual relationship would be prohibited by the Consensual Relationship Policy.

B. Disclosure of Certain Consensual Relationships. If an ongoing consensual relationship began when both parties were undergraduate or graduate students and one of the parties thereafter becomes a university employee, such a consensual relationship should be disclosed by the employee at the time of employment but is not prohibited unless the employee is in a position to directly impact the academic or professional status or development of the student, either currently or afterwards. Such an employee may not be defended or indemnified by the University if difficulties in the relationship arise, including, student claims of Sexual Misconduct against Samford or the employee.

C. Employees Must Read and be Familiar with Consensual Relationship Policy. Consensual relationships are addressed in the Consensual Relationship Policy designated in the Faculty Policy Handbook as Policy C3.5 and in the Staff Policy Handbook as Policy 6.20. All University employees must read and be familiar with that policy. A violation of the Consensual Relationship Policy may subject an employee to disciplinary action, up to and including termination of employment. Questions by faculty about the Consensual Relationship Policy should be directed to the Senior Associate Provost. Other employees should make their inquiry to the Director of Human Resources.

XII. POLICY REVISION AND AMENDMENTS

A. Annual Review. The University, through a working group that will include the Title IX Coordinator, the General Counsel, the Deputy Title IX Coordinators, the Provost and Vice President for Academic Affairs, the Vice President for Business and Financial Affairs, the Vice President of Student Affairs and Enrollment Management, and the Director of Athletics, will review and propose updates to this Policy, as

appropriate, no less than annually. The University will evaluate, among other things, any changes in legal requirements and existing University resources.

B. Amendments. Amendments to Article I.A of this Policy must be approved by the University Board of Trustees. Other amendments of this Policy, including changes in procedures, may be made by a majority vote the working group described in the preceding paragraph A when the change will not modify the Policy set forth in Article I.A of this Policy, as determined by the University General Counsel or other legal counsel advising the University. Non-substantive amendments, such as, but not limited to, changes of the names of specific individuals, addresses, email addresses, telephone numbers, emergency and community resources, technical corrections, or typographical errors may be made from time to time by the Title IX Coordinator with the approval of the General Counsel.

Effective Date: August 14, 2020

Revision History:

XIII. RESOURCES

Below is a list of available resources:

Sexual Assault, Dating/ Domestic Violence, and Stalking

Rape Response (24-Hour Assistance)

- (205) 323-7273 or (800) 656-HOPE

University Counseling Services

- (205) 726-2065

National Suicide Hotline

- (800) 273-8255

Samford Department of Human Resources

- (205) 726-2809

Samford Office of Diversity and Intercultural Initiatives

- (205) 726-2725

University Health Services

- (205) 726-2835

St. Vincent's Emergency Department

- (205) 212-6001

Brookwood Baptist Medical Center Emergency Department

- (205) 877-1000

Samford Department of Public Safety

- (205) 726-2020

Samford Office of Accessibility and Accommodations

- (205) 726-4078

Homewood Police Department

- (205)332-6200 (non-emergency)

Jefferson County Sheriff's Office

- (205) 325-1450

Samford Title IX Coordinator

Lisa Overton

- (205) 726-2764

Samford Title IX Deputy Coordinator

Ms. Michelle Durban

- (205) 726-4562

Samford Title IX Deputy Coordinator

Mr. Joel Windham

- (205) 726-2837

University Minister

Rev. Bobby Gatlin

- (205) 726-4538

To submit a complaint with the US Department of Education Office of Civil Rights, visit the OCR webpage: ed.gov/OCR