



Campus Life Handbook

2023-24

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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 environment 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 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 with us 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!

Dr. Bryan Carrier

Vice President for Student Life



Ayo Bulldogs!

What a blessing it is to be back together as a Union community as we celebrate another year of God’s faithfulness to our university. Last year, we reflected on our history through bicentennial celebrations while an influx of new faces to campus arrived to break ground on new structures as a symbol of the growth and prosperity of Union for years to come.

It is truly an honor to serve as the President of the Student Government Association for 2023, and I have been encouraged daily by so many students, faculty, and staff that have breathed life into my college experience. I also recognize the responsibility of the title and its charge to represent the students and give back to the people who have given me so much.



There has been no greater feeling of excitement than seeing our SGA members come together to discuss ways to improve campus physically while placing a greater emphasis on cultivating a student atmosphere that serves to glorify the Lord in all that we do. This past semester we have worked diligently to motivate student leaders to pour into areas that they never would have imagined while using their passions and goals to leave an impact on Union for decades to come. Our student senate has focused on debating legislation that is more specific to policy changes or large campus improvements while our newly established committees such as our Dining Committee, Bulldog Depot Committee, and Athletic Committee have worked to flesh out details to create positive change at

a more personal level.

One mission that our SGA is passionate about is defining to the student body what it means to be proud to be a Bulldog. This effort has bridged gaps between athletics, Greek life, club sports, student government, ministries, and ultimately all areas of campus. I have loved working with an incredible team that challenges me to give my all while holding me accountable in my faith, relationships, and walk with Christ. I never would have imagined the first time I stepped on this campus that one physical place with so many incredible people would have such a deep impact on my life.

Along with the updates, I issue a challenge. Each day we wake up to news of the fallen world we live in with stories of disease, senseless acts in our backyard, natural disasters, and a culture where it is no longer popular to hold fast to biblical truths. We are called to enter the darkness around us as a light while reflecting the characteristics of Christ and the work he did on the cross. (1 John 1:5-7) As colleges across the nation face a dwindling influx of new students, I am reminded that strength generates strength and the culture we support and maintain among the student body will be the culture we recruit for our future.

Each day as you wake up with a full day of classes ahead, find ways to be a light to others. Go out of your circle to form new relationships and invest in areas of campus alongside your academics. The most rewarding part of my collegiate journey has been the hours dedicated to serving clubs and organizations on campus and most importantly the local church as they have provided me with a community that serves by my side while keeping me anchored in Christ. Remember that everything worth having is worth working for and even on the toughest days, venture out of your room to discover the many blessings this community offers. I truly am thankful for Union and am proud to be a Bulldog.

“I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.” - Romans 12:1-2 ESV

Cheering for You!

A handwritten signature in black ink that reads "Ethan Voss". The signature is fluid and cursive, with the first name "Ethan" and last name "Voss" clearly distinguishable.

Ethan Voss
SGA President



UNION UNIVERSITY COMMUNITY COVENANT

At Union University, as a Christian academic institution, we seek to live meaningful lives of service through knowing and loving Christ and our community. In so doing, **we celebrate** who God is and the ways in which He is working, **we lament** our sin and failures, and **we commit ourselves** to stewarding our giftedness and the opportunities afforded to us for the glory of God.

We celebrate...

- That the Gospel of the risen Christ is for all people, everywhere, and that His Church is composed of people from every nation, tribe, and tongue (John 3:16; Revelation 7:9).
- That the Bible affirms that every human being is made in the image of God (Genesis 1:27).
- That 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 Timothy 3:16-17; 1 Peter 1:20-21).
- That we can know God and what He calls us to through Holy Scripture, His creation, and in the person of His Son, Jesus Christ (Deuteronomy 6:4-9; Romans 1:20; 1 John 5:20).
- That we enjoy freedom and opportunity in the United States, and as members of this university, and of the local church (Romans 13:1-7; 1 Peter 2:17; Philippians 3:20).
- That we are privileged to live, work, serve, and worship together as an academic community centered on the Lordship of Jesus Christ (Ephesians 4:15-16).

We lament...

- That human sin has wreaked havoc in our world and violates the dignity of other human beings (Romans 3:23).
- That our sin causes relational division between us and the Lord, as well as between us and those we have sinned against (Luke 17:1-4; Isaiah 59:2).
- That we have failed to consistently seek the common good for all of humanity or love our neighbors as we hope to be loved (Jeremiah 29:7; Matthew 22:34-40).

We commit ourselves...

- To remember that our first and highest citizenship is to the Kingdom of God (Philippians 3:20).
- To repent over our failure to uphold what we say we affirm about human dignity, the Gospel, and the nature of the Church (II Chronicles 6:37-39; 7:14).
- To act justly, to love mercy, and to walk humbly with our God (Micah 6:8).
- To embrace the ideals of Christian charity, Christian unity, and the shared responsibilities of our life together (1 Corinthians 13:1-13; Ephesians 4:1-5).
- To pursue spiritual, moral, and intellectual growth (Matthew 22:37).
- To honor the dignity of others as made in God's image and to esteem others as higher than ourselves, looking not only to our own interests, but also to the interests of others (Philippians 2:1-4).

This covenant is indicative of the type of university community we are committed to, and it serves as a preamble to the Community Values outlined in the Campus Life Handbook. Adherence to the Community Values is required any time a student is enrolled at Union University. In all things, we acknowledge our dependence on the power and grace of God and humbly covenant to live according to these ideals and commitments.

UNION UNIVERSITY PROFILE

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 MISSION

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

OUR CORE VALUES

- **Excellence-Driven:** We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. We are not motivated to excellence out of pride but out of 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 daily life. 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 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 as Father reigns with providential care over 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. **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.

4. **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.

5. **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.

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.

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. With respect to faith, doctrine, practice, policy, and discipline, the Board of Trustees is the final arbiter on the Bible's meaning and application for the purposes of the University.

RESPONSIBILITIES AND EXPECTATIONS FOR COMMUNITY LIFE AT UNION UNIVERSITY

INTRODUCTION



The Union University community is an intentional, voluntary community which seeks to honor the Lord through the integration of our faith with our living, service, and learning. Union University places a high value on the spiritual, relational, and academic environment our students need to thrive; therefore, certain privileges are granted, and responsibilities are expected, in order to maintain this environment. As we strive to become more Christ-like, members of our academic community are responsible to each other and to the University in upholding the Community Values found in this Campus Life Handbook.

The Community Values identify the expectations for living in Christian community as we seek to fulfill our mission. The Community Values are not designed to promote legalism or address every situation that falls outside of our community expectations; rather, they are designed as a practical guide to the responsibilities members of our community owe each other. By virtue of enrolling at Union University (or otherwise aligning with the university through external studies, internships, etc.), students accept responsibility for the Community Values and policies found in this Campus Life Handbook.

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 precedent.

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/studentlife/handbook/.

COMMUNITY RESPONSIBILITY AND ACCOUNTABILITY

At Union University, all members of the University community have a responsibility to one another while being accountable to the values of the University. 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, when possible, 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 an appropriate Union University employee 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 repercussions 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 repercussions.

The aim of student accountability and the judicial process is to assist students in their discovery of what it means to live in Christian community, to seek justice, to resolve conflict, to appreciate and celebrate culture and to practice leadership at Union University.

The philosophy of discipline at Union is redemptive and restorative in nature. The intent is to encourage thought and action while promoting greater commitment to Jesus Christ and promoting healthy habits of lifelong learning. This webpage will provide you with the expectations (community responsibility and values), the outcomes of failing to meet the expectations (sanctions and judicial process), and the support provided by the University (seeking to change, appeals, etc.).

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.

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.

GOOD SAMARITAN/AMNESTY POLICY

The welfare of students in the Union University community is of paramount importance. Union University promotes bystander intervention and encourages students to offer help and assistance to others in need. Students should not hesitate to offer assistance to others for fear that they may get in trouble themselves. Union University has instituted a policy of limited immunity for students who offer help to others in need. While policy violations cannot be

overlooked, the University will focus on educational responses to those who offer their assistance to others in need, serve as witnesses to an incident, or make a good faith report of alleged misconduct. This policy does not protect students from the consequences associated with Tennessee law.

Union University encourages members of the campus community who experience or witness any form of sexual misconduct to report the act to the University and/or law enforcement. Under no circumstances will a complainant or witness who makes a report of sexual assault or other prohibited conduct be charged with violating community values, regardless of the outcome. Union's desire is to assist the complainant, to care for individuals in need, and to seek justice.

Should a student experience severe intoxication or a drug related reaction while attending an event hosted by a University organization, representatives or members of that organization are expected to promptly call for medical assistance. This act of responsibility will mitigate the judicial consequences against the organization resulting from student community value violations that may have occurred at the time of the incident.

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 ethnic and 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 "*Why, even the hairs of your head are all numbered. Fear not; you are of more value than many sparrows.*"; Galatians 6:1-2 "*Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted. Bear one another's burdens, and so fulfill the law of Christ.*" ESV)

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 written or verbal narrative or cyber-bullying on social media or electronic communication may be considered personal abuse.

Minimum Repercussions: University Warning

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 Vice President for Student Life. Violators will also be subject to state fines and/or imprisonment.

Minimum Repercussions: Due to the complexity of most situations involving hazing, minimum repercussions will be determined on a case-by-case basis. If the hazing activities are associated with a specific organization, the organization may face repercussions 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. We also ask that all students refrain from participating in inappropriate displays of public affection so that it does not cause offense or distraction to others.

Union affirms that sexual relationships are designed by God to be expressed solely within a marriage between a man and a woman. The Bible condemns all sexual relationships outside of marriage (Matt. 5:27-29; Gal. 5:19). 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 Repercussions: Due to the complexity of most situations involving sexually impure relationships, minimum repercussions will be determined on a case-by-case basis. Any situation involving sexual abuse and/or harassment will be subject to the Title IX policy and/or the Harassment policy.

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, is prohibited. 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.

Minimum Repercussions: Personal Accountability

Minimum Repercussions: University Warning

E. 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, videos, 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 *"Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God. But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints. Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving. For you may be sure of this, that everyone who is sexually immoral or impure, or who is covetous (that is, an idolater), has no inheritance in the kingdom of Christ and God."* ESV)

Minimum Repercussions: University Warning and Personal Accountability

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, self-control; against such things there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires."* ESV)

A. ALCOHOLIC BEVERAGES. The possession, use, purchase, distribution, or manufacturing of alcoholic beverages on or off campus is prohibited. The possession of empty alcoholic beverage containers on university property is also prohibited and will be considered strong evidence that alcohol and drug regulations have been violated.

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

Repercussions 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, distribution, or manufacturing of any substance of abuse or drug paraphernalia 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, opioid, 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. The complete policy and testing procedures can be found at www.uu.edu/studentlife/accountability/

Minimum Repercussions: Individual: University Warning
Organization: Suspension of University organization status

C. GAMBLING. Playing a game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays is in opposition to the community values of the University.

Minimum Repercussions: University Warning

D. TOBACCO/CANNABINOIDS/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).

Minimum Repercussions: University Warning

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—5:00 am need prior approval from their Residence Director. The purpose of the curfew is for the safety and security of the campus and residential students.

Minimum Repercussions: University Warning (for first two curfew violations)

- F. **NON-PARTICIPATION.** Enrolled students who persistently do not attend classes and are no longer functioning as a “student” may be removed from housing and/or administratively withdrawn from classes. The recommendation will be made to the Vice President for Student Life after multiple conversations or attempts to communicate with the non-participating student have been made.

Minimum Repercussions: Residence Life Suspension

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 *“Lying lips are an abomination to the LORD, but those who act faithfully are his delight.”* ESV)

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), 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 (including AI-generated material in any form) 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 see page 22 in this handbook.

- B. **PERSONAL INTEGRITY.** Lying or committing fraud on any level.

Minimum Repercussions: Fraud: Restitution and probation
Lying: University Warning

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 the fullness thereof, the world and those who dwell therein,”*; Genesis 2:15 *“The LORD God took the man and put him in the garden of Eden to work it and keep it.”*; I Cor. 4:2 *“Moreover, it is required of stewards that they be found faithful.”* ESV)

Minimum Repercussions: University Warning and Restitution

A. **PROPERTY DAMAGE.** Actions that violate this Community Value include damaging, destroying, defacing (in any way) property belonging to others or to the University. Deliberately lighting a fire (arson) is also a violation of this Community Value as is the intentional and inappropriate disposal of trash/waste outside of designated containers/areas.

Minimum Repercussions: Probation and Restitution

Note: Any intentional damage may be subject to a fine of \$50.00 above the cost of labor and damage/cleaning charges.

B. UNAUTHORIZED ENTRY. This occurs when one enters into any University building, vehicle, office, student room or window or onto any building without prior authorization.

Minimum Repercussions: Fine and Restitution

C. 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 Repercussions: University Warning and Restitution

D. 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 is 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](#) for details regarding firearm exceptions for vehicles.

Minimum Repercussions: Probation and confiscation of firearm; fine, and community service hours

E. 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 Repercussions: Fines (minimum \$100) and/or Probation

F. 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 Repercussions: University Warning

G. MISUSE OF UNIVERSITY EMAIL/NETWORK. Responsible, appropriate usage is always ethical, reflects honesty in all work, shows stewardship in the consumption of shared resources and is guided by Christian principles. 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 Repercussions: University Warning

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 *"Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore, whoever resists the authorities resists what God has appointed, and those who resist will incur judgment."* ESV)

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 Repercussions: University Warning

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 Repercussions: University Warning and Written Apology

C. RECKLESS BEHAVIOR. Any behavior which creates a risk of danger to oneself 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 Repercussions: University Warning and Written Apology

D. 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 outside of the published open visitation hours.

Minimum Repercussions: University Warning

E. VIOLATION OF ANY RESIDENCE COMPLEX GUIDELINES as outlined in the Residence Life section of the *Campus Life Handbook*.

Minimum Repercussions: University Warning

F. 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 Repercussions: Correspond to the degree of the seriousness of the law violated

G. DANCING. Union University prohibits dancing at any Union University sponsored events held on campus.

Minimum Repercussions: University Warning

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 seeks 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, many situations can be confronted and dealt with initially at the lowest level. 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 for 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/Dean of Student Life, or the Vice President for Student Life without the threat of disciplinary action. 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 REPERCUSSIONS

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 and Biblical guidelines. A student engaged in this behavior is subject to one or more of the Values Violation Repercussions listed below. All repercussions 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 *“For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”* ESV).

University Warning—Official reprimand/warning that continuation or repetition of an inappropriate behavior will result in a more severe repercussion. This repercussion 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 repercussion requires the student to render a designated number of hours as specified service to the University or community.

Campus Restitution—This repercussion 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 repercussion 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 repercussion prohibits the student from participation in specific University activities. (Restriction from social activities, shortened curfew, priority housing selection, 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: SGA, SAC, Life Group Leaders, Focus Leaders, Resident Advisors, Fraternity/Sorority officers, and any other leadership positions on campus. Contingent upon the violation, intramural, athletic, and/or student employment participation may be restricted.

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 Vice President for Student Life. 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, themselves, or if there is a pending felony charge, the student may be placed on immediate suspension until a campus hearing can be arranged, or the legal action is finalized. 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 Vice President for Student Life. 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 Vice President for Student Life, Director of Residence Life/Dean of Student 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 Vice President

for Student Life, Director of Residence Life/Dean of Student 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 repercussion will be given.

E. The student will receive written notification outlining the findings of the judicial meeting, value(s) violations, and any assigned repercussions. 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.

STUDENTS' RIGHTS

A. **Procedures.** The student will be informed verbally or in writing of the **judicial process** detailed beginning on page 17 of this handbook.

B. **Meeting.** Depending on the type of violation, the student will be heard by the Dean of Student Life/Director of Residence Life, Residence Director, Vice President for Student Life, faculty member, Chair, Program Director, or Academic Dean. Depending on the nature of the violation, appeals will be considered by the Vice President for Student Life, Program Director, Chair, Academic Dean of the school or college, Faculty/student judicial appeals committee, the adult/graduate appeals committee, or Provost. The procedure for addressing academic violations is found in the **Academic Grievance Procedures** section on page 20 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 on the Office of Student Life **Student Accountability website**. This must be completed and returned within ten business days after receiving notice of disciplinary repercussions.

2. The student may appeal a decision based on one of the following reasons:

- a. All the facts in the situation were not considered.
- b. The action taken does not align with the behavior involved.
- c. The Student did not receive due process as outlined in this *Campus Life Handbook*.

3. The Appeal Form must be complete and detailed. Students are not guaranteed an interview with those 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 three reasons above. This information must also be typed and stapled to the Appeal Form, or electronically attached if appealing via email.

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 **Academic Grievance Procedures** section on page 21 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 Vice President for Student Life six weeks prior to the start of classes.
 - b. Fulfill all judicial requirements associated with the suspension.
 - c. If approved by the Vice President for Student Life, 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 Vice President for Student Life (or designee) and obtain written permission for readmittance. (Readmittance will be at the discretion of the Director of Residence Life/Dean of Student Life and/or Vice President for Student Life).
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 Vice President for Student Life.

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 Vice President for Student Life, or his designee, reserves the right to notify parents of the violation. This will only occur when the Vice President for Student Life 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 Vice President for Student Life 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.

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.

Union University is committed to providing an atmosphere in which conflicts are addressed in a constructive manner through open and honest communication. The following procedures generally follow the conflict resolution process outlined in Matthew 18:15-20 and are designed to help students resolve issues that arise regarding a certain action or inaction by a member of the University community and ensure that the University has a consistent way of resolving those grievances in a fair and just manner



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

ACADEMIC GRIEVANCE PROCEDURES

Union University strives to resolve student academic grievances as they arise. For grievances that cannot be resolved by consultation, the following formal process assures faculty and student actions receive fair evaluation. Grievances may relate to problematic faculty behavior or unfair treatment (General Academic Grievance), the quality of instruction (Review of Instruction), or the final grade for a course (Final Grade Appeal). Students who are unsure of the category of their grievance should consult a faculty member, department chair, or dean, or simply begin the process for a General Academic Grievance, which can lead into one or more of the other procedures if necessary.

Allegations of harassment (including Title IX violations) should be addressed through the Harassment Policies in the Student and Faculty handbooks.

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 should occur between Union email accounts of the various individuals involved.

Each of the academic grievance procedures will follow a similar course of action. The intent is for the student to begin with the individual instructor with whom the problem originated. When that is not possible, or if the student feels threatened by meeting with the instructor,

the student should consult with the person in the next level of supervision (for example, department chair, dean, associate provost, provost).

The student emails the instructor’s department chair (or dean if the chair is the instructor, or provost if the dean is the instructor) a detailed report of his or her concerns. This report must identify specific concerns and provide documentation to support each concern. After receiving a response from the chair (or dean, or provost), the student may appeal the decision by submitting the written report to additional administrators, as needed, in the following order: the dean of the college or school, the associate provost, and the provost.

All appeals should include a detailed rationale for the appeal, including supporting documentation, and what the student requests to be done to resolve the issue. If the student is submitting items for consideration for combinations of appeals, separate documents should be submitted detailing the specific rationale and its supporting documentation for each appeal. Each appeal should be submitted to the appropriate individual outlined in the following paragraphs. At each level of appeal, the student should explain specific reasons for continued dissatisfaction based upon feedback already provided in the appeal process. Each level of appeal should also consider all material generated by previous levels in the process. The decision rendered by the provost, in consultation with the president, is final.

Grievance Type	Timing	First Step
General Academic Grievance	Any time, up to 30 working days following end of the term.	Discussion with instructor, then chair or director if not resolved
Review of Instruction	After final grade is posted up to 30 working days following end of the term	Discussion with instructor, then chair or director if not resolved
Final Grade Appeal	After final grade is posted up to 30 working days following end of the term	Discussion with instructor, then chair or director if not resolved

General Academic Grievance

If a student believes he or she has been treated unfairly or unprofessionally by a faculty or staff member through extreme and/or persistent behavior that creates an adverse learning environment, the student may initiate a **General Academic Grievance**, which pursues immediate remedies to resolve the issue. The student may also appeal a charge of academic dishonesty through this process. (Disagreements on points of view will rarely rise to the level of extreme or persistent behavior.)

The student may meet with the instructor to discuss the concerns at any point up to 30 working days following the completion of the term in which the behavior took place. If this initial meeting doesn’t resolve the issue, or if the student feels threatened by meeting with the faculty member, the student may meet with the instructor’s department chair or program director to initiate an official grievance. The student must prepare a detailed written report identifying the alleged behavior and providing specific examples. After receiving the written complaint, the chair or director will consult with the dean, investigate the incident(s), interview the student, faculty member, and any witnesses to the event, and issue a report on the incident within 10 working days of the filing of the written complaint. The dean’s office will maintain the complaint, all written responses, and the resolution of the issue. The chair, director, or dean will address the faculty member following the investigation with any relevant recommendations or requirements.

Either party may appeal the decision to the provost within 10 working days of the sending of the investigation results and resolution. This appeal must respond to the previous decision and offer specific reasons for an appeal.

Review of Instruction

A student who is dissatisfied with the quality of instruction or the performance of the instructor should meet with the instructor to discuss the concerns. If the issue is not resolved, the student may initiate a formal Review of Instruction within 30 working days after the posting of the final grade for the course and must follow this sequence:

The student emails the instructor's department chair (or dean if the chair is the instructor, or provost if the dean is the instructor) a detailed report of his or her concerns. This report must identify specific concerns and provide documentation to support each concern. After receiving a response from the chair (or dean, or provost), the student may email the written report to additional administrators, as needed, in the following order: the dean of the college or school, the associate provost, and the provost. At each level of appeal, the student must explain specific reasons for continued dissatisfaction based upon feedback already provided in the appeal process.

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 must 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. The resolution of this appeal, and the supporting documentation, will be maintained by the dean's office and, as warranted, will be addressed with the faculty member.

Final Grade Appeal

A student may initiate a Final Grade Appeal when they have reason to believe that their final 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. If this step does not resolve the issue, the student begins a formal appeal, beginning with the instructor. The steps below cannot be bypassed, except as noted. At each level of appeal, the student should explain the specific reasons for continued dissatisfaction based upon feedback from the previous level(s) of appeal.

Within 30 working days of the posting of the final grade, the student must email a request to the instructor to review how the grade was determined, as well as the specific reasons the student has for dissatisfaction. This request must be copied to the department chair. The instructor must provide an email response, copying the chair, within 10 working days of the sent date of the student's email.

If this does not resolve the issue, the student may appeal to a review committee composed of the faculty member's department chair and the student's academic advisor. (In the event that one of these two is the instructor, the other person will select the second member of the review committee. The second member should be a faculty member within the course instructor's department.) The student must email a request for review to the chair and advisor within 10 working days of the sent date of the instructor's response. This appeal must address specifically the instructor's response and the rationale for continued dissatisfaction. The review committee must respond via email to the student, copying the instructor's dean, within 10 working days of the sent date of the student's email.

Either the student or the instructor may appeal the review committee's decision to the instructor's dean by sending a review request to the dean within 10 working days following the sent date of the review committee's response. The dean will respond within 10 working days, copying the instructor's chair and the associate provost.

Within 10 working days of this response, the student or the instructor may email a request to the associate provost calling for a review of the grade by the Faculty Affairs Committee (undergraduate) or the Graduate Appeals Committee. The appeal should specifically address the response from all prior appeal levels. The associate provost 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 associate provost within 30 days of the sent date of the request.

Within 10 working days of the sent date of the committee's response, the student or the instructor may submit an email request for a hearing before the associate provost. The request should specifically address the response from prior appeal levels. If either the student or instructor are dissatisfied with the hearing results, a request may be submitted within 10 working days for a subsequent hearing before the provost. The decision rendered by the provost, in consultation with the president, is final. All documents relating to the above procedure will be retained in the student's file kept in the Academic Center. For more information concerning the privacy of grade records, see the handbook section entitled "Confidentiality of Student Records."

Note: Some of the cohort academic programs may have accelerated grade appeal processes. Students should consult with their school for applicable policies in those schools.

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. 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 Provost and the President. If this appeal also includes Review of Instruction, then the Academic Dishonesty procedure is the default process for appeal.

CLASSROOM VISITATION POLICY

Per the Faculty Handbook, presence in the classrooms is restricted to enrolled students and/or visitors with a legitimate academic purpose. Dependents, minors (age 17 or younger), and other family members generally should not be brought into the learning environment. Minor children should not be left unsupervised on campus. An exception to this policy is allowed for dual-enrolled students.

FERPA – CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, FERPA, protects academic and other education records of students from unauthorized access. It allows the University to refuse to issue a transcript in the event of an outstanding financial obligation to the University or to a national loan program.

FERPA permits access to academic records within the University under the "legitimate need to know" clause. This allows faculty advisors, administrators, faculty and selected staff access as long as the use of such information is within the purpose of the university and for the benefit of the student.

FERPA allows access to academic records beyond the direct use of the University, or third-party access, under the following circumstances:

1. With the student's signed release
2. To the parent of the student who continues to be the financial dependent of the parent
3. For academic research provided all personally identifiable information is removed from the data

Parents or guardians must present proof of the student's financial dependence or written approval of the student to the University before discussion of grades or academic performance. The FERPA release does not provide copies of Progress or Final Grades to parents or other parties.

It is the policy of Union University that any official transcript and/or verification of enrollment should be ordered through the Student Clearinghouse at studentclearinghouse.org. A student copy of the Union transcript for **currently enrolled** students is available to the student on SelfService. Any document containing grades or grade point average of high school academic records or college credits transferred to Union University should be issued from the institution that maintains the permanent record. High School transcripts and transfer transcripts on file at Union University are third party, non-transferable records and are the property of Union University.

The other type of information addressed by FERPA, directory information (name, email address, date & place of birth, photograph, academic major/minor, dates of attendance, degrees & awards received, most previous institution attended), is considered public information UNLESS the student has a signed statement on file in the Academic Center to the contrary. Publication includes on the Union webpage/student directory, news releases and phone inquiries by prospective employers, insurance companies and others.

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 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 **SelfService** 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 [Academic Grievance Procedures](#) on page 21 of this handbook for the Grade Appeal process.

PROGRESS REPORTS

Progress Reports each fall and spring semester and final grades for all semesters and sessions will be reported through SelfService. Progress reports are not used in calculating Grade Point Averages and should not be reported to outside sources.

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.

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, Residence Life staff daily provides ongoing 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 1,000 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 opportunities for the development of the whole person through co-curricular 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

Dean of Student Life and Director for Residence Life

The Dean of Student Life/Director for Residence Life provides vision and leadership for the Residence Life staff, students, and programs. 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. The 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 Advisors

A team of 25 - 30 students known as Resident Advisors (RAs) 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 1,000 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 University believes it is important for college freshmen to live with other freshmen during their first year at Union. For this reason, all freshmen students are required to live in the Heritage Residence Complex where freshmen can experience together all the "firsts" of campus 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 undergrad housing with the approval of the Director for Residence Life or Vice President for Student Life.

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.

Each resident agrees to the 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 contract. It is important that the student read this thoroughly before signing.

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 is outlined in each year's academic calendar. 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 \$20 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.

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.

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 for Residence Life. Students in their final semester before graduation are permitted to live on campus if they are enrolled part-time.

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 housing portal by the deadline indicated on the form and then wait for the Director for Residence Life, Vice President for Student Life, and/or the Appeals Committee to review the request and notify the student of their decision. Students who desire to live off campus during a future academic year must submit a new Off-Campus Request form and obtain new approval each year. 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 desire 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 1 will also be charged a late request fee. No Off-Campus requests will be considered after July 15. 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 the amount corresponding to the complex they would be assigned for each semester the student does not honor the University housing policy.

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 aged 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 and Craig, Dodd, Grey, Pollard, and Rogers in Heritage.
- 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 reinforced 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.
- Every apartment in Heritage and the Quads has wireless internet.

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

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 Walker Road.

Heritage Residence Complex

The Heritage Residence Complex houses 404 male and female students (in separate buildings). Heritage Residence Complex is located on the north end of campus, east of the Quads. The complex consists of Commons building and 11 apartment buildings: Craig, Dehoney, Dodd, Grey, Jarman, Lee, Paschall, Pollard, Rogers, Sullivan, and Wright.

Warmath Family Housing

Warmath Family Housing consists of students who are married and/or students with children. 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 at <http://uureslife.com/graduate>.

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>.

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 submitting.
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 \$200 to replace the locks and have new keys made for all roommates.

Early Arrivals/Late Departures

Students are not allowed to move in early or stay past 10 a.m. on the day of their last final for any semester. If a student has extenuating circumstances and believes they need to move in early or leave late, they must contact the Residence Life Office in order to request and to find out the guidelines they will be required to follow. A \$50 early arrival/late departure fee plus \$20 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.

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, including trash, must be removed. There is a minimum fine of \$10 per item left in an apartment after check-out.
4. Windows must be locked, the thermostat temperature set at 72°, and the lights turned off.
5. Complete and sign the room cleaning and damage form.
6. Return room key(s) to the Commons. There is a fine up to \$200 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.

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 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 for Residence Life before the term begins for official approval.

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 flyers.

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 University's reservation system by contacting the Residence Life Coordinator at (731) 661-5432.

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 the laundry building between McAfee Commons and the Warmath Residence Complex, 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 freshman 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 avoid 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, plug-in Christmas lights 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. Please refrain from using tape or command strips on the walls.

Door Opening for Guests

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/HVAC

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.

Each apartment is equipped with a thermostat to control temperature for that apartment. The thermostat is limited to a range of temperatures. Tampering with the thermostat in an attempt to circumvent the temperature limits will incur a \$200 fine.

Furniture

All traditional undergraduate apartments are fully furnished. **All 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 gender 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.

Residents are responsible for registering their guests. 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 \$20/night. Residents are responsible for the behavior of their guests and 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. Students may bunk beds by purchasing pins for \$10 from the front desk at either Commons. This is the only approved way to loft your bed. Any student who is found to be lofting their bed off the floor in any other way 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. Failure to report a maintenance issue in a timely manner may lead to damage charges.

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 steppingstones in the grass outside of your apartment. Steppingstones 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 for the Quads:

- Tuesday & Thursday, 4 – 9 p.m.
- Friday and Saturday, 2 p.m. – 12 a.m.
- Sunday, 12 p.m. – 9 p.m.
- Monday & Wednesday, No open visitation

Open visitation hours for Heritage:

- Friday and Saturday, 2 p.m. – 12 a.m.
- Sunday, 12 p.m. – 9 p.m.
- Monday through Thursday, No open visitation

Visitation is only permitted in the living room and kitchen areas.

In certain circumstances, the Residence Life Staff, upon the direction of the Dean of Student Life, may occasionally communicate additional visitation hours beyond those stated above.

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.

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.

Residents are expected to seek permission from the Residence Director and/or commons RA if any person of the opposite sex is to be 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 Repercussion. 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.

Pets

Pets and other animals (excluding fish) are not permitted within the apartments or residence complexes for any reason, even temporarily. This includes pets of visiting family or friends. There will be a fine incurred for any unauthorized animal discovered in an apartment. This charge will be split amongst all roommates. This fine may be as much as \$250, contingent upon the type of animal, and will help to cover the cost of cleaning and pest control services. Additional charges may be incurred if the animal is not immediately removed.

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.

The University does have a policy pertaining to assistance animals, including service animals, as well as emotional support animals. Please see the Office for Disability Services Policy and Procedure Manual for the full policy at [**ODS Policy and Procedures**](#).

Quiet Hours and Courtesy Hours

Quiet hours are from 10 p.m. to 10 a.m. Every effort is made to maintain an atmosphere which is conducive to study and sleep. During these times residents must keep music, 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 printer paper 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, fire hazards, or Community Values violations.) Twenty-four-hour notice will be given prior to regular room checks.

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 Vice President for Student Life, Dean of Student Life/Director for 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 Student Life. 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. Resident Advisors are not permitted to unlock residents' doors without the prior permission of the resident living in that particular apartment or room.

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. Bicycles are not to be kept on porches or in rooms, unless they are being stored over Christmas Break.
- **Candles**—Any candle, candle warmer, incense, or open flame is prohibited because of fire hazard. Violations carry a \$25 safety violation fine. Students may keep candles that have never been lit.
- **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, Outlets, and String Lights**—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. Due to local fire codes, any string or "Christmas" lights that plug into an electrical outlet are prohibited and will be confiscated. Battery-operated lights are permitted. Exceptions are made for Christmas decorating between Thanksgiving Break and the end of Finals week in December.
- **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 located in each apartment in the Heritage Complex and outside each stairwell in the Quads Complex. 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.
- **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.
- **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 of or into windows is not allowed.

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 p.m. The Welcome House is staffed beginning at 11:30 p.m. 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 a.m. 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 a.m.



CAMPUS POLICIES AND PROCEDURES

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 can confirm/update their address or phone number at any time through **SelfService** by going to “User Options -> User Profile.” Please allow at least 2 business days for the changes to reflect in the student account. Change of name requires proof by a marriage certificate, Social Security Card, or passport and may be done at Union Station.

Students living on campus are strongly encouraged to keep their Emergency Contact updated. Students can confirm/update their Emergency Contact information at any time through **SelfService** by going to “User Options -> Emergency Information.”

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.

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

Along with exposure to a wide range 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. Preachers, ministers, missionaries, and Christians who promote leadership and marketplace ministry 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 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. Because we are a Christian community and 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.

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. The semester's chapel schedule is available at www.uu.edu/events/chapel.

Students attending fewer than 14 chapel services during a semester will be placed on chapel probation. Students on chapel probation are expected to attend 14 chapels during the subsequent semester in addition to the number of chapel services missed the previous semester.

Should a student not meet requirements during the second semester, he/she will not be allowed to hold institutional leadership positions in the areas of academic departments, University Ministries, Student Life, Institutional Advancement, Undergraduate Admissions, and Business Services or allowed to participate in Athletics or Intramurals. Students on chapel probation for a second semester will also receive a 10% reduction in Union Aid.

Those on probation for two semesters who still do not meet requirements will be suspended from the University for one semester. Information regarding University Suspension, the judicial process, and appeal processes can be found in this Campus Life Handbook.

Chapel attendance exemptions and reductions are available for students who are studying abroad, meeting full-time internship requirements through the College of Education and the School of Social Work, or who are enrolled in clinicals through the College of Nursing and Health Sciences. Exemptions and reductions will be applied automatically at the beginning of the semester.

For more information about chapel requirements, please email the Office of University Ministries at chapel@uu.edu. If you have questions regarding chapel exemptions and reductions, you must contact the Office of University Ministries prior to the last day to add classes for the current semester <http://www.uu.edu/academics/calendars/>. If you have further questions regarding your chapel attendance, please email chapel@uu.edu.

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 through [SelfService](#).

DRESS CODE

Union students are expected to maintain appropriate dress which reflects 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 sexually impure as discussed in the Community Values Statement are unacceptable.

Students are prohibited from sunbathing in bathing suits or being in public places with their shirts off. Footwear is required in the Academic Buildings and the Student Union Building.

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.

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. With that said, Union does expect faculty, staff, and students within our community to dress in such a way that represents their gender/sex to which one was biologically born, and which was God-given. Relatedly, clothing should be gender appropriate (e.g., men should not wear dresses, skirts, etc.).

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 www.getrave.com/login/uu. 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 by texting "UUFAMILY" to 226787 or by visiting www.getrave.com/login/uu. After arriving at the site, friends and family will be asked for their name, email address, and cell phone number. After creating an account, click on the "Join a Group" tab and join the Union University Family & Friends group. Once registered, they will remain in the system unless they choose to have their name removed. They may choose to be removed from the system at any time.

For additional information on the emergency notification system, please visit www.uu.edu/uualerts. You may also contact the Office of the Dean of Student Life at (731) 661-5433 or klitscher@uu.edu. Test alerts will be sent biannually during the first weeks of March and October.

Future safety apps and tools will continue to emerge as technology changes. Please register for any forthcoming safety devices as they become available to the Union community.

EMOTIONAL STABILITY OF STUDENTS

The Vice President for Student Life 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 professional assessment. Additionally, the Vice President for Student Life 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 is of harm to themselves or others.

FLIERS AND ADVERTISEMENTS

Notices, announcements, and advertisements to be placed on University bulletin boards and digital signs must be cleared through the Office of Student Life. Posted materials which have not been stamped by the Student Life 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 20 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 two 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 Student Life.

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

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 Student Life.

GRIEVANCE PROCEDURES (NON-ACADEMIC)

Union University is committed to providing an atmosphere in which conflicts are addressed in a constructive manner through open and honest communication. Grievances generally follow the conflict resolution process outlined in Matthew 18:15-20 and are designed to help students resolve issues that arise regarding a certain action or inaction by a member of the University community and ensure that the University has a consistent way of resolving those grievances in a fair and just manner.

The specific process for a General Student Grievance may be found at: www.uu.edu/studentlife/accountability/general-grievance-policy.cfm. Students who are unsure of which policies or procedures should be followed may discuss the matter with the Vice President for Student Life, Director of Human Resources, Title IX Coordinator, or the Provost. Specific policies and a procedural guideline can be found at <http://www.uu.edu/studentlife/accountability>.

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/learning 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, sexual violence, domestic violence, dating violence, sexual assault, or stalking, including provisions of Title IX, the Campus SaVE Act and the Violence Against Women Reauthorization Act, can be found at: www.uu.edu/student-services/accountability/

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, expulsion, or other appropriate action, depending upon the nature of the harassment.

In addition to this policy, Union has a comprehensive Title IX policy that prohibits sex discrimination, including sexual harassment. Union will handle any instances of sexual harassment that fall under Title IX in accordance with Union's Title IX policy. In the event there is any conflict between the Title IX policy and this policy, Union's Title IX policy, if applicable, applies over this policy. Union's Title IX Coordinator or Deputy Title IX Coordinators will determine whether a complaint of sexual harassment qualifies under Title IX or this policy. Information about Union's Title IX policy is available on the Title IX Resource Page on Union's website.

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. Any university employee who is made aware of sexual harassment or sexual misconduct/violence is required to report it to the appropriate administrator as outlined below. Anyone who believes that he or she has experienced or witnessed sexual or other form of harassment must report such conduct to Union's Title IX Coordinator or Title IX Deputy Coordinators:

Title IX Coordinator: Dr. Michele Atkins

Associate Provost for Accreditation & Research, Title IX Coordinator
1050 Union University Drive, Box 1804
Jackson, Tennessee 38305
matkins@uu.edu
731-661-5465

Title IX Deputy Coordinator: Dr. Bryan Carrier
Vice President for Student Life
1050 Union University Drive, Box 1806
Jackson, Tennessee 38305
bcarrier@uu.edu
731-661-5090

Title IX Deputy Coordinator: Dr. John Carbonell
Associate Vice President for Human Resources
1050 Union University Drive, Box 1805
Jackson, Tennessee 38305
jcarbonell@uu.edu
731-661-5081

A person may also report the inappropriate conduct by using the Title IX Incident Report Form, which is available on the Title IX Resource Page on Union's website. All reports are automatically forwarded to the Title IX Coordinator and Deputy Coordinators. 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 Title IX Coordinator or Deputy Title IX Coordinators-immediately so that the Coordinator may determine if this policy or Union's Title IX Policy applies.

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 Title IX Coordinator or Deputy Coordinator determines this policy applies, the contact person will complete a written incident report and forward it to the 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 may 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 handbooks under the sections 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.

IDENTIFICATION CARDS (STUDENT ID)

Each student is required to have a current student identification card. Student identification cards will be issued during New Student Orientation. Student IDs 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, admission to athletic events, 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.

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 Vice President for Student Life. Forms must be completed before moving into the residential complexes and/or 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. Additionally, if a student is under 18 years of age and not emancipated, the university is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing. A student's emergency contact information will be accessible only by authorized campus officials and law enforcement.

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: www.uu.edu/student-services/organizations/policies.cfm#political. Additional questions can be directed to the Office of Student Leadership & Engagement or the Office of the Vice President for Student Life.

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 privacy 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/student-life/accountability/forms/Protest-Registration-Form.pdf

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. Students requiring class recording under ADA accommodations must first register with the [Director for Disability Services](#). 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 Vice President for Student Life prior to filming.

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 <http://www.uu.edu/student-life/safety-security/crime-statistics.cfm>.

SEXUAL ASSAULT AND/OR HARASSMENT (SEE HARASSMENT)

TIMELY WARNING

In the event that a situation arises either on or off campus that, in the judgment of the Vice President for Student Life 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.

TITLE IX

Union University values the intrinsic worth of every individual, and we are committed to providing our faculty, staff, and students with a safe learning and working environment. 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 "Why, even the hairs of your head are all numbered. Fear not; you are of more value than many sparrows."; Galatians 6:1-2 "Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted. Bear one another's burdens, and so fulfill the law of Christ." ESV)

Because of our high value on the life and safety of each member of the Union University community and in compliance with Title IX of the Education Amendments of 1972 ("Title IX"), the Jeanne Cleary Act (Cleary Act), the Campus Sexual Violence Elimination Act (SaVE Act), and the Violence Against Women Reauthorization Act (VAWA), Union University has adopted policies and procedures to specifically prevent and respond to incidents of sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the Union Community (students, faculty, and staff) as well as third party contractors and visitors. Union University will not tolerate sexual harassment, including sexual assault, domestic violence, dating violence, or stalking, as defined in the Title IX policy.

TITLE IX

