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Dear Union Family:

I am so glad that you have chosen to be part of the Union community! The Student Life Team at Union invites you into an engaging and intentional educational atmosphere where you will have the opportunity to encounter God, experience community and engage culture. Whether you are a new or returning student, we look forward to getting to know you better, to hear your stories, and to encourage you in this journey.

My goals for you this year are threefold: First and foremost, that you would continue to develop an authentic, life-altering relationship with Jesus Christ; second, that you would thrive academically and get excited about your courses and about how God is preparing you for service to His Kingdom; and third, that you actively partner to create a Bonhoeffer-type community in this place where we do “life together” very well. Each of these goals requires us to be genuine, to have fortitude, and to give sacrificially of ourselves.

The aim of my office is to create a seamless learning environment in which both curricular and co-curricular learning prepares Union students to become Excellence-Driven, Christ-Centered, People-Focused and Future-Directed. To this end, please know that my office is eager to provide you with helpful opportunities and resources, accurate information, and innovative solutions. On behalf of the entire Student Life team at Union University, we look forward to serving you this year!

Bryan Carrier, Ed.D.
Vice President for Student Life & Dean of Students

Hey there Bulldogs!

Welcome to a new year at Union! I would like to extend my sincerest thanks and appreciation to the student body for allowing me to serve as President of the Student Government Association. It is an amazing privilege, and I look forward to completing another semester of service.

We are so excited to have you here on campus! Each year is such an incredible and exciting time, and Union would not be what it is without you. As you embark on a new period of experiences and opportunities, know that the Student Government Association is always here to serve you.

It is amazing to think that it is already my senior year. Studying at Union has been such a positive experience where I have grown in various aspects of life. God is undoubtedly working on this campus, and it is a joy to share that experience with my friends and classmates. I will savor the lasting relationships I have made through my classes, local church and campus involvement. I encourage you to soak up the culture that is cultivated within our Christ-centered community.

Look forward to an administration, faculty and staff who are dedicated to encouraging you to pursue your life calling. They are a network of wonderful support and encouragement that will challenge you to set goals for yourself inside and outside of the classroom. I sincerely hope your year is full of joy, learning, spiritual growth, and lasting memories.

Christ’s peace,

Holly Johnson
SGA President 2015
OUR IDENTITY

Union University is an academic community, affiliated with the Tennessee Baptist Convention, equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being excellence-driven, Christ-centered, people-focused and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

OUR CORE VALUES

- **Excellence-Driven:** We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. Pride does not motivate us to achieve excellence, but rather a desire to do all things for God’s glory because He cares about our work and wants to be involved in everything we do. We will not be satisfied with mediocrity, but will pursue excellence in all things. This means our truth claims carry with them the challenge of living out that truth in the minutes and hours of our daily lives. Thus we will pursue excellence, without arrogance.

- **Christ-Centered:** A cohering core value of our guiding vision is a call to faith, a call to be Christ-centered in all that we are and in all that we do. We will seek to build a Christian liberal arts-based community where men and women can be introduced to an understanding and appreciation of God, His creation and grace, and to humanity’s place of privilege and responsibility in this world. We will seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. To be a Christ-centered institution calls for us to establish the priority of worship and service in the Christian life while seeking to develop a generation of students who can be agents of reconciliation to a factious church in a hurting and broken world. This commitment calls for all faculty and staff to integrate Christian faith in all learning and doing, based on the supposition that all truth is God’s truth and that there is no contradiction between God’s truth made known to us in Holy Scripture and that which is revealed to us through creation and natural revelation.

- **People-Focused:** A third pillar on which we will build our common commitments is the core value of being people-focused. At the heart of our commitment to being people-focused is the visible demonstration of valuing one another. We will give honor to one another through our words and actions, and by committing to each person’s success. We therefore jointly commit ourselves to the success of Union University.

- **Future-Directed:** We will seek to maximize the windows of opportunity the Lord has presented to us to the greatest degree that resources allow. All of our resources and efforts must, by God’s grace, be maximized to fulfill our common mission. A commitment to being future-directed means we want to have a short-term focus and a long term view. We want to involve ourselves in efforts that prepare us effectively to impact the world of the 21st Century.

OUR MISSION

Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.
OUR STATEMENT OF FAITH

1. The Scriptures. The Scriptures of the Old and New Testament were given by inspiration of God and are the only sufficient, certain and authoritative rule of all saving knowledge, faith, and obedience.

2. God. There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself, all perfections, being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience. He exists eternally in three persons: Father, Son, and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being. God ordains or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not to destroy the free will and responsibility of intelligent creatures.

3. Humankind. God originally created humankind in His image, and free from sin; but through the temptation of Satan, they transgressed the command of God, and fell from their original righteousness, whereby all humans have inherited a sinful nature that is opposed to God, and are thus under condemnation. As soon as they are capable of moral action, they become actual transgressors.

4. Jesus Christ. The second person of the Trinity is the eternal Son of God. In his incarnation, Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature, yet without sin. He honored the divine law by His personal obedience, and by His substitutionary death on the cross He made provision for our redemption from sin. He was buried and rose again the third day, and ascended to His Father, at whose right hand He lives to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the universe.

5. Holy Spirit. The Holy Spirit is the Spirit of God, fully divine, who exalts Jesus Christ. The Spirit convicts men and women of sin, of righteousness, and judgment, enabling them to understand the truth. He calls men and women to the Savior, and brings about regeneration, which is a renewal of heart and nature.

6. Salvation. Salvation involves the redemption of the whole person, and is offered freely to all who believe in Jesus Christ as Lord and Savior; accepting and trusting in Him alone for justification and eternal life. Justification is God’s gracious declaration of righteousness of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made. Believers are also sanctified by God’s Word and Spirit dwelling in them. Sanctification is the process of progressing toward moral and spiritual maturity, enabled by the presence and power of the Holy Spirit. Those who are accepted in Christ and sanctified by the Holy Spirit will never totally nor finally fall away from the state of grace, but shall persevere to the end, and be kept by the power of God through faith unto salvation.

7. The Church. The Lord Jesus Christ is the Head of the Church, which is composed of all true followers of Christ, and in Him is invested supremely all power for its government. Christians are to associate themselves with local churches; and to each church is given the authority to administer order, to carry out ministry, to worship, and to practice discipline.

8. Last Things. The bodies of humans after death return to dust, but their spirits return immediately to God—the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. God in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth. At the last day, the bodies of all the dead, both just and unjust, will be raised. God has appointed a day, when He will judge the world by Jesus Christ, when all people shall receive according to their deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life.
RESPONSIBILITIES AND EXPECTATIONS FOR COMMUNITY LIFE AT UNION UNIVERSITY

INTRODUCTION

Students possess the privileges, responsibilities, and rights of several citizenships, including those of state, federal and municipal governments. Enrollment in Union University presents privileges beyond those available to all citizens at the partial expense of the Tennessee Baptist Convention. These additional privileges come with additional responsibilities.

The Union campus life handbook serves as the main university handbook. All other handbooks (e.g. handbooks specific to a school, college, academic discipline) serve as handbook supplements to this main handbook. Where there may be conflicting policies, the policies listed in this campus life handbook will take precedence.

The campus life handbook is not a contract. However, students are bound by the policies and community values listed in this student handbook. The most recent handbook supersedes previous versions. Union reserves the right to revise and amend this handbook. Any changes to this handbook after publishing will be sent to students via email and also included as an addendum at www.uu.edu/studentservices/handbook.

COMMUNITY RESPONSIBILITY AND ACCOUNTABILITY

At Union University all members of the University community have a responsibility to the values of the University and to one another. The commitment to these values is expected at any time a student is enrolled, whether or not school is in session. When in the presence of a values violation, the individual has the responsibility to 1) intervene and confront the violation so the behavior stops; and/or 2) immediately leave the area where the violation is occurring and contact appropriate Union University staff members so the violation can be addressed. If members of the community willingly remain in the presence of a values violation without either confronting the violation, or leaving the area immediately and contacting appropriate University staff members, they may be perceived as supporting the values violation and may be subject to sanctions as well. Such support of violations undermines the purpose of the community as an atmosphere conducive to academic and personal growth for its members, and thus the individual present may be subject to sanctions.

AUTHORITY FOR COMMUNITY EXPECTATIONS

Union University seeks three sources of authority in light of the University mission for the community expectations it places on students.

1. Scripture (What does the Bible say to us about community expectations?)
2. Legal Authority (Local, State and Federal Laws)
3. Baptist Life and Christian Heritage (The life-style issues, roots, and values of evangelical Christians who find their authority in God’s word and have stressed the need for a personal, redemptive faith in Jesus Christ.)

It is from these three sources that the five Community Values of Union University are
based. As is the case with all communities, reasonable expectations are identified which contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism must give way to what is best for a caring, orderly, and just community.

To this end, five Community Values have been identified that affirm a peaceful, purposeful, and biblical community founded on the moral and ethical integrity of students and faculty. As a community we are committed to the Christian values on which Union University was founded.

**THE FIVE UNION COMMUNITY VALUES**

I. Worth of the individual (Luke 12:7)

II. Self-discipline (Galatians 5:22-26)

III. Academic and personal integrity (Proverbs 12:22)

IV. Respect for property and the environment (Psalm 24:1, Genesis 2:15, I Cor. 4:2, Exodus 20:15)

V. Respect for community authority (Romans 13:1, 2)

**UNIVERSITY COMMUNITY VALUES STATEMENTS**

I. **WORTH OF THE INDIVIDUAL**

We value the intrinsic worth of every individual. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. (Luke 12:7 “But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows.”; Galatians 6:1-2 “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself; or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.” NIV)

A. **PERSONAL ABUSE.** Personal abuse is defined as any behavior that results in bullying, harassment, coercion, threat, disrespect and/or intimidation of another person, or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal and/or psychological wellbeing of a person. Inappropriate narrative or cyber-bullying on social media (e.g. Twitter, Facebook, blog, or texting) may be considered personal abuse.

Minimum Sanction: University Probation

B. **HAZING.** Hazing in any form is prohibited by Union University and Tennessee Law. This regulation also governs off-campus initiation activities. Hazing is to be interpreted as any activity that endangers the physical safety of a person, produces mental or physical discomfort, causes embarrassment, fright, humiliation or ridicule, or degrades the individual—whether it is intentional or unintentional. It is defined as doing any act or coercing another to do any act of initiation of a student into an organization that causes or creates a substantial risk bringing mental, emotional, or physical harm to a person. Hazing is also any act that injures, degrades, harasses, or disgraces any person. It is understood as any forced or required intentional or negligent action, situation, or activity that recklessly places any person at risk of physical injury, mental distress or personal indignity. All initiation activities are subject to the approval of the Dean of Students. Violators will also be subject to state fines and/or imprisonment.

Minimum Sanction: Due to the complexity of most situations involving hazing, minimum sanctions will be determined on a case-by-case basis. If the hazing activities are associated with a specific organization, the organization may face sanctions as well.
C. SEXUALLY IMPURE RELATIONSHIPS. Sexually impure relationships include but are not limited to participation in or appearance of engaging in premarital sex, extramarital sex, homosexual activities, or cohabitation. The promotion, advocacy, defense or ongoing practice of a homosexual lifestyle (including same-sex dating behaviors) is also contrary to our community values. Homosexual behaviors, even in the context of a marriage, remain outside Union’s community values. We seek to help students who face all types of sexual temptation, encouraging single students to live chaste, celibate lives, and encouraging married students to be faithful to their marriage and their spouse.

Minimum Sanction: Personal Accountability

D. GENDER IDENTITY. Union adheres to the biblical tenet that God created only two genders, that He fashioned each one of us and thus designated our gender/sex. Therefore, identifying oneself as a gender other than the gender assigned by God at birth is in opposition to the University’s community values. Further, engaging in activities or making any efforts to distinguish or convert one’s gender/sex to something other than the gender/sex to which you were biologically born and which was God-given (i.e. transvestites, transsexuals, transgenders, etc.) is prohibited.

Minimum Sanction: Personal Accountability

E. PUBLIC DISPLAYS OF AFFECTION. Participating in inappropriate displays of affection in public areas of the campus.

Minimum Sanction: Reprimand

F. PORNOGRAPHY. Pornography is defined as viewing, possession, purchase, or distribution of any pornographic materials in any form (Websites, photos, text messages, phone applications, games, computer games, magazines, etc.). See the Information Technology department’s Acceptable Use policy for the appropriate use of the Internet and the University’s computers. www.uu.edu/it/policies/aup.cfm. (Ephesians 5:1-5 “Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a man is an idolater—has any inheritance in the kingdom of Christ and of God.” NIV)

Minimum Sanction: Reprimand and Counseling

II. SELF-DISCIPLINE

We value personal responsibility and recognize the individual’s need for physical, intellectual, spiritual, social, and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression. (Galatians 5:22-24 “But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires.” NIV)

A. ALCOHOLIC BEVERAGES. The possession, use, purchase, or distribution of alcoholic beverages on or off campus is prohibited. The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus (on campus includes all facilities of the University, adjacent parking areas, and fraternity and sorority houses) will be considered strong evidence that alcohol and drug regulations have been violated. Students must leave a situation where alcohol is present or may face possible sanctions even if they are not drinking.

Minimum Sanctions: Due to the complexity of most alcohol situations, minimum sanctions will be determined on a case-by-case basis. Please be aware that driving under the influence of alcohol may carry more severe sanctions.

Sanctions may include: Individual: Probation, attend alcohol education
program(s) or counseling, fine, and community service hours. Organization: Probation of University organization status, fine and community service hours, and parental notification.

B. USE OR POSSESSION OF ILLEGAL SUBSTANCES. The purchase, possession, use, or distribution of drug paraphernalia or any substance of abuse is prohibited except under the direction of a licensed physician. A substance of abuse includes but is not limited to any form of narcotics, stimulants, hallucinogenic, sports enhancement or “street drug,” and any other controlled substances as defined by law. Additionally, the University does not tolerate the misuse and/or abuse of prescription drugs. Local law enforcement may be called. If a student is suspected of drug use, he or she may be asked to submit to testing. Refusal or attempts to evade testing will be interpreted as evidence of drug use and will result in disciplinary action. If tests are positive for drug use, the student will be responsible for the cost of the test. Please contact the Dean of Students for the complete illegal substance testing policy. Union does have a zero tolerance policy for the use and possession of illegal drugs.

Minimum Sanctions: 

Individual: University Probation
Organization: Suspension of University organization status

C. GAMBLING. To play a game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

Minimum Sanction: Reprimand

D. TOBACCO/VAPORIZERS. Union University is a smoke-free, tobacco-free campus. The use of or possession of tobacco or vaporizers (including, but not limited to, cigarettes, e-cigarettes, vapor products, chewing tobacco, etc.) in any form is prohibited everywhere on Union’s campus (including student apartments on campus). Tobacco cessation classes are available for those wishing to quit a smoking and/or tobacco addiction.

Minimum Sanction: Reprimand

E. CURFEW. The University has established a 2:00 am curfew for students and visitors to campus. Students entering campus after 2:00 am will need to show their student ID and will be reported for a curfew violation. Students desiring to leave campus between 2:00 am—5:30 am need prior approval from their Residence Director. The purpose of the curfew if for the safety and security of the campus and residential students.

Minimum Sanction: Reprimand (for first two curfew violations)

III. ACADEMIC & PERSONAL INTEGRITY

We value a campus community that encourages personal growth and academic development in an atmosphere of Christian influence. We affirm the necessity of both academic and personal standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. (Proverbs 12:22 “The Lord detests lying lips, but he delights in men who are truthful.” NIV)

A. ACADEMIC INTEGRITY. Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids during testing (including but not limited to technology devices such as cameras, cell phone applications, scanners, translation programs, and text-messaging devices), refusing to give or receive information on examinations, and to turn in only those assignments which are the result of their own efforts and research. Failure to provide correct documentation for material gleaned from any outside source, such as the Internet or any published/unpublished work, constitutes plagiarism, a form of cheating subject to strict disciplinary action. Faculty are responsible for discouraging cheating and will make every effort to provide physical conditions which deter cheating and to be aware at all times of activity in the testing area. Students who become aware of cheating of any type are responsible for reporting violations to the course instructor. For a description of the Academic Dishonesty Appeal Process, please refer to the “Grievance Procedure” section of this handbook.
B. PERSONAL INTEGRITY. Lying or committing fraud on any level.
Minimum Sanction: Fraud: Restitution and probation
Lying: Reprimand

IV. RESPECT FOR PROPERTY AND THE ENVIRONMENT

We value the rights and privileges of owning and using property, both personal and University, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property we recognize the accountability of our actions to the future Union community. (Exodus 20:15 “You shall not steal.”; Psalm 24:1 “The earth is the Lord’s, and everything in it, the world, and all who live in it.” ; Genesis 2:15 “The Lord God took the man and put him in the Garden of Eden to work it and take care of it.” ; 1 Cor. 4:2 “Now it is required that those who have been given a trust must prove faithful” NIV)

A. LITTERING. Intentional and inappropriate disposal of trash/waste outside of designated containers/areas. Please keep our campus beautiful!
Minimum Sanction: Reprimand and Restitution

B. PROPERTY DESTRUCTION/ROOM DAMAGE CHARGES. Actions that violate this Community Value include damaging, destroying, defacing (in any way) property belonging to others or to the University.
Minimum Sanction: Probation and Restitution
Note: Any intentional damage to an apartment may be subject to a fine of $50.00 above the cost of labor and damage/cleaning charges.

C. UNAUTHORIZED ENTRY. This occurs when one enters into any University building, vehicle, office, gated parking lot, student room or window or onto any building without prior authorization. Resident Advisors are not permitted to unlock residents’ doors without the prior permission of the resident living in that particular apartment or room.
Minimum Sanction: Fine and Restitution

D. STEALING AND POSSESSION OF STOLEN OR LOST PROPERTY. This is defined as the unauthorized taking, borrowing and/or keeping of property belonging to the University or others.
Minimum Sanction: Reprimand and Restitution
Note: The minimum sanction for illegal file sharing will include restitution and disconnection from the University network.

E. SETTING A FIRE AND ARSON. Deliberately lighting a fire.
Minimum Sanction: Probation and Restitution

F. POSSESSING FIREARMS, WEAPONS OR FIREWORKS. This is the possession, whether open or concealed, of any weapon (including, but not limited to air guns, firearms, paintball guns, illegal knives and swords) that could be used to intimidate, scare, or harm others. Further, possession of materials used to manufacture bombs, firearms, or weapons are also prohibited. Union University does not permit the storage of recreational sporting/hunting equipment inside the residential facilities on campus or in vehicles. Per TN-142, please see student accountability website www.uu.edu/studentservices/accountability for details regarding firearm exceptions for vehicles.
Minimum Sanction: Probation and confiscation of firearm; fine, and community service hours

G. TAMPERING WITH FIRE SAFETY EQUIPMENT / INTERCOMS / NETWORK CABINETS. Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, computer networking cabinets or other
safety equipment puts others at risk of injury. Tampering with such equipment is strictly prohibited.

Minimum Sanction: Fines (minimum $100) and/or Probation

H. RESPONSIBILITY FOR GUESTS. Students are held responsible for the conduct of their guests on campus. Overnight visitors staying on campus must sign in at the Bowld or McAfee Student Commons before midnight. Failure to sign in guests may result in the loss of guest privileges.

Minimum Sanction: Reprimand

I. MISUSE OF UNIVERSITY EMAIL/NETWORK. A complete policy for the appropriate use of the Internet and the University’s computers can be found at www.uu.edu/it/policies/aup.cfm.

Minimum Sanction: Reprimand

V. RESPECT FOR COMMUNITY AUTHORITY

We value our privileges and responsibilities as members of the University community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including University, municipal, state and federal laws. (Romans 13:1, 2 “Everyone must submit himself to governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.” NIV)

A. BREACH OF PEACE. Breach of peace is considered any action which disrupts the peace or which endangers or tends to endanger the safety, health, or life of any person. It also includes the disruption of the functional processes of the University by individuals and/or organizations.

Minimum Sanction: Reprimand

B. INSUBORDINATION. Failure to comply with a request, written or verbal, of an authorized University faculty or staff member constitutes insubordination. Failure to comply based on a difference of opinion is not an acceptable response.

Minimum Sanction: Reprimand and Written Apology

C. CREATING A NUISANCE WITH NOISE. Talking, yelling, singing, playing a musical instrument, electronic device, etc., loud enough to disturb other members of the University community is strictly prohibited.

Minimum Sanction: Reprimand

D. RECKLESS BEHAVIOR. Any behavior which creates a risk of danger to one’s self or others in the University community is strictly prohibited. This includes but is not limited to reckless driving, propping exterior doors ajar in the residence complexes, throwing/launching/setting fire to objects, and disclosing or giving building/room access to unauthorized persons.

Minimum Sanction: Probation

E. VIOLATING RESIDENCE COMPLEX VISITATION GUIDELINES. This violation occurs when one is present or has been present in any non-public area of the residence complexes with a member of the opposite sex. Students are not permitted to visit the rooms or apartments of students of the opposite sex. The only exception to this is during dates set apart for open visitation by the Dean of Students.

Minimum Sanction: Reprimand

F. VIOLATION OF ANY RESIDENCE COMPLEX REGULATION as outlined in the Campus Life Handbook.
Minimum Sanction: Reprimand

G. BREAKING A CITY, STATE OR FEDERAL LAW. All students are required to abide by the laws of the local, state, and federal governments and are subject to University judicial action. Formal charges, complaints or indictments by government entities are not prerequisite for University action under this section.

Minimum Sanctions: Correspond to the degree of the seriousness of the law violated

H. DANCING. Union University prohibits dancing at any Union University sponsored event held on campus.

Minimum Sanction: Reprimand

GENERAL POLICY OF CONDUCT

When students are accepted for admission to Union University, the University believes they are capable of conducting themselves in a manner which involves restraint and self-control when such are necessary. Written rules and regulations cannot be provided for every act or condition that may occur in the lives of several thousand students. However, the general policy of conduct at Union University is that students conduct themselves as persons of faith who strive to exemplify the character of Jesus Christ throughout their daily lives.

COMMUNITY SUPPORT & REDEMPTIVE DISCIPLINE

From a Biblical perspective, all discipline is redemptive in nature, seeking to reconcile the individual to God and to his/her neighbor. To assist in accomplishing this, Union attempts to model the Biblical ideal of redemptive discipline outlined in Matthew 18:15-18, James 5:19-20 and Galatians 6:1-2. Like a pyramid, most situations can be confronted and dealt with initially at the lowest level, student to student. If the problem is not resolved, it rises to the next level. As you rise up the pyramid, the options for disciplinary action are more limited. The goal is to resolve as many situations as possible involving as few people as possible. By doing so, relationships and individuals can be restored to the glory of God.

SEEKING HELP AND BEHAVIORAL ACCOUNTABILITY

Each student should be aware of his/her own behavior and the positive or negative effects that behavior can have on the community. If a student knows their behavior is outside the limits established by the University and sincerely wishes to get assistance and accountability for that behavior prior to the University discovering the inappropriate behavior, the student may take the initiative to discuss this with a Resident Advisor, Residence Director, the Director of Counseling Services, the Director of Residence Life, or the Dean of Students without the threat of disciplinary action. This kind of problem is defined as a “personal problem,” and the staff member will seek to work with the student toward the goal of Christ-like living (Proverbs 27:5,6). Exceptions to this approach may be where behavior is repetitive, self-destructive, hazardous to others or self or involves a significant legal issue.

VALUES VIOLATION SANCTIONS

The type of behavior deemed to violate these values is determined under the sole discretion of the University. This would include behavior deemed inconsistent with our understanding of Christian values. A student engaged in this behavior is subject to one or more of the Values Violation Sanctions listed below. All sanctions are evaluated in light of past disciplinary records. Values violations that occur before or between semesters may also be subject to disciplinary action at the University. (Hebrews 12:11 “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it” NIV).
Reprimand—Official warning that continuation or repetition of an inappropriate behavior will result in a more severe sanction. This sanction includes a conversation with the student about the inappropriateness of the behavior as well as how to make wiser choices in the future.

Community Service—This sanction requires the student to render a designated number of hours as specified service to the University or community.

Campus Restitution—This sanction is intended to benefit the individual and the campus community by restoring damage caused by the value violation.

Written Assignment—Personal reflection paper as assigned by the judicial officer.

Personal Accountability—This sanction requires the student to meet with a predetermined faculty or staff member for ongoing accountability.

Counseling—Requirement to meet with a University approved licensed counselor for assessment.

Fine—Financial consequence corresponding to the violation.

Loss of Privilege—This sanction prohibits the student from participation in specific University activities. (Restriction from social activities, shortened curfew, etc.).

Parental Notification—A call and/or letter to the student’s parent(s) or guardian regarding the violation.

Financial Restitution—Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student’s misconduct or a fine set in relation to the offense.

Residence Life Probation—Formal written warning that the student’s conduct is in violation of University policies. The continued status of the student as a resident student depends on the maintenance of satisfactory citizenship during the period of probation. Any student who is on Residence Life probation will remain on probation for one full semester clear of any violation of Community Values and Expectations. Students on probationary status may not hold student leadership or officer positions, for example: SGA, SAC, Life Group Leaders, Focus Leaders, Resident Advisors, Resident Staff Advisors, Fraternity/Sorority officers, and any other leadership position on campus. Contingent upon the violation, intramural participation may be restricted.

University Probation—Formal written warning that the student’s conduct is in violation of University policies and his/her status as a student is in jeopardy placing them out of good standing with the University. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation. Students on probationary status may not hold student leadership or officer positions, for example: University Athletics, SGA, SAC, Life Group Leaders, Focus Leaders, Resident Advisors, Resident Staff Advisors, Fraternity/Sorority officers, and any other leadership positions on campus. Students on probationary status may not participate in intramurals until they have been removed from probationary status.

Institutional Scholarships Probation—Formal written warning that the student’s conduct is in violation of University policies and his/her University funds (scholarships) are in jeopardy of being removed for not less than one semester. Continued benefit from University funds (scholarships) depends on the maintenance of satisfactory citizenship during the period of Institutional Scholarships Probation.

Institutional Scholarships Suspension—Termination or reduction of institutional or athletic scholarships and aid for not less than one semester, including institutional aid given in the current semester. (For additional information about athletic scholarships, please refer to the student athletic handbook.)

Residence Life Suspension—Exclusion from living in or visiting University residence complexes for a stated period of time during which the student’s presence in any Union
residence complex is prohibited without prior permission from the Dean of Students. No residence life refund will be given.

**Immediate Suspension**—In the event a student’s actions on or off campus show that the student’s continued presence constitutes a danger to property, others or themselves, the student may be placed on immediate suspension until a campus hearing can be arranged. A student on interim suspension will be restricted from the campus or from a particular program, activity or building.

**University Suspension**—Termination of student status at the University for not less than the remainder of the semester during which time the student’s presence on Union University campus is prohibited without permission of the Dean of Students. Tuition and residence life charges may be refunded on a pro-rated basis, according to the University Catalogue. Students who reapply and are allowed to return to Union following a University suspension will enter on probationary status and may be ineligible for University funds for not less than one semester.

**Expulsion**—Termination of student status at the University permanently for an indefinite period of time. No residence life refund will be given.

**VALUES VIOLATIONS AND THE JUDICIAL PROCESS**

**THE JUDICIAL PROCESS**

The purpose of the Values Violation Process is to give fundamental fairness and consistency to a student who has possibly violated a Union University Value. A student who has been charged with a values violation and thus alleged to be involved in an inappropriate behavior will be granted these rights in the judicial process.

A. Any student, faculty, staff, parent or guest may present an oral or written report (incident report form) of the facts as they know them regarding the alleged violation.

B. This report is referred to the Dean of Students, Director of Residence Life, Residence Director, or Program Chair. If there is substantial evidence to support the alleged violation, he/she will arrange a meeting with the student. In the case of allegations of academic dishonesty or grade appeals, the faculty member, chair and/or Dean of the school will arrange a meeting with the student. Please refer to the Academic Grievance Policy for the process regarding any academic violation allegations or grade appeals. (See the “Grievance Procedures (Academic)” section of this handbook.)

C. The student will receive written or verbal notification from the Dean of Students, Director of Residence Life, Residence Director, or Program Chair that there is an alleged judicial violation and meeting. Failure by the student to appear for a scheduled meeting of which he/she had been officially notified will necessitate a decision be made by the University without the student’s input. A summons to a judicial meeting takes precedence over any University class or activity.

D. Subsequent to the meeting, the degree of involvement will be established and a sanction will be given.

E. The student will receive written notification outlining the findings of the judicial meeting, value(s) violations, and any assigned sanctions. Faculty advisors (and if applicable, coaches and the athletic director) will be copied on all judicial letters.

F. Any student has the right to appeal the decision of any disciplinary meeting if the student believes the treatment received was unjust, all the facts in the situation were not taken into consideration or the action taken was too severe for the behavior involved. (See the “Appeals Process” section of this handbook for further details).

G. Registration for subsequent terms or the conferral of academic degrees may be withheld and a student who may be in a position of leadership will be asked to temporarily step down from that position until the resolution of allegations of values violations has been resolved.

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STUDENTS’ RIGHTS

A. Procedures. The student will be informed verbally or in writing of the judicial process which is detailed in this Campus Life Handbook.

B. Meeting. Depending on the type of violation, the student will be heard by the Director of Residence Life, Residence Director, Dean of Students, faculty member, Chair, Program Director, or Academic Dean. Depending on the nature of the violation, appeals will be considered by the Dean of Students, Program Director, Chair, Academic Dean of the school or college, Faculty/student judicial appeals committee, the adult/graduate appeals committee, or Executive Vice President for Academic Administration. The procedure for addressing academic violations is found in the “Grievance Procedures” section of this handbook.

C. Evidence. The student will be informed of all the evidence connecting him/her to the alleged values violation.

D. Testimony. The student may offer personal testimony or decline to testify against oneself, and request permission to bring personal witnesses to the meeting.

E. Counsel. The student may request to bring a personal witness to the meeting in the role of friend, advisor, and counselor.

THE APPEAL PROCESS

The University offers an Appeal Process to all students who feel the facts surrounding their judicial meeting merit an appeal.

1. The student must fill out an Appeal Form available from the Dean of Students’ Office. This must be completed and returned within 2 business days after receiving notice of disciplinary sanctions.

2. The student may appeal a decision based on one of the following reasons:
   a. The treatment received was unjust.
   b. All the facts in the situation were not considered.
   c. The action taken was too severe for the behavior involved.
   d. The Student did not receive due process as outlined in the Campus Life Handbook.

3. The Appeal Form must be complete and detailed. Students are not guaranteed an interview with the judicial council hearing the appeal. All judgments on an appeal may be made solely on the information written in the appeal. This information must be directly related to one of the four reasons above. This information must also be typed and stapled to the Appeal Form.

4. The student will be provided an official written notification detailing the decision to accept or deny the appeal.

5. The Grade appeal process is listed in detail in the “Grievance Procedures (Academic)” section of this handbook.

READMITTANCE AFTER SUSPENSION

Any student once having been admitted to Union University and then missing one or more semesters/terms for judicial reasons must be readmitted by the following process:

1. Complete a new application (fee is not required).

2. Union’s policy requires those being readmitted to Union to do the following:
   a. Contact the Dean of Students six weeks prior to the start of classes.
   b. Fulfill all judicial requirements associated with the suspension.
   c. If approved by the Dean of Students, all necessary admissions and financial aid paperwork needs to be submitted four weeks before classes begin.
   d. All finances and registration processes need to be finalized at least two
weeks before classes begin.

3. Submit official transcripts from any undergraduate or graduate institutions attended since leaving Union.

4. Submit a student transfer form from the last institution attended if it was a college other than Union.

READMITTANCE AFTER SUSPENSION FROM A RESIDENCE COMPLEX

Any student having been suspended for one or more semesters for judicial reasons must be readmitted by the following process:

1. Submit a $100 housing deposit.

2. Interview with the Dean of Students (or designee) and obtain written permission for readmittance. (Readmittance will be at the discretion of the Director of Residence Life and/or Dean of Students).

3. If the student is permitted to move back into the residence complex they will be readmitted on a Residence Life Probationary status and will continue at that status until they have remained clear of any violations of Community Values for one full semester.

RECORDS (DISCIPLINARY) AND PARENTAL NOTIFICATION

Confidential records of all misconduct reports, investigations and disciplinary actions are maintained by the Office of the Dean of Students.

Disciplinary Records

A record of judicial action, including action which expels or suspends a student from the University, becomes part of the cumulative student file. Disciplinary records of a lesser magnitude are purged after the student is graduated from the University and has not been enrolled in the University for the previous five years.

Parental Notification

If a student is found in violation of University Community values, then the Dean of Students reserves the right to notify parents of the violation. This will only occur when the Dean of Students considers the situation to be serious enough that parental involvement can aid in the process to resolve the situation in an appropriate manner and restore the student to good standing with the University. In addition, parents may be notified at the discretion of the Dean of Students when a student is involved in behavior that could pose a threat of harm to him/herself, others, or the University community at large. This notification may be in person, by phone or by mail.

CAMPUS POLICIES AND PROCEDURES

ACADEMIC POLICIES/PROCEDURES

A significant part of the student’s life at the University is spent in the classroom with objectives to acquire knowledge and to develop wisdom and to learn ways of applying them as Christian professionals.

Detailed information on academic requirements can be found in the Union University Catalogues at http://www.uu.edu/catalogue/.

BOOKSTORE

The University Bookstore is operated by LifeWay Christian Stores as a service facility provided for its family of students, faculty, and staff. LifeWay Christian Stores makes available required textbooks, school supplies, Bibles, general books, music, gifts, and clothing.
Textbook Prices

Because the prices of elementary and high school textbooks were absorbed in the total tax dollars one’s parents paid, assuming personal responsibility for textbooks is a new experience for most students. Students discover, as thousands of University students have discovered, that textbooks are expensive. They are expensive because they are costly to write, publish, ship and sell, and because the ever growing body of knowledge in our day gives most textbooks a shortened period of usability. Nevertheless, the textbook investment will represent less than 2% of the total cost of one’s education.

Used Books

In order to stretch textbook dollars, the Bookstore attempts to have available used copies of current texts whenever possible. These are purchased from students and used-book companies. Books may be sold back to the Bookstore again at one-half price, provided it is being used by the professor for the next term and book quantities for the class have not been filled. Books that are not being used in future terms will have a value determined by our wholesaler. In order to sell books back to the bookstore, students must show their student I.D.

LifeWay’s contract with Union does not allow for other vendors to sell or buy back textbooks on campus. Individual students, student organizations and/or outside persons may not allow other vendors to sell or buy back textbooks on campus (e.g. Belltower Books.) LifeWay is the only place locally that students would potentially receive up to half for their books. When books are bought back at LifeWay, it makes used books available for future Union students. In addition, when books are sold to other vendors, those books are shipped out and made available to other colleges and reduces the availability for Union students to purchase discounted used books at Union. LifeWay also contributes a percentage of its sales to Union, and buyback supports the sale of textbooks.

Book-Buy, Lost or Stolen Books

The bookstore does not assume responsibility for lost or stolen books. A Stolen Book Report may be completed in the bookstore for use by the management at book buyback time.

Refunds

Textbooks may be returned for full credit within 7 calendar days from the first day of class for all terms. In order to return a textbook, you must have a valid receipt of purchase, and books must be in the same condition as they were when purchased. New textbooks must be without marks and shrink-wrapped books must be unopened.

Online Ordering

Textbooks can be ordered through our website at www.lifewayatunion.bkstr.com. This website provides textbooks along with clothing.

CHANGE OF NAME/ADDRESS/PHONE NUMBER

Students are responsible for reporting any change of name, address, or phone number to the University as soon as possible. Students may go to Union Station on the Jackson campus or submit the form (and any supporting documents) online via the Portal. To access this form, go to the Portal, and then click on Student Resources, and Student Forms and Documents. The form is called Biographical Information Request Change. Change of name requires proof by a marriage certificate, Social Security Card, or passport.

CHAPEL

University chapel services are corporate worship experiences providing biblical encouragement, moral guidance, and spiritual challenge. Understanding that nothing takes the place of the local church in a student’s life, the purpose of Chapel at Union University is to worship God while fostering spiritual growth and encouraging the integration of faith, learning
and living.

Along with exposure to a variety of worship styles and traditions in chapel, the University community experiences a variety of influential Christian ministers and leaders who are laboring to advance God’s Kingdom throughout the world. These include preachers, ministers, missionaries and Christians who promote leadership and marketplace ministry throughout the world. Also, others provide challenges to serve society as they speak from a Christ-centered perspective about education, business, government, medicine, science, family and various contemporary issues. While services are most often designed as worship experiences, the purpose of chapel at Union University is somewhat different from the systematic spiritual development students receive from their local churches.

Arthur F. Holmes stated that “all truth is God’s truth,” and we believe that the knowledge of truth should lead us to delight in God Who has revealed the truth to us. As we are a Christian community and as chapel services are integral to the educational experience, chapel attendance is required. Not only does the Union community pursue growth in the truth of God; we worship the God of truth.

Gatherings throughout the semester provide opportunities for:
- Christ-exalting worship
- Biblical literacy
- Spiritual growth
- Worldview formation
- Ministry development
- Community enhancement
- Faith, learning and living integration

Chapel services are held on Wednesday and Friday mornings at 10:00 a.m. Undergraduate students who are enrolled in 12 or more hours are to attend a minimum of 14 chapel services each semester. Additional chapel credits are offered occasionally for other services that are approved by the Office of University Ministries. The semester’s chapel schedule is available at www.uu.edu/events/chapel.

Students attending fewer than 14 chapel services during a semester will receive communication concerning chapel attendance accountability. Following this warning, attending fewer than 14 chapel services during a following semester will result in a student being placed on University probation. Students on probation are expected to attend 14 chapels during a semester in addition to the number of chapel services missed the prior semester and are not allowed to hold leadership positions (Life Groups, RAs, Athletics, Intramurals, SAC, Greek organizations, SGA). Those on probation for more than two semesters will face the possibility of suspension from the University for one semester.

Chapel attendance exemptions and reductions are available for students who are student teaching, taking Tuesday/Thursday classes only, studying abroad, meeting full-time internship requirements or taking nursing clinicals. A chapel attendance exemption/reduction form is available at www.uu.edu/studentservices/chapelfacilitation/reduction and is due by September 20 (fall) and February 20 (spring) each semester.

**CONFIDENTIALITY OF STUDENT RECORDS**

**FERPA**—Family Educational Rights and Privacy Act Congress approved and the President signed into law the Family Educational Rights and Privacy Act of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates the institution is responsible for making its students aware of the law and its ramifications.

Definition of Student—A student is one currently enrolled or who has previously been enrolled.

Definition of Record—Within 45 days of receiving a request, colleges must allow students to inspect their “educational records” which include records, files, documents, and other materials which contain information directly related to a single student and are maintained by the University.
Financial Forms and Confidential Letters—Students are not guaranteed access to financial information furnished in the past or future by their parents, nor to confidential letters of evaluation filed prior to January 1, 1975. As to letters received after 1975, the law allows the student to waive his/her right of access if the letters have to do with admission, employment or honors, if the letters are used only for those purposes and if the student is told, on his/her request, the names of all letter writers. No student or applicant may be required to execute a waiver, but an unsuccessful applicant, waiver or no, has no right to inspect all or any of the file accumulated in his/her case.

What is not a record—FERPA II defines certain other material as falling outside the definition of “education records” and not (by Federal Law) open to inspection by parents or students. Such materials are: a) the records about students made by teachers and administrators for their own use and not shown to others; b) campus police records, under certain circumstances; c) employment records for college employees who are not current students; d) records about college students or those over 17 years old “created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional” acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing such treatment.

What Kinds of Information About a Student May be Released, to Whom, and Under What Conditions?

Directory Information—Information which may be unconditionally released to the world, without consent of the student, unless the student has specifically asked that his/her prior consent be obtained. “Directory Information” includes a student’s name, campus address, date and place of birth, major field of study, photograph, email address, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, and the most previous educational institution attended by the student.

Access Without Student Consent—FERPA II expands the list of people who may have access to a student’s actual record (or to receive personally identifiable information contained therein) without a student’s consent.

Teachers, administrators and the like (in the same institution) may look at the record if they have a “legitimate educational interest.”

Colleges may transfer information: a) to other educational institutions in which the student intends “or seeks” (new) to enroll (though the students must be given a copy of the record, if he wishes, and an opportunity to challenge it); b) to enumerated public officials (like the Comptroller General of the United States); and c) “in connection with a student’s application for, or receipt of, financial aid.”

Five new categories of recipients are: 1) state and local officials to whom state law in effect on November 19, 1974, required information to be reported. This presumably was added in recognition of the common statutory requirement that certain kinds of infectious diseases, gunshot wounds, and the like be reported to public authorities; 2) organizations like ETS and CEEB in connection with “developing, validating, or administering predictive tests, administering student aid programs, and improving instruction,” but such organizations must not show the personally identifiable information to outsiders and must ultimately destroy it; 3) “accrediting organizations in order to carry out their accrediting functions”; 4) parents of a student who is a dependent for income tax purposes (the HEW regulations, when issued, should make clear when a college may reasonably assume that a student is an income tax dependent; 5) “appropriate persons” in the case of health and safety emergencies, with the details left for enunciation in NEW regulations.

Other than in the exceptions just listed, or in the case of directory information or in responding to judicial process, a college may not release “personally identifiable information in educational records” or allow anyone else access to those records, unless the student has given his/her written consent “specifying records to be released, the reasons for such release, and to whom,” and a copy of the released records is furnished.
Judicial Process—If the University is responding to a court order or subpoena, it is under no requirement to give a student a copy of the materials furnished, but it must notify him “of all such orders or subpoena in advance of compliance therewith.” It is to be presumed that the HEW regulations will require only reasonable notification efforts by a college before the due date of a subpoena.

Release of Information—All grades are reported to the student through WebAdvisor, the secure campus information system. Likewise, if a student does not want “Directory Information” released, he/she should contact the Registrar’s Office and fill out the necessary form. After contacting the Registrar’s office, residential students should also notify their Residence Director.

Custodians of Records—Student records at Union are found in the Office of Student Life and in the Registrar’s Office. If a student wishes to examine their records in either of these offices, they should make an appointment to do so.

If a student wishes any organization to which they belong, such as a fraternity or sorority, to have access to their grades, it is necessary for them to sign a release to this effect in the Registrar’s Office.

If further information is needed concerning the Family Educational Rights and Privacy Act, please feel free to come by the Office of Student Life or the Registrar’s Office for assistance.

The University reserves the right to withhold transcripts in cases of delinquent accounts.

Types of Administrative Records

All records pertaining to academic information such as grades, transcripts, etc., are housed in the Registrar’s Office. Any judicial information is housed in the Office of the Dean of Students. All health forms and medical records are housed in the Health Services Office. Information of a counseling and guidance nature is housed in the Counseling Services Office. Students receiving financial aid have a file which is housed in the Student Financial Planning office. Information concerning each student’s financial account with the University is housed in the Business Services Office.

DIRECTORY INFORMATION

Directory information (student’s name, campus address including email address, date and place of birth, photograph, academic major, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests otherwise by updating his or her FERPA on Webadvisor.

DRESS CODE

Union students are expected to maintain a standard of dress which ensures cleanliness and appropriateness of attire. In their dress, as in their behavior, they are expected to reflect the marks of educated and mature Christian persons.

 Appropriateness of attire is determined by time, place, and occasion. While certain types of dress or apparel may be appropriate for one occasion, they may not be appropriate for regular wear around the University. Excesses which tend toward immodesty, indiscretion, indecency or sexual impropriety as discussed in the Community Values Statement are unacceptable. Students are expected to wear clothing that is both modest, appropriate and consistent with their legal gender as recognized on their state issued birth certificate.

Students are prohibited from sun bathing in bathing suits or being in public places with their shirts off.

Slogans, pictures and advertisements displayed on hats and clothing shall be consistent with the University’s philosophy and core values. Suggestive or derogatory phrases or
pictures are not permitted. Furthermore, clothing/hats promoting alcohol or illegal substances are prohibited.

Footwear is required on the campus grounds with the exception of the playing areas immediately adjacent to the residence complexes and the athletic fields. Footwear is required in the Academic Buildings and the Student Union Building.

Union University seeks to be a loving and Christ-like community, upheld and maintained by Scripture. We respect the uniqueness of God's children and their creativity of expression. Union does expect faculty, staff and students within our community to dress in such a way that represents their legal gender (i.e. what is recorded on current legal documents such as birth certificates, drivers’ licenses or passports). This expectation also applies to but is not limited to the use of bathrooms, locker rooms, student housing, and participation in gender-specific university groups, clubs, and organizations.

**EMERGENCY NOTIFICATION SYSTEM**

Union University offers an emergency notification system that is available to all students, faculty, staff, spouses and parents at all campus locations. If the University has been provided with the correct cell phone number, students, faculty and staff will have an account created for them. It is important for students, faculty and staff to confirm their correct contact information. You may confirm your account and/or add alternate contact information at: [http://uu.regroup.com](http://uu.regroup.com). You will use your Union University network username and password to log in.

Students, faculty and staff may add friends and family to their account, or friends and family may register on their own at [www.uu.edu/regroup](http://www.uu.edu/regroup).

For additional information on the emergency notification system, please visit [www.uu.edu/uualerts](http://www.uu.edu/uualerts). You may also contact the Office of the Dean of Students at (731)661-5090 or bcarrier@uu.edu.

Test alerts will be sent biannually during the first weeks of March and October.

**EMOTIONAL STABILITY OF STUDENTS**

The Dean of Students or his/her designee reserve the right to mandate a formal psychological assessment when a student’s behavior indicates he or she is not in control of his or her behavior. In addition, Union University reserves the right to contact an external counselor for a professional assessment. A student who is self-mutilating, or is actively or passively placing themselves or others at physical or emotional risk may be removed from campus until arrangements can be made for a safe return to campus. Additionally, the Dean of Students reserves the right to make decisions regarding the feasibility of the continued enrollment of emotionally unstable students. Students who have withdrawn for medical reasons (including psychiatric or psychological care) may be required to provide documentation to the Safe Return Committee that the medical condition has been adequately treated and that any necessary accommodations have been prepared to enhance the future academic and relational success of the student. Documentation may include but is not limited to: 1) reports of treatment from attending professionals; 2) letters of recommendation from attending professionals and/or parents; and in some instances, 3) a personal interview with the attending professionals.

Compliance with documented treatment plans is required for continued enrollment. Updated medical documentation may be required and requested prior to subsequent semesters.

University officials may contact parents or guardians in situations where a student’s behavior indicates he or she is not in control of his/her behavior or emotions.

Detailed procedures and an appeal process for emotional or ongoing medical issues that may prevent a student from continuing in our community may be found at [www.uu.edu/studentservices/accountability](http://www.uu.edu/studentservices/accountability). For a complete policy, please contact the Office of the Dean of Students at (731)661-5090.
EXTERNAL STUDY PROGRAMS

Union University offers a variety of opportunities for students to participate in external study programs that can enhance their academic experience. These include both stateside and overseas opportunities.

All students participating in external academic programs in the United States or abroad must officially notify the University prior to beginning the registration process for the program. Failure to do so may jeopardize the appropriate transfer of credits and/or the applicable funding. Further details concerning the study abroad application process can be found at www.uu.edu/institutes/international. This website includes information on program selection and application, travel, financial responsibility, and scholarships. Students can request more information from Victoria Malone, Study Abroad Coordinator, vmalone@uu.edu.

FINAL EXAMINATIONS

Comprehensive final examinations are required of all students in all courses where content is appropriate. The final examination schedule is listed on the University calendar. Go to www.uu.edu/academics/calendars. Choose the Undergraduate Academic calendar for the current year.

A student with three or more finals on one day may request one of his/her professors to reschedule one examination to another time during finals week, provided the request precedes the last week of class. If the student and the professor cannot resolve the scheduling problem, the student should take his/her request to the Registrar.

Final grades are reported to the student via WebAdvisor following each term or session. Faculty may change grades as necessary by filing a grade change card in the Academic Center not to exceed 120 days from end of semester or term. The student will be notified by the Academic Center. See “Grievance Procedures” for the Grade Appeal process.

FLIERS AND ADVERTISEMENTS

Notices, announcements, and advertisements to be placed on University bulletin boards and digital signs must be cleared through the Office of the Dean of Students or the Assistant Dean of Students. Posted materials which have not been stamped by the Dean’s office are subject to removal. Approval will be given to materials consistent with and not contrary to Union University Community Values. To maintain a clutter-controlled campus, posters and notices may only be placed on campus bulletin boards (not doors, walls or windows,) and limited to 25 copies per event. Fliers advertising events or items of a personal nature may only be placed on the bulletin boards in the campus post office. No fliers may be placed on the windshields of any vehicles on campus. Those who put up signs are responsible for removing them within 2 days after the event. Slides to be posted on the digital signs should be submitted as a JPEG, PNG or TIF file to the Office of the Dean of Students.

Off-campus distribution of advertising posters by students representing campus organizations must be approved in the Office of the Dean of Students.

FUND RAISING/EXTERNAL CONFERENCES

All fund raising activities by University organizations, employees, or students must be approved by the Dean of Students and then by the Senior Vice President for University Relations and Athletics. There are numerous factors involved in the approval process including (but not limited to) making sure that the event is consistent with Union’s mission and core values. In addition, no student organization can sponsor a Jackson-wide regional or national campus event or conference without prior approval from the Dean of Students.

GRIEVANCE PROCEDURES (ACADEMIC)

An academic grievance involving dissatisfaction with the quality of instruction or with the
performance of an instructor is referred to as a Review of Instruction. A grievance involving dissatisfaction with a grade is considered a Grade Appeal. A grievance regarding a charge of academic dishonesty, which includes, but is not limited to plagiarism, is referred to as an Academic Dishonesty Appeal. Procedures for addressing each type of grievance are outlined below. “Working days” are defined as days when the university offices are open. All email communication will be sent to the students’ Union email account.

**Review of Instruction**

Before initiating a formal Review of Instruction, a student who is dissatisfied with the quality of instruction or with the performance of an instructor should discuss his or her concerns with the instructor. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal Review of Instruction. A formal Review of Instruction must be filed within 60 working days of the posting of the final grade for the course and must follow the sequence noted below.

A formal Review begins with the student emailing a detailed written report of his or her concerns to the instructor’s department chair or to the dean if the chair is the student’s instructor. Within this report the student must identify his or her concerns and provide appropriate documentation to support each concern. After receiving an email response from the chair (or dean), the student may elect to email the written report to additional administrators, as needed, in the following sequence: the dean of the college or school, the Dean of Instruction, and the Chief Academic Officer. The student may not advance the report to the next level until he or she has received an email response from the administrator being addressed. Each administrator will attempt to provide the student with a written response within 10 working days from the sent date of the student’s email. The student has 10 working days from the sent date of one administrator’s email to submit the report to the next level.

Written responses will be kept in a file other than the faculty member’s personnel file.

**Grade Appeal**

A student may initiate a grade appeal when there is legitimate reason to believe that the grade does not accurately reflect the quality of his or her academic work in the course or that the grade was determined in a manner inconsistent with the course syllabus. Before initiating a formal appeal, the student should confer with the instructor regarding how the grade was determined. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal appeal of the grade beginning at the instructor level. The levels of appeal are noted below. Except as noted, levels cannot be bypassed. If this appeal also includes Review of Instruction, then the Grade Appeal procedure is the default process for appeal.

**Instructor Level:** The student must email a request to the instructor within 60 working days of the posting of the final grade for the course. In addition to requesting a review of how the grade was determined, the student should include specific reasons for his or her dissatisfaction. The request should be sent to the instructor’s Union email address and copied to the instructor’s department chair. The instructor will attempt to provide an email response copied to the department chair within 10 working days of the sent date of the student’s email.

**Chair/Advisor Level:** The student may continue the appeal process by emailing a request for a review of the grade to the instructor’s department chair and to the student’s faculty advisor, who together will serve as the review committee. This request should be sent to the Union email address of the chair and faculty advisor within 10 working days of the sent date of the instructor’s response. The chair and the faculty advisor, serving as the review committee, will provide an email response to the student with copies sent to the instructor and the instructor’s dean. In the event that either the chair or the faculty advisor is also the course instructor, the other person on the review committee will select the second member. The second member should be a faculty member within the course instructor’s academic department. In the event that one of the faculty members holds all three roles, the student should begin the process at the dean’s level.

**Dean’s Level:** Either the student or the instructor may appeal the review committee’s decision to
the instructor’s dean. (Students in the MAIS program should direct the appeal to the MAIS Program Director). This email request should be sent to the dean’s (or MAIS Program Director’s) Union email address within 10 working days of the sent date of the review committee’s response. The dean will attempt to provide an email response to the instructor and/or student with copies sent to the instructor’s chair, and the Dean of Instruction within 10 working days of the sent date of the instructor/student’s request.

Faculty Affairs/Graduate Appeal Committee Level: Within 10 working days of the sent date of the dean’s response, the student or the instructor may email a written request to the Dean of Instruction calling for a review of the grade by the Faculty Affairs Committee (undergraduate) or the Graduate Appeals Committee. The Dean of Instruction will request a meeting of the appropriate committee for the purpose of reviewing all documentation related to the appeal. The committee will provide an email response to the instructor and the student with copies sent to the instructor’s chair, dean and Dean of Instruction.

Administrative Level: Within 10 working days of the sent date of the committee’s response, either the student or the instructor may submit an email request for a hearing before the Dean of Instruction. Requests for subsequent hearings before the Chief Academic Officer must be received within 10 working days of the previous hearing. The decision rendered by the Chief Academic Officer is final. All documents relating to the above procedure will be retained in the student’s file kept in Academic Center. For more information concerning the privacy of grade records, see the handbook section entitled “Confidentiality of Student Records."

Academic Dishonesty Appeal

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids during testing (including but not limited to technology devices such as digital cameras, cell phone cameras, pen-based scanners, translation programs, and text-messaging devices), to refuse to give or receive information on examinations, and to turn in only those assignments which are the result of their own efforts and research. Failure to provide correct documentation for material gleaned from any outside source, such as the Internet or any published/unpublished work, constitutes plagiarism, a form of cheating subject to strict disciplinary action. Faculty are responsible for discouraging cheating and will make every effort to provide physical conditions which deter cheating and to be aware at all times of activity in the testing area. Students who become aware of cheating of any type are responsible for reporting violations to the course instructor.

Any student found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. If the student is an undergraduate, the instructor will file a report of the incident and the intended disciplinary action with the student and with the Dean of Instruction. Incidents involving graduate students will be filed with the student’s dean or with the MAIS Program Director. Copies of all incidents will also be filed in the office of the senior student life officer.

If the student deems this action unfair, he or she may file an appeal with the administrator with whom the report was filed. The administrator will convey the results to the student and to the instructor by email (copied to the office of the senior student life officer.)

If either the student or the instructor involved deems the administrator’s action unsatisfactory, within 10 working days of the sent date of the email conveying the results he or she may email the Dean of Instruction to request a hearing before the Faculty Affairs Committee (undergraduate) or the Graduate Appeals Committee. (For undergraduate appeals, the President of the Student Government Association will also sit on this committee.) The committee will convey its decision to the student and to the instructor by email. The decision of this committee will be final upon approval by the Chief Academic Officer and the President. If this appeal also includes Review of Instruction, then the Academic Dishonesty procedure is the default process for appeal.

HARASSMENT

It is the policy of Union University that bullying, abuse, molestation, discrimination and harassment within our community, in any form, is prohibited. For the purposes
of this policy, harassment is defined as unwelcome conduct, whether verbal or physical, based upon a person’s protected status (race, color, gender, age, religion, marital status, national origin, veteran status or disability as defined by applicable federal and state laws and regulations) and which affects tangible job benefits or opportunities; interferes with work performance, or creates an intimidating, hostile, or offensive work environment. In most instances, harassment involves an abuse of power or authority by an individual who has control over the employment or academic status of another. However, harassment can occur between peers (e.g., student-against-student harassment).

One form of harassment, sexual harassment, merits a more detailed discussion. Special provisions relating to sexual harassment are included in the following section.

All members of the University community are urged to immediately report all incidents of harassment whenever they occur. The following sections address the Requirement to Report, Complaint Procedure, and Protection from Retaliation for all instances of harassment.

Further information concerning sexual harassment including provisions of the Campus SaVE Act and the Violence Against Women Reauthorization Act can be found at: http://www.uu.edu/studentservices/accountability/campus-save-act.cfm

**Sexual Harassment**

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the University community. No student or employee, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, whether verbal, written, or physical. This includes inappropriate behavior from a member of the same sex. Sexual harassment of any type will not be tolerated and is expressly prohibited. Those who engage in sexual harassment may be subject to civil and criminal penalties. Sexual harassment is grounds for disciplinary action, which may include reprimand, demotion, dismissal, or other appropriate action, depending upon the nature of the harassment.

Sexual harassment is especially destructive when it threatens relationships between teachers and students, or supervisors and subordinates. Through control over grades, salary decisions, changes in duties or workloads, recommendations for graduate study, promotion, etc., a teacher or supervisor can have a decisive influence on a student, staff, or faculty member's career at the university. Sexual harassment in such situations constitutes an abuse of the power inherent in a faculty member's or supervisor's position. Faculty and staff are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it a responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off campus.

**Sexual Harassment Defined:** Sexual harassment does not refer to occasional compliments of a socially accepted nature. It refers to behavior that is not welcome; is offensive; harms morale; creates a hostile, intimidating, or offensive work environment; and which consequently interferes with work effectiveness. Normal, courteous, mutually respectful, pleasant, or non-coercive interactions acceptable to both parties are not considered to be sexual harassment.

Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile or offensive working environment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Students and employees are prohibited from harassing other students and employees whether or not the incidents of harassment occur on the University premises and whether or not the incidents occur during working hours.
Sexual harassment encompasses a wide range of conduct. The examples listed below are not intended as an exhaustive list of prohibited conduct.

A. Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature (e.g., pinching, patting, touching the body, brushing up against, tickling, hugging, kissing, or other similar physical conduct).

B. Continued or repeated unwelcome offensive behavior including sexual flirtations, advances, propositions or other sexual comments (e.g., whistling, leering/ogling, lewd gestures, noises, off-color or suggestive language; lewd remarks, innuendoes, sexual jokes, or comments about a person's body, appearance, sexuality or sexual experience). This includes behavior directed at or made in the presence of any individual who indicates, or has indicated in any way, that such conduct in his or her presence is unwelcome.

C. Preferential treatment or promises of preferential treatment to a student or employee for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward.

D. Displaying or distributing any written or graphic material, including calendars, posters, drawings and cartoons that are sexually suggestive, sexually demeaning or pornographic.

E. Threats and demands to submit to sexual requests as a condition of employment or academic status (e.g. assignment, compensation, advancement, career development), as well as offers of job benefits, or academic opportunity in return for sexual favors.

Sexual harassment may result from an intentional or unintentional action and can be subtle or blatant. The context of events and the totality of the circumstances surrounding those events are important in determining whether a particular act or series of events constitutes sexual harassment.

Requirement to Report: In order for the University to take appropriate corrective action, it must be aware of any instance of harassment or related retaliation. Therefore, the University requires anyone who believes that he or she has experienced or witnessed sexual or other form of harassment, including prohibited activities against minors visiting Union campuses for university sponsored events or related retaliation to seek assistance from the appropriate campus resource (as outlined in the next section) by coming forward promptly with concerns or complaints.

Supervisors must deal expeditiously and fairly with allegations of sexual harassment within their department, taking all complaints or concerns of alleged or possible harassment seriously. They are to ensure that harassment or inappropriate sexually oriented conduct is reported to the Office of Human Resources immediately so that a prompt investigation can occur. Supervisors should take any appropriate action to prevent retaliation or prohibited conduct from reoccurring during and after any investigations or complaints. Supervisors who knowingly allow or tolerate sexual harassment or retaliation are in violation of this policy and subject to discipline.

Complaint Procedure: If a student or employee believes that he or she has been subject to sexual harassment or any unwanted sexual attention, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved, or if the employee is unable to or uncomfortable to address the alleged harasser directly, he or she should report the incident to the appropriate authority as outline below.

A student with a complaint of harassment against a faculty member, staff member, a member of the administration, or another student should make initial contact with Dr. Ann Singleton, Associate Provost and Dean of Instruction and Title IX Coordinator asingleton@uu.edu; (731)661-5387. Alternate contacts include the Associate VP of
Human Resources, the Provost and the President. The contact person will complete a written incident report and forward to John Carbonell, Associate VP of Human Resources.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

The University will handle the matter with as much confidentiality as possible. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Associate VP of Human Resources. However, if someone from that office is the subject of the investigation, the Office of the Provost (faculty) or the Dean of Students (staff or student) will direct the investigation.

The Associate VP of Human Resources, or the leader of the investigation, is responsible for ensuring that both the individual filing the complaint and the respondent are aware of the University’s sexual harassment policy and investigation. He or she is to explore informal means of resolving sexual harassment complaints and notify the police if criminal activities are alleged.

As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be that sexual harassment did occur, and corrective action (reprimand, demotion, dismissal, or other appropriate action) will be communicated in writing to the complainant and respondent. Appeals to this process may be conducted in accordance to the most recent revision of the faculty and staff handbooks under the section(s) entitled “Violation of Standards of Conduct” or “Grievance Procedures.”

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee’s personnel file. Although filed separately, all personnel related files will be kept in the Office of Human Resources. In cases involving students, all documents will be maintained by the Office of the Dean of Students.

Protection Against Retaliation: There will be no retaliation of any kind against individuals who, in good faith, report instances of sexual or other form of harassment, or who participate in or are witness to a procedure to redress a complaint of sexual or other form of harassment is prohibited not only by University policy but also by state and federal law. Retaliation is a serious violation which can subject the offender to sanctions independent of the merits of the harassment allegation. Any individual found to have violated this provision will be subject to disciplinary action, up to and including dismissal.

HEALTH INSURANCE

At present, the Affordable Care Act (Obamacare) mandates that everyone carry insurance or face a penalty tax. If you do not have government-approved health insurance, Health Services recommends you look to healthcare.gov and try to find a plan you find affordable and useful for you.

HEALTH SERVICES

The University Health Clinic is open Monday through Friday, 8 am to 4 pm when classes are in session. The clinic lunch hour is noon to 1 pm daily. The clinic is staffed by a fulltime Family Nurse Practitioner. Most of our care is provided by appointment, but we do our best to accommodate walk-in’s as time permits. Appointments may be made by email swren@uu.edu, phone (731)661-5284, or in person. Our Clinic Assistant and Health Records Coordinator can answer your immunization and healthcare related questions. Health services provided by the University clinic are available for students, faculty and staff but not the dependents of these individuals. Student fees cover the primary costs for the health care rendered to clinic patients. However, vaccinations, lab work, prescription medications dispensed from the clinic, and other treatments may require an additional charge. Costs for health care received at an off-campus facility will also be the responsibility of the patient.
When the University Health Clinic is closed, resident students should contact their Residence Director or their Resident Assistant (731)298-7768 for health related issues. Evening commuter students with medical emergencies while on campus may receive assistance by calling a security officer on the 24-hour cell phone (731)394-2922.

Health forms and immunization records which are submitted as a part of the application process are kept on file in the University Health Clinic for seven years after a student’s last semester at Union University. Copies of one’s health record may be obtained by written consent only. This consent form may be downloaded from the Health Services web site www.uu.edu/studentservices/healthservices/ and mailed, faxed, or delivered to the clinic. Fax: (731)661-5499.

IDENTIFICATION CARDS (STUDENT ID)

Each student is required to have a current photo identification card. Student identification cards will be made during the initial registration and will be distributed at check-in. Student ID’s are needed for use in the residence complexes, library, bookstore, wellness center, cafeteria, labs, and post office. It is required for chapel credit, voting in campus elections, for admission to athletic events, for entrance through the Welcome House after curfew, and for check cashing.

Student fees cover the cost of the student ID made during regular registration. Replacement cards may be secured from the Office of Safety and Security during posted hours at a cost of $10.00.

Any student at any time while on campus must furnish satisfactory identification upon request of a faculty member, administrative official, or security officer.

The University is not responsible for lost or stolen cards, or the remaining balance on lost or stolen cards.

LOST AND FOUND

When an item is lost or found it should be reported to the Office of Safety and Security located in the Student Union Building. Safety and Security maintains a log of both missing/lost and found items. Items not claimed by owners after 90 days will be disposed of at the discretion of Safety and Security.

Students who wish to post fliers advertising a reward for lost or stolen items must follow the guidelines outlined in the Fliers and Advertisements section of this handbook.

MAIL SERVICES

Each student may receive a free mail box and combination at Campus Mail Services during registration and will maintain the same box number throughout his/her University career, provided he/she does not drop out for a semester. All residential students are required to have a Union mail box. Campus Mail Services is located in the Student Union Building.

Mail sent to a Union student should use the following template:

Name: ______________
Address 1: UU (Insert Student’s Box Number*)
Address 2: 1050 Union University Drive
City, State, Zip Jackson TN 38305

*Please note: Do not use the words “Post Office Box” or “P.O. Box” for Address 1. The mail will be delayed and could be returned to the sender by the US Postal Service.

Postal hours are 8:30 am — 4 pm, Monday through Friday during fall and spring semesters. Mail is posted to campus boxes Monday through Friday as soon as possible after delivery from the US Postal Service. Check with Mail Services for winter and summer hours.

You will be notified by your Union email when you receive a package by UPS, USPS, and FED EX. You may come to the front counter of the Union Post Office to pick up your
Notices of C.O.D. packages should be taken to the Jackson post office for payment on delivery.

The Union Mail Services Office reserves the right to withhold magazines that are contrary to University values. (See Community Value Statements I, E.)

The combination information slip should be kept in a safe place for reference when needed. Students who fail to learn their combinations will be charged $0.50 each time a postal employee must assist with opening a mailbox. Campus mail boxes should be kept locked at all times.

Stamps are available for purchase at the Campus Mail Services and at Union Station. Campus mail should be placed in the special drop box located on the main corridor wall of the post office. When dropping more than 10 pieces of campus-bound mail, (Christmas cards, Valentines, etc.) arrange them in numerical box order and secure them with a rubber band.

After hours outgoing mail should be placed in the blue postal drop box located on the dock behind Campus Mail Services. Jackson post office personnel pick up the mail at 4 pm, Monday through Saturday.

Campus organizations, fraternities, and sororities should make special arrangements to post notices to their membership. The postal clerk may require a sample of material being posted.

When a student leaves for the summer or for the winter term, it is his/her responsibility to give correspondents a temporary forwarding address. Campus Mail Services does not handle temporary forwarding of mail. A permanent forwarding address should be left when the student graduates or withdraws.

**MEAL PLANS (BREWER DINING HALL AND LEXINGTON INN)**

Dining facilities are located in the Student Union Building. 19 meals per week are served.

Union University offers Block Meal Plans which give students a certain number of meals to use throughout the entire semester in the Brewer Dining Hall. Buster Bucks, a declining balance account, may be used in the Lexington Inn. During fall and spring semesters, residential students will automatically be assigned a meal plan. Commuters who wish to purchase a meal plan may stop by Union Station and sign up for a plan.

During four-week terms (January, June, and July), residential students who are enrolled in a class(s) will automatically be assigned a 25 Block Meal Plan (Note: January term residential students must have a meal plan if they are enrolled in a class(s) even though there is no housing fee for January term). Commuters who wish to purchase a meal plan may stop by Union Station and sign up for a plan.

These Block Meal Plans give students all of their meals at the beginning of the semester. If a student does not use all of their meals before the end of that semester, any unused meals zero out and are not rolled over to the next semester. The Buster Bucks will carry over from fall semester to spring semester; however, they will not carry over from one academic year to the next. If a student does use all of their meals before the end of the semester and wishes to purchase additional meals, they may do so by contacting Tina Giddens in the Business Office (behind Union Station).

**Residential Students:** Fall and Spring Semesters

120 Block Meal Plan with $120 Buster Bucks - $1,075 per semester (assigned to all returning residential students)

140 Block Meal Plan with $150 Buster Bucks - $1,250 per semester (assigned to all first-time, freshman residential students)

200 Block Meal Plan with $200 Buster Bucks - $1,600 per semester

**Residential Students:** Winter and Summer Terms (January, June, July)
25 Block Meal Plan - $200 per term (assigned to all residential students enrolled in a class(s))
40 Block Meal Plan - $320 per term

*Meal plan changes for residential students must be made before classes begin.

**Commuter Students:** Fall and Spring Semesters Commuter 50 Block Meal Plan - $400

**Commuter Students:** Winter and Summer Terms (January, June, July)
15 Block Meal Plan - $120

*Meal plans for enrolled students are not refundable or subject to change once the semester or term has begun.

**MINOR STUDENTS (STUDENTS WHO ARE UNDER AGE 18)**
All Union students under the age of 18 must complete a parental release form and submit it to the Dean of Students. Forms must be completed before classes begin.

**MISSING PERSON POLICY**
In compliance with the Clery Act, Union University’s missing person policy states: If a member of the Union University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Union Safety and Security. Upon receiving a missing person's report, it is Union's policy to notify the Jackson Police Department. All students are required to provide emergency contact information prior to enrolling for classes each semester. Union University will notify a student's emergency contact no later than 24 hours after the student is determined to be missing. A student's emergency contact information will be accessible only by authorized campus officials and law enforcement.

**MOVIE POLICY**
Organizations wishing to show movies on campus are held to movie policies that ensure Union’s compliance with federal guidelines. Union’s movie policies can be located at [www.uu.edu/studentservices/organizations/policies.cfm#movie](http://www.uu.edu/studentservices/organizations/policies.cfm#movie). Additional questions about movie policies, process, and the cost of film rights may be directed to the Office of Student Leadership & Engagement or the Office of Residence Life.

**PARKING PERMITS**
Every individual who maintains or operates a motor vehicle on the Union University campus must register each vehicle with the Office of Safety and Security at the beginning of the semester or within 24 hours of the vehicle being brought to the campus. The General Student fee covers the cost of the first permit. All additional permits are available for a charge of $5 each. The vehicle’s license plate number and proof of current auto liability insurance is required for registration of the vehicle.

The permit must be affixed directly to the outside of the rear window on the bottom corner of the driver’s side. Use the adhesive on the permit to attach it to the window. No other method of attaching the permit is acceptable.

Parking permits are assigned by the following color codes:
- Faculty/Staff – Blue
- Students – Red
- Wellness – Yellow
- Germantown, Olford and Hendersonville campuses – Same Designations

Faculty/Staff parking areas are designated by blue lines on either side of the parking spaces. Students may park in any lined parking spaces that are not designated Faculty/Staff or restricted, i.e., fire lane, handicap, loading zone, security, facilities management, individually marked visitor space, or director’s space.

Students may not park in any faculty/staff area between 7:30 am and 4:30 pm Monday-
Cooperation on the part of all campus patrons is expected and essential. Vehicles parked in reserved spaces, loading zones, restricted areas, or blocking entrances and exits are subject to removal at any time at the owner’s expense. Vehicles may not be left unattended in the circles at the residence complexes, the Student Union Building or in front of the academic complex at any time for any reason. Loitering will also not be permitted.

Parking control is under the jurisdiction of the Director for Safety and Security. Fines for violations must be paid in the Office of Safety and Security within three business days of the issue date noted on the ticket. Tickets not cleared in the Security Office will be forwarded to the Business Office where they will be charged to the student’s account with a service fee.

Those in violation of parking regulations will be ticketed and fines imposed as follows:

<table>
<thead>
<tr>
<th>Violation Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit improperly displayed</td>
<td>$10.00</td>
</tr>
<tr>
<td>Parking over/on the line</td>
<td>10.00</td>
</tr>
<tr>
<td>Backing in parking space/pulling through</td>
<td>10.00</td>
</tr>
<tr>
<td>Parking in Unmarked space</td>
<td>10.00</td>
</tr>
<tr>
<td>Violation of timed parking space</td>
<td>20.00</td>
</tr>
<tr>
<td>Blocking another vehicle</td>
<td>35.00</td>
</tr>
<tr>
<td>Parking in the flow of traffic/Blocking Traffic</td>
<td>35.00</td>
</tr>
<tr>
<td>Driving or parking on the grass/walkways</td>
<td>35.00</td>
</tr>
<tr>
<td>Blocking fire hydrant</td>
<td>35.00</td>
</tr>
<tr>
<td>Parking without a valid permit</td>
<td>35.00</td>
</tr>
<tr>
<td>Parking in Faculty/Staff spaces</td>
<td>35.00</td>
</tr>
<tr>
<td>Parking in circle/fire lane</td>
<td>35.00</td>
</tr>
<tr>
<td>Parking in Reserved Spaces</td>
<td>35.00</td>
</tr>
<tr>
<td>Disregarding Traffic Control Device</td>
<td>35.00</td>
</tr>
<tr>
<td>Illegally parking in Handicap Space and/or blocking ramp or loading zone</td>
<td>50.00</td>
</tr>
<tr>
<td>Reckless driving</td>
<td>50.00</td>
</tr>
<tr>
<td>Parking in driveways to dumpsters</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Students may be allowed one warning per academic year at the discretion of the Director for Safety and Security. Students who accumulate more than five violations during the academic year (August—July) will have a $5.00 fine added to each additional ticket received. In addition to the designated fine, a chronic offender may be referred to the Dean of Students or his designee for disciplinary action.

Individuals receiving traffic tickets may discuss their case with designated staff personnel in the Safety and Security Office. Obvious errors will be corrected. Formal appeals may be made through the Office of Safety and Security. A written Appeal Form must be completed outlining the basis for the appeal within three business days following the date of the ticket. The Director or his designee will review the appeal and make a final determination. The student will then be notified of the outcome. The University reserves the right to inspect cars parked on University property.

**POLITICAL ACTIVITIES AT UNION UNIVERSITY**

Union University supports the healthy discussion of issues regarding the political climate across the country. In addition Union University encourages students to be involved in the political process and to engage in political discourse and public square issues. Although the University supports this process, Union is a private institution and therefore is not required by law to allow political candidates on campus. However, the administration chooses to offer this privilege only if certain policies are followed. A complete listing of political activity policies can be found at the following website:
PRINTING (Limits on free printing for students)

Union provides a defined number of free prints per student during each academic term. For more information about Union printing policy and wireless printing options, go to www.uu.edu/printing.

PROGRESS REPORTS

Progress Reports each fall and spring semester and final grades for all semesters and sessions will be reported through WebAdvisor. Progress reports are not applicable for reporting to outside sources or in applications to the reporting of the Grade Point Average.

Progress Reports are reported to the student. If a change in the reported grade is deemed appropriate, the instructor should communicate it directly to the student. Grades are reported for all students in all full semester courses with the exception of laboratories, ensembles, applied music, and PE activity courses. Grades may be reported for these courses at the discretion of the instructor.

PROTESTS

Union desires a collaborative and constructive relationship with those in our community. While Union offers many channels to affect and influence change, Union also recognizes that constructive protest and discussion of issues may happen within a college community. The college also recognizes an obligation to maintain an atmosphere conducive to academic work and the respect of private rights of all individuals. Should groups want to demonstrate in this manner, guidelines governing protests and demonstrations and required registration forms are available at www.uu.edu/studentservices/accountability/.

PUBLICATIONS

Institutional Responsibility Regarding Student Publications

The student publications of Union University including the Cardinal and Cream newspaper and The Torch literary magazine serve as learning laboratories in which the student may receive practical instruction and experience.

As a liberal arts University, Union University believes in and encourages academic freedom and open inquiry. At the same time, Union maintains a clear and definite commitment to the Judeo-Christian principles in the Bible. The University refrains from censorship except in matters which conflict with the mission and core principles of the University or matters which conflict with accepted professional standards of excellence and which may violate laws governing the press.

Each student publication is under the direct supervision of a faculty advisor who is responsible for guiding and instructing student staff members. Daily operations and matters of policy are the responsibility of the faculty advisor. Policy decisions regarding a specific publication are made by the faculty adviser with input from the student editor-in-chief and managing editor. Oversight of each publication is subject to the review of the Chair, Department of Communication Arts (Cardinal and Cream); Chair, Department of English (The Torch); Dean, College of Arts and Sciences; Chief Academic Officer, and President of Union University.

Student publications of Union University are expected to uphold relevant professional standards and to operate within institutional boundaries reflecting the values of a Christian liberal arts University. As a private University, Union University has the right and responsibility of requiring student publications to refrain from obscenity, matters appealing to a prurient interest, and blasphemous or sacrilegious material.
Because student publications are primarily learning laboratories, productions should be judged by principles of sound professional practice, which include the responsibility for factual accuracy, professionalism in writing and graphic presentation, and adherence to guidelines and laws regarding libelous communications, as well as the institutional policy regarding confidentiality of student records and release of information and the right of privacy.

The Cardinal and Cream

The Cardinal and Cream is the official award-winning campus newspaper of Union University. Budgeted as a part of the Communication Arts Department, the newspaper is published bimonthly and is distributed to students, faculty, staff, and administration without charge.

The Cardinal and Cream is written and edited by students under the guidance of a faculty advisor. Paid staff positions are available for any student enrolled in classes at Union, and particularly those interested in journalism or a related communications field. The campus newspaper enhances the experiences of students in writing, layout, editing, photography, advertising, and journalism administration.

The Torch

The Torch is a student literary magazine under the editorship of an appointed student staff. Its contents are made up of the student creative writing and artwork selected from among presentations in the normal course of class work and from those submitted directly to the editors. The Torch is a member of the Columbia Scholastic Press Association at Columbia University in New York.

RECORDING (AUDIO OR VISUAL RECORDINGS, INCLUDING UNIVERSITY-SPONSORED EVENTS OR CLASSES)

The university does not permit audio or visual recording in classes, lectures, faculty or staff offices, theatre, or other events without prior written permission from the instructor or coordinator of the event. Under no circumstances may recordings be distributed in any media for non-personal use without prior written permission of the instructor or coordinator of the event, even when the original recording was made with permission; distribution requires additional prior written permission. Students producing films on campus and/or using university A/V equipment must have project approval by the Dean of Students prior to filming. Students requiring class recording under ADA accommodations must first register with the Director for Disability Services.

RENTAL OF CAMPUS FACILITIES – SEVERE WEATHER POLICY

In the event of predicted significant weather, the organization renting space at a UU facility may determine if they wish to continue to hold the event unless Union has decided to make a campus-wide decision to cancel all events. The leader will be responsible for signing up for UU alerts www.uu.edu/ualerts and explaining to the group emergency shelter locations to their group. Outside groups are also expected to comply with any evacuation or instructions given via text message, security, or a university employee. In the event of severe weather, refunds can be given on rental space; however the organization will still be responsible for food costs.

ROLE OF THE STUDENT IN UNIVERSITY DECISIONS

Students at Union University are encouraged to become owners in not only their education but also in the structure of the University itself. This may be done through the following avenues:

Student Government

A student may pursue changes, questions or grievances directly to the Student Government Association (SGA) and The Student Senate. Many changes in policy have been successful because students have used these avenues for discussion and direction.
University Committees

Most standing committees at Union University include student representatives. Through SGA, a student can become involved in University decision making and policy review by being appointed to these committees where student representatives are full voting members. Applications are available every April through the Office of Student Leadership & Engagement.

The Office of Student Life

The Student Life Office is located in the Hyran E. Barefoot Student Union Building. The Dean of Students provides leadership in the areas of Health Services, Counseling Services, The Vocatio Center for Life Calling & Career, Minority Student Success, The Hundley Center, Residence Life, Judicial Services, Greek Life, Student Leadership & Engagement, Barefoots Joe, Intramurals, the Wellness Center, Safety and Security, Student Government, Student Organizations, and the University Calendar. The Dean of Students is your liaison with the administration of the University. Each student is encouraged to talk with him to begin any process of change. The Student Life team’s mission is to work to enrich the educational goals of the University by providing opportunities for students which develop scholarship, leadership, spiritual growth, service, and excellence in all matters. In addition, the Dean of Students provides opportunities and solutions to increase student satisfaction, help retain students to our campus, and develop student leaders.

The Office of the President

Although concerns can usually be addressed by utilizing the SGA, Senate or the Office of Student Life, students are welcome at any time to schedule an appointment with the President. However, students are encouraged to address questions and/or concerns through these other avenues prior to approaching the President.

SAFETY AND SECURITY OFFICE

The Office of Safety and Security, in agreement with the mission and values of Union University, exists to provide a safe and secure campus environment by protecting and providing assistance for students, faculty, staff, and visitors. They are service-oriented and people-focused in all that they do. The Office of Safety and Security seeks to serve all campus patrons with respect and dignity, in reflection of the Christian principles upon which Union University was founded.

Union University makes reasonable efforts to provide for the safety and security of students and their personal property, and expects students to practice good safety habits and exercise individual responsibility as well. The ultimate responsibility for personal security rests with each individual. Each person should be aware of his/her surroundings and the potential risks to their personal safety. Examples of good situational awareness would be: to walk with friends and in lighted areas, to know building evacuation procedures, to not leave valuables unattended and/or unlocked, to lock vehicles, and knowing how to contact security officers, Residence Directors, and other campus authorities. Campus residents should report suspicious activities to the security officers and/or Residence Life staff.

The Security Office is located in the Student Union Building. Students are expected to treat security officers with courtesy and respect and respond to any reasonable request.

Safety Procedures for fire and other emergencies are posted in highly visible locations throughout the campus buildings, and exits are clearly marked. Students are encouraged to become familiar with the locations of equipment and with outlined procedures. Any damaged or missing equipment should be reported to the Office of Safety and Security. Tampering with safety equipment will be grounds for disciplinary action.

SCHEDULING ACTIVITIES

All student activities must be scheduled through Tina Netland at tnetland@uu.edu. These should be scheduled as far in advance as possible. With the exception of certain activities...
which involve the entire student body or the schedules of groups outside the University, a first come, first served policy is followed.

Official University clubs and organizations must seek approval prior to the organization endorsing or publicly supporting outside businesses or charities. While we anticipate approving all requests, obtaining approval from the Office of Student Leadership and Engagement will ensure that all our organizations are affiliating with organizations that share similar values. The University reserves the right to cancel events or initiatives benefiting off-campus groups that were not previously approved by the Office of Student Leadership and Engagement.

All student events and activities are under the supervision of the Office of Student Leadership and Engagement. In order to prevent misunderstandings and problems, all arrangements, including the activity, the proposed location, and the proposed University representatives, should be cleared with the Office of Student Leadership and Engagement prior to deposits or commitments being made.

Any change in the date, time, or place of a scheduled activity must receive prior approval from the Office of Student Leadership and Engagement. When the cancellation of a scheduled event becomes necessary, a notice must be submitted to the Office of Student Leadership and Engagement. Another group may wish to utilize this date for its activity.

Off-campus social events must be restricted to a distance which will permit resident students to return to their residence complexes by the closing hour.

Social or extra-curricular activities scheduled the week preceding exams or during exam week after 8:00 pm need special permission from the Office of Student Leadership and Engagement.

SECURITY ACT INFORMATION

The Crime Awareness and Campus Security Act of 1990 and the Tennessee Code §§ 49-7-2201, et.seq., College and University Security Information Act require that each institution of higher education report to the Federal Bureau of Investigation and the Tennessee Bureau of Investigation on an annual basis, statistics for crimes occurring on campus and in student housing.

Students are requested to report any crime or suspected crime on campus to the Office of Safety and Security where an official written report will be completed.

Any student, Union employee or applicant for admission or employment may review, during regular office hours, the Union University Safety and Security Report and campus crime statistics. Copies of crime stats are available in the office of Safety and Security. Statistics are also available online at www.uu.edu/studentservices/safetysecurity/crimestats.

SIDEWALK CHALK

Per SGA Senate Resolution 185-022, the University asks that sidewalk chalk be used with restraint, and only to market events open to all students. Sidewalk chalk must be limited to sidewalks, not walls. We also ask that the organization using the chalk be responsible for cleanup within 24 hours after the event. In addition, all messages to be written in chalk need prior approval by the Office of the Dean of Students.

SOLICITATION

All soliciting by representatives of commercial, social, or charitable organizations is prohibited on the grounds and within the buildings of this institution. Students, instructors, and employees are requested to report any violations to the Office of Safety and Security or the Dean of Students.

SURVEYS

All surveys to or from Union faculty, staff, and/or students must be approved by a faculty member in conjunction with Union’s IRB (Institutional Research Board) process. Surveys not in conjunction with an academic class must be approved by the Dean of
Students and/or IRB. Union University receives weekly requests to administer surveys to and for our students, faculty and staff. Because of this high volume, the university’s current policy prohibits the distribution of surveys via mass outlets (E-nouncements) and/or providing student/faculty/staff email addresses for surveys. We reserve that communication for approximately eight annual surveys that are key to university-wide assessment.

TECHNOLOGY AND CAMPUS LIFE
See www.uu.edu/it/policies to learn about the University’s Acceptable Usage Policy and Wireless Usage Policy.

TIMELY WARNING
In the event that a situation arises either on or off campus that, in the judgment of the Dean of Students in consultation with the President and/or Vice President(s) constitutes an ongoing threat, a campus wide “timely warning” may be issued. The decision of whether to issue a timely warning will be made on a case by case basis. Timely warnings will be issued to the campus community as soon as pertinent information about the incident is available. Timely warnings will be delivered via emergency text message, www.uu.edu/uualerts, Union email, posted announcements and/or verbal warnings.

UNIVERSITY REPS FOR STUDENT ACTIVITIES
University representatives (defined as a current faculty/staff advisor, approved alumnus who is two years post-graduation, or parent) are to be present at all off-campus and select on-campus social events unless an exemption has been granted in writing by the Assistant Dean of Students. They are responsible for any crisis or emergency that may arise. Also, they are to see that all students abide by University regulations as stated in the Campus Life Handbook and that the event ends on time with everything left in good order. This is important because all student groups represent Union University, whether on or off campus and should model themselves in a manner consistent with the mission and purpose of Union and pleasing to our Lord Jesus Christ. University reps simply serve as persons of accountability and to remind students of this obligation. Failure to abide by these policies governing social events could result in the cancellation of the event or more serious social restrictions. The entire sponsoring organization will be held responsible for following the approval process.

The number of University reps required will be determined by the Office of Student Leadership & Engagement and will depend on the nature of the event. The person in charge of the social event or trip is responsible for making arrangements for the proper number of University reps. This person should check with the Office of Student Leadership & Engagement. Organizations should secure their University reps at least one week prior to the event.

VAN RESERVATION POLICY
Union University offers a limited number of vans for University use. Anyone seeking to operate a Union University vehicle must first show that they have a safe driving record. This is accomplished by completing an online form administered by Sterling Background Checks. Safety and Security will provide a link to anyone that needs this check. Allow one week after online submission for your driving record to be received and reviewed before expecting to be able to drive a Union University vehicle.

Faculty and staff advisors must accompany student organizations in the van if the group is traveling to an event over 60 miles from campus unless special arrangements are made with the Dean of Students. All van reservations must be made by a sponsor, faculty/staff/administration. Van reservations can be made through the Office of Safety and Security, (731)661-5018, or email sblanken@uu.edu.

VOTER REGISTRATION
All states require that you be a United States citizen by birth or naturalization to
register to vote in federal and state elections. You cannot be registered to vote in more than one place at a time. Each state has its own laws regarding registering and voting as well as deadlines for registering to vote and absentee voting. For the latest information, go to www.canivote.org. (This nonpartisan website is maintained by the National Association of Secretaries of State.)

STUDENT ACTIVITIES/ORGANIZATIONS

ADMISSION TO CAMPUS ACTIVITIES

Students and spouses are admitted to most campus activities, including Lyceum programs, varsity athletic events, and intramural activities, without charge with the presentation of a valid I.D. The Student Activities Council (SAC) or other campus organizations may make nominal charges for campus events they sponsor. The University reserves the right to require parental consent for certain University activities.

FORMATION OF NEW STUDENT ORGANIZATIONS

Students desiring to form a new organization must first meet with a representative from the Office of Student Leadership & Engagement. After this meeting, please read and complete the information available at the following website: www.uu.edu/studentservices/organizations/policies.cfm#forming

STUDENT ORGANIZATION LEADERSHIP REQUIREMENTS

Because of academic responsibilities and the duties associated with campus leadership roles, no student with less than a 2.5 grade point average may serve as a Student Government Association officer or as an officer for a campus organization. In addition, he or she must be in good standing with the University both academically and judicially.

UNDERGRADUATE ORGANIZATIONS AND HONOR SOCIETIES

- Alliance Francophone
- Alpha Chi
- Alpha Delta Sigma
- Alpha Mu Alpha
- Alpha Psi Omega
- Alpha Sigma Lambda
- Alpha Tau Omega
- American Advertising Federation - Union University
- American Institute of Graphic Arts
- American Marketing Association
- Association for Computing Machinery
- Athletic Training Students' Association
- Baptist Student Nursing Fellowship
- Beta Gamma Sigma
- BIOME
- Cardinal & Cream
- Chi Omega
- College Democrats
• College Republicans
• Collegiate Music Educators National Conference
• Debate Team
• enactus
• Engineering Student Advisory Committee
• Fellowship of Christian Athletes
• Fred Fanatics
• Honors Student Association
• ink.
• Institute of Electrical and Electronics Engineers
• Interfraternity Council
• International Justice Mission
• International Students Union
• Justice & Mercy
• Kappa Delta
• Kappa Delta Pi
• Kappa Mu Epsilon
• Lambda Chi Alpha
• Life139
• Ministerial Association
• Mission 127
• MOSAIC
• Mu Kappa
• Music Ensembles
• Omicron Delta Epsilon
• Panhellenic Council
• Phi Alpha
• Phi Alpha Theta
• Phi Beta Lambda
• Phi Theta Kappa Alumni Association
• Pi Kappa Lambda National Music Honor Society
• Pi Sigma Alpha
• Psi Chi
• Psychology Club
• Public Relations Student Society of America
• ROTC
• Rutledge Honorary History Club
• Sigma Alpha Epsilon
• Sigma Delta
• Sigma Pi Sigma
• Sigma Tau Delta
• Sigma Theta Tau
• Social Work Reaches Out
• Society of Physics Students
• Sociological Inquiry Society
• Student Activities Council
• Student Athlete Advisory Committee
• Student Members of the American Chemical Society
• Student Nurses' Association
• Student Tennessee Education Association
• Students for Sustainability
• The Torch
• Union Broadcasting Society
• Union Film Society
• Union Jaxx
• Union Pre-Law Society
• Union University Judo Club
• University Relations Ambassadors
• UU Cycling
• Whetstone Fencing
• Zeta Tau Alpha

GRADUATE SCHOOL STUDENT ORGANIZATIONS
• American Pharmacists Association Academy of Student Pharmacists
• Christian Pharmacists Fellowship International
• National Community Pharmacists Association
• Phi Lambda Sigma
• Student Chapter of the American Association of Pharmaceutical Scientists
• Tennessee Society of Student Pharmacists
• Union University School of Pharmacy Student College of Clinical Pharmacy
• Union University School of Pharmacy Student Society of Health-System Pharmacy
RESIDENCE LIFE
A SHARED, GRACE-FILLED COMMUNITY

Did you know that 91% of a college student’s time is spent OUTSIDE of the classroom? There, outside of the classroom, an awesome Residence Life staff daily provides on-going friendship and Christ-centered, student-focused programs for each resident to delve into!

RESIDENCE LIFE MISSION STATEMENT
Residence Life is committed to providing a holistic living and learning environment where academic scholarship is developed, distinctive relationships are formed, servant leadership is practiced, community values are upheld, and biblical restoration is provided.

RESIDENCE LIFE PHILOSOPHY
The Union Residence Life Experience is founded on solid pillars of time-tested, scripturally-based community values: (1) the worth of each individual, (2) self-discipline, (3) personal integrity, (4) respect for community authority, and (5) respect for property and the environment.

Over 1,300 students from many different backgrounds/cultures live within this Residence Life grace-filled community. Opportunities abound each day for students to integrate their faith and their living as they develop a genuine respect for other students’ needs and interests, build lifelong friendships, practice healthy communication and conflict resolution, and utilize leadership skills.

RESIDENCE LIFE GOALS
Residence Life’s commitment to the mission, vision and values of Union University is evident through the following goals:

- To provide a Christ-centered, excellence-driven, people-focused, and future-directed approach to students, faculty, staff, and guests of the University
- To provide opportunities for the development of the whole person through cocurricular educational programs/activities
- To provide professional staff and services to meet the developmental needs of each resident
- To provide a grace-filled community through Christ-centered behavioral values and redemptive discipline
RESIDENCE LIFE STAFF

Director of Residence Life
The Director of Residence Life provides vision and leadership for the Residence Life staff, students and goals. The director is a fulltime professional dedicated to student development, professional excellence and ministry to students.

Residence Directors/Assistant Residence Directors
The three residence directors are fulltime professional staff dedicated to student development and the overall administration of the Residence Complexes. Two Residence Directors partner with an Assistant Residence Director to provide people-focused oversight of the residents in their complex. They are available for leadership training, college-life information, counseling, and assistance to students learning to integrate their faith and living in relationship to God and others.

Resident Staff Advisors / Resident Advisors
A team of 30 students known as RSA’s and RA’s serve as community builders and catalysts for creating a fun, living-learning environment in Residence Life. Each student serving in this role has undergone an extensive interview/training process and been chosen because of their desire and ability to serve their fellow students. It is their passion to build a community of respect for God and others and to be a source of encouragement for their peers as they adjust to living in a college environment with over 1,300 other students.

HOUSING POLICY
Union University recognizes the experience of residential living as a valuable part of students’ education by providing opportunities to integrate their faith with their daily living, develop servant leadership abilities and build lifelong friendships. Therefore, Union is a residential University that requires all unmarried, fulltime, undergraduate students to live on campus. Students may apply to live off campus if they have earned at least 96 credit hours by the beginning of the fall semester of the academic year.

The Residence Life Staff feels it is very important for college freshmen to live with other freshmen during their first year at Union. For this reason, the University strives to match freshmen students with other freshmen students. In some cases it may be acceptable to assign a freshman with three upperclassmen in an apartment if all four have requested to live with each other. In this case, the freshman must (1) have paid their housing deposit early and (2) have listed on their Residence Life Application the names of those upperclassmen. Exceptions will be left to the discretion of the Director of Residence Life.

If the count drops below four occupants for an apartment, the Residence Life Staff has the discretion to place another student in that apartment or place the remaining roommates in other rooms. It is for this reason that students must select their roommates wisely and work diligently in solidifying plans for their housing arrangements before the housing sign-up process.

If a bedroom is not occupied it must remain closed and locked for the duration of the semester. Students may not contract vacant rooms for any reason.

The University may allow graduate students to live in traditional undergard housing with the approval of the Director of Residence Life or Dean of Students.

HOUSING CONTRACT
Union’s Housing Contract is for the FULL ACADEMIC YEAR and is a legal and binding document between the student and the University.

Part-time Resident Students
All residential students (single or married) must remain full-time students (registered for at least 12 credit hours) and be actively attending classes. If a student drops below 12
credit hours and desires to live on campus, he/she must present a request in writing to the Director of Residence Life. In addition, the University reserves the right to remove a student from Residence Life if he or she is not attending classes or the Dean of Students has evidence that passing all courses remaining in the semester is no longer possible.

**OFF-CAMPUS POLICY**

Every student (including new freshmen and transfers) who is considering living off campus must submit an Off-Campus Request form through the Residence Life website www.uu.edu/studentservices/residencelife by the deadline indicated on the form and then wait for the Director of Residence Life, Dean of Students, and/or the Appeals Committee to review the request and notify the student of their decision. Students will receive an email approving or denying the request from the Office of Residence Life within two weeks of the request (unless the Appeals Committee must meet to determine your eligibility.)

Students who wish to live off campus must meet one of the following qualifications and indicate it on their Off-Campus Request form:

- student will be living at home with his/her parent(s) or guardian within a 40-mile radius of Union University.
- student will be at least 22 years old prior to the first day of the fall semester for which he/she is requesting to live off campus.
- student must have completed 96 credit hours prior to the first day of the fall semester for which he/she is requesting to live off campus.
- student is a part-time student.
- student is married prior to the first day of the fall semester.

A student who does not meet one of these qualifications to live off campus listed above but feels he/she has extreme extenuating circumstances that deserve consideration for off-campus residency can complete an Off-Campus Application for the Appeals Committee to review. As part of the Off-Campus Application, the student must complete a personal letter to the Appeals Committee detailing the student’s circumstances which deserve consideration to live off campus. After the Appeals Committee reviews the student’s request to live off campus, the student will be contacted about the official approval or denial of their request. Any student who submits an Off-Campus Application after the deadline must be approved by the Appeals Committee and will forfeit their housing deposit. Any student who submits an Off-Campus Request form after April 15th will also be charged a $150 late request fee. No Off-Campus Requests will be considered after July 15th. Any student who signs a housing contract at the beginning of an academic year, but whose appeal is granted to live off campus for spring, will still be breaking his/her housing contract and will forfeit his/her $100 housing deposit.

**Consequences for Violating Union’s Housing Policy**

Any student who lives off campus during fall or spring semester and has not completed an Off-Campus Request form or has not been approved by the Appeals Committee will be charged a housing fee of $3,470 each semester the student does not honor the University housing policy.

**2015-2016 HOUSING PRICES**

**The Quads:**

- $3,845 for each fall or spring semester
- There is no charge for winter term housing for students enrolled in winter term
- $550 for each summer term or for non-enrolled winter term residents
Heritage Residence Complex:

- $3,470 for each fall or spring semester
- There is no charge for winter term housing for students enrolled in winter term
- $490 for each summer term or for non-enrolled winter term residents

THE RESIDENCE COMPLEXES

Residence Complexes for Single Students (Traditional, Undergraduate)

Residence Life for single students is uniquely arranged in apartment style housing featuring a private bedroom for each individual student age 23 or under. Each apartment includes four private bedrooms (three bedrooms in the handicap accessible apartments).

The following is some general information about on-campus housing at Union:

- Each apartment on campus is furnished with a couch, chair, coffee table and end table
- All apartments on campus have central heating and air conditioning, and venetian blinds to cover all windows.
- All apartments on campus have a small kitchen. These include a refrigerator, stove/oven, shelves, and cabinet. Microwaves are provided in the Quads.
- The Quads have two bathrooms in each apartment (one bathroom in the handicap accessible apartment) with a shower, toilet, mirror, and sink in each. There is also shelving in one bathroom in each apartment that should be shared by all four roommates. Shower curtains are not provided. (The left bathroom in all downstairs apartments is a hurricane-strength storm shelter.)
- Each apartment in the Quads also includes an energy-efficient washer/dryer unit.
- In the Heritage Residence Complex each apartment has one bathroom with a tub, toilet, mirror, and sink with cabinet space below. Shower curtains are not provided.
- Each apartment in the Quads and Heritage has a two-way intercom system for communication and emergency notification. Due to the high volume of students with cell phones, none of our apartments has telephone lines.
- Each bedroom in Heritage and the Quads has an internet port as well as wireless internet access. All apartments also have cable.

Heritage Residence Complex has a common area (McAfee Commons) that contains comfortable seating areas, TV's, a kitchen, vending machines, laundry rooms, a computer lab, an upstairs study loft, a game room, the Residence Life Staff offices, and the Residence Director’s office and apartment.

The Quads Residence Complex also has a common area (Bowld Commons) that contains classrooms, kitchens, a large multipurpose recreational room, TV’s, video games, vending machines, a game room, music rooms, computer labs, several comfortable seating areas, and two Residence Directors’ offices and apartments.

The Quads Residence Complex

The Quads house 894 male and female students (in separate buildings). The Quads (Ayers, Hurt, Watters, Grace, and Hope) are located directly off of Walker Road.

Women’s Residence Director: Kayla McKinney

Office Number: (731)661-5148 (office located in the Bowld Commons)
Email: kmckinney@uu.edu
Men’s Residence Director: Ben Bredow
Office Number: (731)661-5020 (office located in the Bowld Commons)
Email: bbredow@uu.edu

Men’s Assistant Residence Director: Cody Curtis
Office Number: (731)661-5436 (office located in the Bowld Commons.)
Email: ccurtis@uu.edu

Heritage Residence Director: Erin Slater
Office Number: (731)661-5012 (office located in McAfee Commons)
Email: eslater@uu.edu

Heritage Assistant Residence Director: Rusty Tuders
Office Number: (731)661-5683 (office located in McAfee Commons)
Email: rtuders@uu.edu

Residence Complex for Graduate Students, Families, and Non-traditional Students

Warmath Family Housing
Warmath Family Housing consists of students who are married, students with children, students who are non-traditional age and graduate students. Each Warmath Family Housing apartment consists of two bedrooms and a living room (unfurnished), a kitchen (with a refrigerator and stove), and a bathroom. A separate laundry room for Warmath residents is located behind the Warmath apartments. Housing in Warmath Family Housing is obtained by application through the Residence Life office.

Single Student Graduate Housing
Single Student Graduate Housing consists of single students who are non-traditional age and graduate students. Students are housed in the Hope Complex and are assigned one bedroom. Each apartment consists of four bedrooms, a large living room, two bathrooms, and a kitchen (with a refrigerator, stove, microwave, and washer/dryer unit). More information is located at http://uureslife.com/graduate.

RESIDENCE COMPLEX GUIDELINES / STUDENTS’ RESPONSIBILITIES

Advertising
Prior to hanging posters or other advertising materials in the Residence Complexes, students must obtain the poster guidelines as well as permission from the Residence Director of their complex. No adhesive tape may be used to hang flyes.

Announcements
Out of respect for students’ privacy, only announcements concerning Residence Life activities and Emergency/Safety information will be made in the Residence Complexes.

Commons
Residents and guests of all residential students may relax in either Commons and watch TV, play board games, study, cook, meet friends, and obtain basic medical supplies. In Residence Life, public areas such as the Commons, bathrooms, study rooms, computer labs, meeting rooms, kitchens, and TV areas are provided for the use of the Union students, not the general public. The furniture and newspapers in these public
areas must remain in the Commons. Kitchens must be cleaned after use. Removal of these furnishings would be considered theft from the University and would be handled by the University judicial system. Programming provided by the Residence Life staff in the Commons is for all Union students. All requests for use of the Commons for other Union-sponsored events are to be taken to the Residence Life staff for their approval and will be at their discretion. Reservations for rooms in the Bowld Commons may be made through the Residence Life section of Union’s website. Visit www.uureslife.com/reserve.

Equipment and furnishings provided in the Commons should be treated with respect while keeping others in mind, specifically in the areas of noise and cleanliness.

Washers and dryers are located in McAfee Commons area as well as in each apartment in the Quads. Clothes should be removed from the washers and dryers as soon as the cycles are completed. The University does not assume responsibility for any clothes left in the washer/dryer. Any theft of personal items should be reported to the Commons office and an incident report filed.

The RD office and RA desk are for the use of the Residence Life staff. An intercom and lobby phone are provided in the Commons to assist residents and guests in contacting students.

Curfew Hours
In order to encourage freshman to build new relationships with their roommates and to establish good time-management habits, freshmen have a “freshman curfew” for the first week of school. During that week, freshmen are to be in their apartments (not in another student’s apartment, the Commons, or off-campus) by 11:00 pm each night of freshmen curfew and remain there for the rest of the night. Their Resident Advisor will come by their apartment after 11:00 pm to visit briefly and answer any questions freshmen may have. After the first week of school, curfew for freshmen becomes the same as it always is for upperclassmen, which is 2:00 am. At that time, all residents must be in their Residence Complex and any non-residents who are not registered as guests must be off campus.

Decorating and Furnishing Guidelines for University Apartments
The University’s apartments/bedrooms may be decorated only within University guidelines and in such a way that reflects Union’s five Community Values. The following describes a few specifics that will help students personalize their apartments while at the same time avoiding any damage to the apartment which could result in charges for the students.

Apartments may NOT be painted or wallpapered (including borders). Counter tops and desks are not to be covered in contact paper; however, cabinet drawers may be lined with drawer liner. Candles, candle warmers, incense, halogen lamps and live Christmas trees/garland are prohibited due to the fire hazard they have proven to be. If found, there will be a $25 safety violation fine. Road signs/business signs and permanent decals are not to be placed anywhere in the apartment (including windows). Posters or any other items with questionable content, alcohol or tobacco references are not permitted. ALL repairs to the apartment must be made by Facilities Management which means residents may NOT do any repairs or perceived “improvements” in the University’s apartments.

Suggested decorative items include a small desk lamp, pictures/posters, and curtains. Pictures/posters may be hung on the walls using size 4 finishing nails or thumbtacks.

Door Opening
The Residence Life Staff will not open doors to apartments or bedrooms for other students who do not live there without the verbal consent of the occupant of that apartment/room.
Equipment/Intercom/Appliances

An Intercom is located in each apartment and is used in emergencies to warn students of tornado, fire, etc. Tampering with the intercom in any way will result in a fine and cost of repairs. Cable television service is available to all students in their living room. Music and televisions are to be kept at a volume that is not disturbing to others. Electric cords may NOT be taped to the floor because of the adhesive it leaves behind which ruins the carpet. A small roll of “cord-keeper” may be purchased at the local hardware store and used to cover cords and prevent tripping over them. Microwaves and toaster ovens may be brought; however, deep fryers and hot plates may not be used.

Furniture

All traditional undergraduate apartments are fully furnished. **All of the original apartment furniture is inventoried and must remain in its assigned apartment throughout the semester.** Because of fire safety guidelines, furniture must not block any exit path routes. Your RD can assist you with what types of furniture are acceptable to add to your apartment, and all personal furniture must be removed at check-out if the student is not living in that apartment for the summer. The Office of Residence Life reserves the right to ask residents to remove any extra personal furniture.

Guests of Residents/Overnight Visitors

All overnight visitors must be over 12 years of age, the same sex as the person with whom they are spending the night and registered in the Commons as a guest. Students must register overnight guests by midnight online at www.uureslife.com/guest. Out of consideration for all roommates, guests (including family members or commuter students) may not register for more than two consecutive nights and not total more than five in a semester or term.

Overnight visitors who are not registered will not be allowed to enter campus after curfew. Guests who are not registered can also expect the cost to be $15/night. Residents are responsible for registering their guests, for the behavior of their guests and therefore for letting guests know of the community values of the University. Although this policy allows for same sex overnight guests, all residents and guests are responsible for compliance with all of the sexual impropriety prohibitions contained in the University Community Values Statements. The University reserves the right to exclude off-campus visitors from the residential areas and/or campus.

There are to be no overnight visitors during exam week.

Insurance (Renter’s Insurance for Student’s Personal Property)

It is the responsibility of the student to insure all personal property he/she brings to Union University with renter’s insurance. Union University is not responsible for the loss, theft, or damage of any kind to a student’s personal property, regardless of circumstances.

Laundry

Residents with laundry units in their apartments are required to clean the lint traps and filters in their unit. Failure to do so will cause a mechanical malfunction of the unit, and the residents will be responsible for all charges associated with the repair or replacement of the unit.

Lofting

Stacking a bed on top of cinder blocks, furniture, or any other material is prohibited in the Residence Complexes. The beds are not designed to be lofted in that way, and serious injury could result. Any student who is found to be lofting their bed off of the floor will be fined $100 immediately and may accrue furniture damage fees at the end of the semester.
Maintenance Issues

If a resident finds a maintenance problem with his/her room, apartment or furnishings, he/she must go to the Commons and the RA will assist in submitting a maintenance request. If the problem is not fixed in a timely manner, please notify the Residence Life staff before filling out another form.

The complexes are sprayed regularly for pest control as part of a University plan. Residents can assist with this problem by taking out the trash, properly storing food, and cleaning their apartments.

Please do not place stepping stones in the grass outside of your apartment. Stepping stones will be removed if found because of the damage they could cause to lawn care equipment.

Please refrain from flushing food down the toilets in the Residence Complexes or dumping it out the windows. Disposing of food in an inappropriate way could cause physical or aesthetic damage or invite a significant pest problem.

Medical Emergencies (Repeated)

Students who have serious and repeated emergency medical or psychiatric conditions will be asked to provide written medical support that they are under care and are supported to live in residence life by their medical treatment team. Such documentation should ensure that treatments or conditions will not require significant monitoring by the residence life team or roommates and is required before continued residency.

Networking Equipment

One apartment in each building in Heritage Residence Complex has a computer networking cabinet in the living room. Tampering with this equipment in any way (including placing stickers or magnets on the cabinets) will result in a minimum $100 fine and/or probation.

Open Visitation

Open visitation hours are Friday 2 to 10 pm; Saturday 2 to 10 pm; Sunday 12 noon to 6 pm. Visitation is only permitted in the living room and kitchen areas.

No mixed gender visitation is allowed in the private bedrooms even if the door is open. It is the responsibility of the student to keep track of time and leave immediately when open visitation is over.

To aid in the security of our students, all non-Union, non-family guests of the opposite sex are required to check in at the Commons. Visiting the apartments of the opposite sex is prohibited unless prior permission is granted by the Residence Life Staff, or it is during designated Open Visitation Hours. Residents may not be at the door/window, on the porch, the sidewalk that leads to the porch, or the stairway of an apartment of a student of the opposite sex. Parents of the opposite sex may visit their daughter/son in their apartment during non-open visitation hours provided they first check in at the Commons office.

Residents are expected to let the Residence Director and/or commons RA know if a person of the opposite sex is in their apartment during non-open visitation hours, or they will be held responsible for that guest, regardless of whom the guest is visiting. Students who have visitors or are visiting the opposite sex in their apartments/rooms after visitation hours will have a Values Violation Sanction. Bedroom doors are to remain open during Visitation Hours.

All students are responsible for compliance with Union’s Community Values Statements prohibiting homosexual activity. Therefore, although this policy refers to visitation by the opposite sex/gender, it in no way implies that visitation among same sex individuals engaged in sexual impropriety is allowed.
Parking

Parking in the residence complex lots is reserved for resident students. Parking permits are issued through the Office of Safety and Security after verification of current car insurance.

Pets

Pets and other animals (excluding fish) are not permitted within the apartments or complexes for any reason, even temporarily. This includes pets of visiting family or friends. Fish may be kept on campus in an aquarium no larger than 10 gallons. The student is responsible for all maintenance/cleaning of the aquarium and must remove the fish and unplug the aquarium over Winter Break. Amphibians, reptiles, and other semi-aquatic animals are not permitted on campus. A complete policy regarding fish and pets will be made available by contacting reslife@uu.edu.

Quiet Hours and Courtesy Hours

Quiet hours are 10 pm to 10 am Every effort is made to maintain an atmosphere which is conducive to study and sleep. During these times residents must keep stereos, TV’s, voices, etc. at a level that cannot be heard outside their apartment.

“Courtesy Hours” are in effect at all times. Whenever requested, residents must turn down any noise. The right to sleep or study always takes precedence.

24 Hour Quiet Hours are in effect during exam week.

Recycling

Union recycles! Each apartment is stocked with blue bags under the sink. Please use one bag for clean office paper and newspaper and one bag for empty aluminum and empty plastics which have #1 or #2 inside the “triangle” recycling symbol. The aluminum and plastics can be combined into one bag. Please place your recycling bags underneath the stairwell. Please do not use these bags for any apartment trash. Extra blue recycle bags are available in the Commons.

Room Checks

All Roommates are responsible for the care and cleanliness of their apartments and respective bedrooms. Approximately once a month the Residence Life staff will go into student apartments to inspect fire extinguishers, intercoms, and emergency instruction sheets, as well as the apartments and bedrooms for maintenance issues as well as cleanliness. (There should be no trash, open food, unwashed dishes, maintenance needs, and alcohol or other Community Values violations.) Twenty-four hour notice will be given prior to regular room checks.

Also, the Residence Life staff will periodically need to enter students’ apartments to leave official notices concerning housing sign-ups, Residences Complex closings/openings, etc.

Room Searches/Seizures

The University has the right to enter a student’s room and/or vehicle at any time to maintain facilities, maintain the safety of residents and to investigate suspected violations of Community Values. No search will be made without the Dean of Students, Director of Residence Life or Residence Director being notified. The search will be conducted in the presence of a Residence Director and/or other persons designated by the Dean of Students. The University also has the right to elect the use of a search warrant by the Police. University representatives have the right to confiscate any items prohibited by University policy. Items may be returned at the discretion of the University representative.

Safety

Each resident can help keep the residence complexes safe and secure by following some simple precautions:
• **Babysitting**—The University does not allow babysitting in the Residence Complexes. This is for the safety of the children, the liability of the University, and the protection of other residents’ right to a peaceful environment that is conducive to study.

• **Bicycles**—Students are responsible for the safety of their bicycle. Bicycles must be locked on provided bike racks. Bikes are not to be kept on porches or in rooms.

• **Candles**—Any candle, candle warmer, incense, or open flame is prohibited because of fire hazard. Violations carry a $25 safety violation fine.

• **Electrical Appliances**—Appliances should be no more than 1000 watts, must be U.L. approved and properly maintained. Hotplates, sunlamps, and halogen lamps are prohibited because of fire hazard.

• **Electrical Cords and Outlets**—Do not use multi-plug covers, cords or other splitters to increase the number of appliances. An acceptable solution is a multi-plug “power strip” with an internal fuse.

• **Fire/Tornado/Emergency**—Fire/Tornado/Emergency regulations are posted in each apartment. Removal of these signs is against city fire codes and will result in a $25 fine. Fire extinguishers are in each apartment. They are to be discharged only in an emergency. If the fire alarm or tornado warning and “all call” are sounded, residents must follow the emergency procedures posted in the apartment living room. If you need assistance, call your Resident Advisor or Residence Director. An interrupted siren indicates fire; a continuous siren indicates tornado.

• **Grills**—No personal outdoor grills are allowed in the residence complexes. Only the outdoor grills in the grassy area in the middle of Heritage and the built-in grills at the Bowld Student Commons may be used for cooking out/grilling.

• **Keys**—All suitemates are mutually responsible for keeping the living room door locked, locks functioning, windows locked and keys under control, for the security of persons and property. Report any problem with your key or lock immediately. Do not loan out your keys, tamper with the lock, prop door open, or hide keys.

• **Smoking/Tobacco**—**Union University is a smoke-free campus.** Use of tobacco (in any form) is prohibited on the entire Union campus (including student on-campus apartments.)

• **Solicitation**—All solicitation of commercial, social or charitable organizations is prohibited. This is for the protection of all residents. Any reports of solicitation should be reported to the Residence Life Staff or the Office of Safety and Security. Parties of this nature are not to be held in apartments or on campus.

• **Strangers**—Know the residents in your building; be part of the “neighborhood watch” within the residence complexes. Report suspicious/unusual people to the Residence Life Staff or Safety and Security.

• **Thefts**—All suspected thefts should be reported to the Office of Safety and Security and an incident report filed. Students should be aware of the whereabouts of their keys, backpacks and other valuables.

• **Window Screens**—These serve two purposes: as a deterrent to unwanted insects, and as a safety precaution. These are not to be removed.

• **Windows**—Students may not stand outside the apartment windows of the opposite sex. Windows should be kept locked at all times when the resident of that room is not present. Hanging out or climbing out or into windows is not allowed. Federal Safety Regulations prohibit this; therefore Union University complies with these standards. Moving in/out through windows is prohibited.
Walking/Running

Please be sure to wear reflective gear and/or light colored clothing when walking or running on campus at night.

Welcome House/Campus Gates

The Welcome House and Gate is located at the Walker Road entrance adjacent to the residence complex parking lots. All other entrance gates (Pleasant Plains, Country Club, and Union University Drive) will be locked at 11:30 pm. The Welcome House is staffed beginning at 11:30 pm each night. At that time the gate restricted entry arms will be utilized. Each vehicle entering campus must display a current resident parking sticker to enter. After the 2 am curfew every vehicle entering will be stopped and all occupants will be asked for identification. Each student will then have to sign in as late for curfew with the officer in the Welcome House. Non-residential students and non-registered guests will not be allowed to enter campus after curfew. The campus gates re-open by 6 am

Winter Term Housing

Traditional undergraduate students may live in traditional undergraduate housing free of charge during winter term when enrolled in winter term. This free housing policy does include Warmath Family Housing.

Students who are not living in traditional undergraduate housing in the fall may apply to live on campus free of charge during winter term if enrolled in a winter term class(s). Students wishing to do so must complete a residence life application and pay a $100 deposit on or before December 10.

MOVING IN, CHECKING IN AND LOGISTICS

Checking In

Advance notification through the University Catalogue and official calendar will be given of the scheduled date and time for housing check-in each semester or term. The Residence Directors, Resident Staff Advisors and Resident Advisors will be available to greet and guide residents through the check-in process. No students will be eligible to move in until they are registered for classes for that semester.

1. Residents will be required to complete an Emergency Contact Information Form prior to moving in.

2. Each resident is expected to complete a Room Condition Report electronically which assesses the state of their entire apartment. Once the student goes to their room they should look to see if there are damages or items not recorded on their form and immediately submit the form noting anything that was not initially recorded on the form.

3. Each resident will agree to the Housing Contract as part of the housing application. This is a legal and binding document between the University and the student for the full academic year stating the University’s rights and the student’s responsibilities. It is important that the student read this thoroughly before signing.

4. Each student will be issued key(s) for the apartment front door (which locks automatically) and for the individual’s bedroom. It is the student’s responsibility to maintain the issued key(s), report any losses, and use them in a responsible manner. Students must remember that they live with other students who are depending on each other for the safety of their apartment. For security reasons, if a resident loses their keys they will be charged $50 to replace a key, and $200 if the core needs to be replaced and new keys made for all roommates.

Early Arrivals

Students are not allowed to move in early for any semester. If a student has extenuating circumstances and feels they need to move in early for any reason, they must contact the Residence Life Office in order to request to move in early and to find out the
guidelines they will be required to follow. A $50 early arrival fee plus $15 per night may apply. If a student must stay for official University business anytime the Residence Complexes are closed, they must have a faculty or staff advisor fill out the appropriate Early Arrival/Late Departure form, which can be obtained from the Office of Residence Life.

**Room Changes**

While there may be exceptions made, it is generally preferred that students attempt to work out any roommate conflict that may happen, rather than move to a new room. If, after multiple attempts at solving the problems, students desire to change rooms, they must contact their Residence Director. All moves must be coordinated through the Residence Director PRIOR to moving rooms. All paperwork must be completed before moving rooms. Failure to follow procedures will result in a $50 fine.

**Checking Out**

At the end of the contract period, each student must complete the following steps in order to check out successfully and avoid penalty.

1. Restore the walls, ceilings, doors, windows and furnishings to their original state by removing decorations and the finishing nails that hold them up.
2. All drawers must be empty and dusted.
3. All personal property must be removed, including trash. There is a fine of $10 per item left in an apartment after check-out.
4. Windows must be locked, air conditioner/heat turned to “Auto,” temperature set at 72° and lights off.
5. Complete and sign the room cleaning and damage form.
6. Sign the key envelope and turn in your key(s) to the Commons. There is a fine up to $75 for keys not turned in.

Failure to complete these steps at check-out can result in a $50 fine over and above any other fines for damage, cleaning, keys, loss of deposit, etc.

**Housing Contract**

Each resident must complete a housing contract at application and again at check-in. Upon submitting, each student is accepting the rights and responsibilities outlined in the *Campus Life Handbook* and *Catalogue for a full academic year*. This is a legal and binding document between the University and the student stating the University’s rights and the student’s responsibilities for a full academic year. All fulltime students will be held to their lease. It is important that the student read this thoroughly before signing. If a residential student is not attending classes, they will be withdrawn from Residence Life.

If a student or his/her belongings are occupying a bedroom during the academic year, the housing contract requires that the student be charged accordingly for the full cost of the bedroom per semester.

**Housing Contract Period**

The residence contract period begins the first day of the term and ends for the resident student at 5:00 pm on the posted closing day. Departure for seniors is noon the day after commencement. Students who remain beyond these times will be assessed a charge.

The period of occupancy of the housing contract does not include: Christmas holidays or the summer terms. These times are to be contracted individually as needed with the Residence Directors at $15 per night.

The University recognizes that international students may not be able to travel home when the residence halls are closed. Therefore, any residential student whose primary residence is outside the continental United States may live in their apartment over breaks at no cost when
the residence halls are closed. International students will be assessed standard housing charges when living on campus during any term when the residence halls are open.

Housing Deposit

A one-time housing deposit of $100 is paid by each new incoming student for room reservation in the residence complexes. In case of cancellation of reservation, all of the deposit will be refunded if the cancellation is made by May 1 for fall semester, November 15 for winter term, December 1 for spring semester, and May 1 for summer terms. NO REFUND WILL BE GIVEN ON CANCELLATIONS MADE AFTER THESE DATES. If a student is not accepted for admission, all the deposits will be refunded. ($25 of the housing deposit will be used as an administrative fee upon moving in. The remaining $75 deposit will be refunded after graduating or moving off campus.)

Returning Students: If a student is graduating or moving out of the residence complex permanently, notice must be received by the end of housing sign-ups to receive a refund on their Housing Deposit. Housing Deposit refunds are not given for students moving out midyear because the Housing Contract is for the full school year (fall & spring semesters). Reimbursement of all refunds will be made through crediting the student’s account in the Business Office.

Housing Refunds

Please refer to the Undergraduate Academic Catalogue. If a student follows proper procedure for withdrawing from all classes, refunds on housing charges will be prorated to the end of the week in which the student withdraws up to day 25.

Meal Refunds

Meal refunds will be calculated at the higher of the amount prorated to the end of the week in which the student withdraws or the number of meals used over the total of meals in the student’s meal plan.

Room Assignments and Room Changes

Room assignments for new students are made by the directors of each complex prior to the opening of the residence complexes. Student requests are honored if possible. Priority is given to students who have fully complied with the sign-up process and have submitted their housing forms prior to the deadline. Returning students must be registered for the next semester’s classes before they can sign up for housing. Freshmen and transfer requests are prioritized by the date of their housing deposits. A housing deposit must be received before a room assignment can be made.

The University reserves the right to make adjustments in room assignments or fill empty bedrooms if it is deemed to be in the best interest of the University, the student, or roommates. The residence directors will try to contact the students involved and give them the opportunity to discuss with their director the reasons for the proposed changes.

Online Classes and Residential Students

Students taking online courses may reside in the residence complexes. However, students enrolled in three or more concurrent online classes must see the Director of Residence Life before the term begins for official approval.