



# **Student Handbook**

**Revised April 18, 2019**



**Dr. Glenell M. Lee-Pruitt**  
**President**

**Dr. Kishia C. James**  
**Interim Vice President for Student Affairs**



## **ACCREDITATION STATUS**

Jarvis Christian University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associates, baccalaureate, and master's degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404-679-4500, or at <http://www.sacscoc.org> for questions about the accreditation of Jarvis Christian University.

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## **From the Desk of the President**

Greetings Jarvis Christian University Scholars,

Welcome to the place where we work to ensure that you become the best you that you can be.

If you are reading this, you have opened up a document that will help to ensure that you navigate through your time with us successfully. This student handbook lays out for you the blueprint for success in and outside of the classroom. You can say that it is your guide for success during your college days at Jarvis Christian University.

Be sure to read it thoroughly and with an understanding that the rules and regulations are to help keep you and your community members safe, while living in harmony with each other. We do consider ourselves a community and as such we know that “strong fences make for strong neighbors.” This handbook is one that builds strong fences and will help you to develop and nurture lifelong friendships.

If you do not understand some of what is presented here, ask the student affairs professionals to explain. That is why they are here, and we are here to assist you in understanding how our community operates. Please know that you are a valued member of the community and understanding how we sustain a safe and healthy community is a part of your responsibility.

I am so glad that you have chosen to attend Jarvis Christian University. We are a Triple A University where we pride ourselves on being Accessible, Approachable, and Available (AAA) to you as a student. We are here for you.

Enjoy your time here. Go to class. Follow the rules. Respect other community members. Be your best self.

Be safe and be well.

Dr. Glenell M. Lee-Pruitt  
13<sup>th</sup> President and CEO  
Jarvis Christian University

## **Message from the Interim Vice President for Student Affairs**

Welcome to the Bulldog Family!

It is my distinct pleasure to welcome you to Jarvis Christian University, where your success is our highest priority. As an institution rooted in faith, excellence, and student-centered values, we are committed to supporting your growth both inside and outside the classroom.

The Division of Student Affairs, located in the Ronald Hay Student Services Building, is here to serve you Monday through Friday, from 8:00 a.m. to 5:00 p.m. Our doors and our hearts are always open to you.

At Jarvis, your journey extends far beyond academics. Whether you're discovering your place on campus, building lifelong friendships, deepening your faith, or navigating life's challenges, we are here to walk alongside you every step of the way. Our mission is to foster a vibrant, inclusive campus culture where every student is heard, supported, and empowered to lead with purpose.

The Division of Student Affairs serves as a critical support network — advocating for your needs, resolving challenges, and offering guidance during times of transition or crisis. From your first day of orientation to the moment you cross the stage at graduation, we are committed to your holistic development: intellectually, personally, socially, and spiritually.

Our dedicated team is here to provide programs, services, and experiences that enrich your time at Jarvis and prepare you for a life of leadership and service. In turn, we encourage you to fully engage — invest in your growth, embrace new opportunities, and contribute to the legacy of excellence that defines our university.

We believe in your potential. We are here to uplift you in moments of challenge and celebrate with you in times of triumph. Together, we will lean in, move forward, and elevate for YOU and with YOU.

Welcome to a community that sees you, values you, and is ready to help you thrive.

With gratitude and care,

*Kishia C. James*

Dr. Kishia C. James

Interim Vice President for Student Affairs



## University Map

Jarvis Christian University

P.O. Box 1470

ACADEMIC BUILDING  
U.S. Hwy 180 E. P.R. 7631  
Hawkins, Texas 75765-1470

***The Olin Library and Communication Center*** – Library, media center, computer laboratories and study cubicles. (#19)

***The Charles A. Meyer Science and Mathematics Center*** – Classrooms, auditorium, science laboratories, and office space. (#18)

***The James Nelson Ervin Religion and Culture Center***

***The Smith-Howard Chapel*** – Chapel, fellowship hall and office space. (#5)

***The Peoples-Dickson Building*** – Classrooms and office space. (#26)

***The Earl W. Rand Health, Physical Education, and Recreation Center*** – Gymnasium, athletic facilities, classrooms, Olympic-size swimming pool, training rooms, locker rooms, dance studio, concession, kitchen, and office space. (#20)

***The Community and Technology Center*** – Computer laboratories, classrooms, meeting rooms, and office space. (#23)

## RESIDENCE HALLS

The present residence halls include five buildings for men, five buildings for women students, and a coed residence hall. The women's residence halls are William and Mary Alphin (#13), W.J. Fuller (#15), and Wilma Ervin (#7), Venita Carney Waddleton (#14), and Ora Carey (#17). Isiah Hurdle (#11), Charles A. Berry, Sr. (#10), Thomas Buchanan Frost (#9), Peter Clarence Washington (#12) and John Oliver Perpener (#6) are the men's residence halls. The Sebetha Jenkins Living and Learning Center (#24) is a coed residence hall.

## NON-ACADEMIC BUILDINGS

***The Elbie Guy Crawford Titus Women's Commons Building*** – Commons area, meeting space and office space located near the women's residence halls. In most recent history it serves as the campus wellness center. (#16)

***The Ida V. Jarvis Student Center*** – Dining hall, student activities center, President's Dining Room, and President's Parlor. (#2)

***The Charles A. and Sarah G. Berry Student Apartments*** – Married student and single parent housing complex. (Behind Meyer building)

***The Faculty Housing Complex*** – Faculty apartments and laundry facilities. (Behind Meyer building)

***The Alumni Heritage House*** – Heritage Room, archives storage, and visitor housing. (#21)

***The Emma B. Smith Administration Building*** – Administration office, President's Office, and President's Conference Room. (#3)

***The Barton-Zeppa Building*** – Maintenance facility. (#4)

***The Ronald L. Hay Student Affairs Center*** – Student Affairs, Campus Store, Campus Grill, and Dining Area. (#25)

## EXECUTIVE COUNCIL

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President

Dr. Glenell M. Lee-Pruitt

Provost and Vice President for Academic Affairs

Dr. Regina Roberson

Interim Vice President for Student Affairs/Director of Counseling Services

Dr. Kishia C. James

Vice President for Finance and Administration

Mr. Benson Kariuki

Interim Vice President for Institutional Advancement and Development

Rev. Dominique Grate

Special Assistant to the President for External Relations and Strategic Partnerships/JOL Advisor

Mrs. Patricia Smith

Vice President for Enrollment Management and Retention

Dr. Darrin Rankin

Chief of Staff/Director of Administrative Management Programs/Director of Title III

Mrs. Cynthia Stancil-Jackson

## MISSION, VISION, CORE VALUES



## & THE JARVIS EXPERIENCE

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### MISSION

Jarvis Christian University is a historically Black institution affiliated with the Christian Church (Disciples of Christ), offering degrees at the associate, baccalaureate, and master's levels. The mission of the University is to prepare a diverse population of lifelong learners intellectually, socially, spiritually, and personally through providing interactive services and using varied modalities of instructional delivery.

### VISION

Jarvis Christian University will be a premier liberal arts institution committed to providing a transformative education that holistically prepares students for global service and leadership.

### CORE VALUES

The principles that guide our actions and commitment to Jarvis:

- **Scholarship and Life-Long Learning:** To advocate life-long learning by challenging and supporting students and staff to

pursue intellectual, personal and professional development.

- **Service:** To provide a quality experience for students, colleagues, surrounding communities and the nation through community service and civic engagement, as service is the core of our profession.
- **Integrity:** To exhibit ethical behavior in and beyond the academic setting, and be good stewards of our financial resources, acting as persons of high character guided by a commitment to transparency, fairness and honesty.
- **Respect:** To embrace the doctrines of Faith, Family and Community, which ensure inclusiveness and diversity, understanding that every individual should be treated with professionalism, courtesy and kindness.
- **Responsibility:** To be responsible and accountable for our actions in every situation, as it relates to the University, the community and the nation.
- **Christian Ethics:** To emphasize that the Christian spiritual path provides an ethical code that, when followed, will make for a better person, a better University, a better community, and a better world.

### THE JARVIS EXPERIENCE

Since 1912, Jarvis' central principle is to educate each student's head, heart and hand to become productive citizens in a Christian environment. Jarvis affords an opportunity for students to receive an education in an intentionally inclusive environment. The Jarvis Experience results in leaders who are advocates of change in their community and the world.

## **ACADEMIC AFFAIRS & STUDENT AFFAIRS MISSION STATEMENT**

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### **Academic Affairs Mission Statement**

The mission of Academic Affairs is to provide the student with challenging learning experiences, which explore varied responses to the human condition, develop the skill to facilitate analytical inquiry, promote global awareness, encourage social consciousness, foster creativity, inculcate concepts and develop skills that are essential for professional competence in the student's chosen career.

### **Student Affairs Mission Statement**

In keeping with the mission of Jarvis Christian University, which serves a population that possesses diverse socioeconomic and educational backgrounds, the Division of Student Affairs strives to implement through its organizational structure, programs which emphasize social, civil, and cultural maturity; interpersonal relations and effective communication skills; emotional growth; spiritual development; effective living and learning experiences; and appropriate identification with the world of work.

## Letters from Leadership

When I was a little girl traveling with my parents, there was a thing called a “roadmap.” I can remember sitting in the back seat, actually laying in the rear window of my parents’ car and seeing my mom unfold this “thing” and give my father directions as we traveled from place to place. That roadmap guided us to our destination. It was our guide on a journey that would eventually get us to where we saw ourselves going. We started at one point and hoped to get to the other with planned and intentional stops along the way to enjoy the trip. Whenever I looked at that map from the eyes of a child, it appeared that the starting point and the ending point were so far away, but we got to where we were going even if sometimes plans were changed, or a detour was necessary.

Most of you my age or older, remember those roadmaps, they guided the journey. Well, that is what the strategic plan does for us as an institution of higher learning. It helps us look long range at where we are going and places and stops and even detours, we may need to make on our journey to preeminence. We have successfully concluded the first leg of the journey with our 2018-2023 Strategic Plan. Now, it is time to start another leg of the journey which is our 2023-2026.

As we are all aware, the higher education landscape is changing. We were all impacted by the pivot that was thrust upon us in 2020 by COVID-19. Post-COVID we are continuing to figure out how to move forward in a way that highlights our strengths and leads to challenges that face all of higher education. Our roadmap, our strategic plan that has been titled, *Lean In. Move Forward. Elevate*, does what it says. We will “lean in” to the challenges that are facing higher education such as the demographic cliff, cost of higher education and the skepticism associated with earning an undergraduate degree. We will “move forward” as we embrace new technologies that are not going away such as Chat GPT and other AI in the classroom and in other processes. We will “elevate” our thinking and our doing when it comes to our interaction with internal and external constituencies so that we can establish partnerships that will ensure the success of our students in their chosen careers.

*Elevate 2026* has four goals that will guide us as we continue our journey to preeminence. They are (1) to cultivate purposed and socially responsible innovative thinkers and leaders, (2) develop well-rounded, skilled, spiritual and compassionate leaders, (3) establish partnerships that create opportunities for students, strengthen our community, and advance Jarvis’ capacity to serve with excellence, and (4) strengthen operations and personnel to educate students head, heart, and hand. These are the pivotal points on this journey, and we are inviting you to join us.

Let us embrace this journey and look with anticipation at what we will see and experience on this journey. We must remember that becoming preeminent is an intentional process following a roadmap that will get us to where we are going. Let us all Lean In. Move Forward. Elevate.



*Dr. Glenell Lee-Pruitt, President*

As the 2018-2023 Strategic Plan ended June 30, 2023, the Jarvis Christian University (JCU) Board of Trustees, the Jarvis Family, and such external partners as the United Negro College Fund (UNCF), the Faculty and Employee Advisory Council (FEAC) and persons from the local community embarked upon a three-year Strategic Plan, with four concise goals, that will carry us forward to 2026. It was an honor for the Board to be included in this strategic planning process. As we all know, a successful strategic plan requires collaboration between all of the aforementioned participants.

Jarvis has much to be proud of, having met a significant number of the goals in the last five-year strategic plan. The Plan was more than words on a piece of paper. It was a true roadmap...a living, breathing document which was meticulously executed by the Board and the administration. Therefore, we, the Board, will remain committed to Jarvis, as the administration moves to execute the new strategic plan. This Plan, grounded in our core values and aligned with our mission and vision, will serve as a mechanism for JCU to provide its students with the AAA (**Accessible, Approachable and Available**) experience—the JCU way.

We are appreciative of the JCU leadership team's efforts and their quest to continue to educate the head, heart and hand. JCU, we stand with you as you **lean in, move forward and elevate**.

## About Jarvis Christian University

Jarvis Christian University is a historically Black institution that has been affiliated with the Christian Church (Disciples of Christ) since its inception. The University began as Jarvis Christian Institute and its formal instructional program commenced January 13, 1913, with an enrollment of twelve young girls taking elementary school work. Formally, the recorded history begins in 1904 when the Negro Disciples of Christ in Texas, in conjunction with the Christian Women's Board of Missions, began to plan for a school for Black youth. In 1910, Major and Mrs. J.J. (Ida Van Zandt) Jarvis deeded 456 acres of land near Hawkins, Texas, to the Christian Women's Board of Missions. College courses were offered as early as 1916. In 1927, junior college courses were added to the curriculum. In 1928, Jarvis Christian University was incorporated as a college and its governing body was established in 1929. In 1967, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accredited Jarvis Christian University. Since, Jarvis has operated as an institution of higher learning, generating \$22 million in total economic impact for the local and regional economy. The Board of Trustees approved the college to offer graduate degrees October 9, 2020 and to become Jarvis Christian University May 6, 2022. Jarvis Christian University enrolled students and offered its first graduate degrees January 16, 2023.

The 2018-2023 Strategic Plan positioned the institution to develop the infrastructure and capacity needed to become a premier liberal arts institution. To this end, the notable accomplishments that follow are pivotal to the realization of 2023-2026 Strategic Plan.

### I. PREEMINENT ACADEMIC PROGRAMS

*Key Accomplishments Include:*

- Established Jarvis Online (JOL) and expanded opportunities for degree attainment, offering programs 100% online, accounting for 10% of enrollment.
- Established a graduate school and expanded degree offerings to include graduate programs, which yielded a 17% increase in enrollment.
- Demonstrated the quality and effectiveness of Jarvis' program offerings by increasing the number of programs (27%) accredited by a specialized accreditor (i.e., ACBSP, CSWE).

### II. LIVING LEARNING ENVIRONMENT

*Key Accomplishments Include:*

- Integrated classroom space and course offerings within three of the residential halls to establish living learning communities.

- Established sessions in residence halls to enhance the community living environment.
- Substantively increased student engagement initiatives and programming: Safe Spaces; meetings for the LGBTQ+ community; created the Grab and Go; normalized the Prayer and Therapy program; training on how to properly wash your clothes; residence assistant training; and training on the harmful effects of smoking and vaping.

### III. COLLABORATIVE RELATIONSHIPS

*Key Accomplishments Include:*

- Increased key partnerships with colleges, universities, governments, and industry partners by 50%.
- Increased internships and externships by 5% over the previous period.
- Established the Faculty, Employer Advisory Committee (FEAC) to provide insights into curriculum and career pathways.

#### IV. PROFESSIONAL DEVELOPMENT

*Key Accomplishments Include:*

- Established the JCU Leadership Academy for senior and middle managers, training approximately 40 leaders over time.
- Increased the number of faculty with terminal degrees by 5%.
- 55% of full-time faculty were certified through Quality Matters to provide quality online instruction.
- Provided faculty and staff opportunities to attend professional development conferences and/or external leadership institutes/academies, training approximately 2/3 of the campus employees.

#### V. FISCAL AND PHYSICAL STEWARDSHIP

*Key Accomplishments Include:*

- Increased the University's CFI score to a 3.0.
- Ended each year with an operating surplus and strengthened the University's financial position.
- Ended each year with clean financial, federal, and state audit reports.
- Established a College-Work Program to reduce the burden of student debt and increase student retention.
- Reduced the student default rate to 0%.

#### VI. CAMPUS ENVIRONMENT

*Key Accomplishments Include:*

- Completed construction on two residential facilities and the first phase of the new student union building.
- Completed pavement of the entire campus.
- Replaced roofs on 13 residential, apartments, classrooms, and administrative buildings.

- Upgraded HVAC and enhanced facility infrastructure for residential and administrative buildings.
- Increased campus safety through lighting and blue light installation.

#### VII. TECHNOLOGY INFRASTRUCTURE

*Key Accomplishments Include:*

- Upgraded the campus cabling from Cat5E to Cat 6; decreasing bandwidth/network interruptions by 75%.
- Improved technology in the classroom by replacing old interactive touch boards with new simulation touch boards.
- Added external cameras for enhanced faculty/student engagement, increasing engagement by 75%.
- Installed virtual application platforms for faculty, staff, and students, increasing instructional engagement by 65%.
- Replaced existing physical servers with virtual management platforms, increasing performance platform stability by 55%.
- Enhanced faculty/staff use of technology through professional development (training, user guides, eLearning, etc.).
- Created an E-Sports gaming room.

#### VIII. ANNUAL GIVING

*Key Accomplishments Include:*

- Increased alumni giving by 3%.
- Increased sustained overall giving by 43% since 2019.
- Increased the number of friends giving to Jarvis by 18% since 2018.

#### IX. PROVIDE A CHRISTIAN ENVIRONMENT

*Key Accomplishments Include:*

- Increased religious life on campus.

#### **X. INCREASE ENROLLMENT AND RETENTION**

*Key Accomplishments Include:*

- Pre-COVID, increased the retention rate 6%
- Pre-COVID, increased the graduation rate 6%
- Expanded markets to California, Tennessee, Illinois, and the Bahamas.
- Expanded new student engagement programming, to include Open House.
- Facilitated campus-wide training for the ERP system in increase efficiency and utilization for enrollment management.

## GOAL I

### TRANSFORMATIVE EDUCATION AND INNOVATION

*Educate the Head: Cultivate purposed and socially responsible innovative thinkers and leaders*

*Jarvis will expand efforts to provide a holistic, transformative educational experience that equips' students with the requisite knowledge and skills to be innovative thinkers and enterprising leaders in the society of the future. The University will be a destination of choice and a leader in cultivating strategic educational pathways that align with students' talents and passion, resulting in a purposed and above average living-wage career.*

#### Objectives

- 1.1: Expand Program Offerings: Expand high-demand, high-wage career pathways and program offerings (i.e., undergraduate, graduate non-credit), inclusive of interdisciplinary and accelerated approaches, that are market-driven and address real-world problems.
- 1.2: Cultivate Enterprising Mindsets: Prepare students to be enterprising and entrepreneurial through real-world, solution-oriented experiences that encourage creativity, risk-taking, and innovation, fostering a personal and professional growth mindset.
- 1.3: Optimize Educational Pathways: Expand and optimize flexible academic and career pathways (e.g., non-credit, stackable, and micro credentials, etc.) that connect credentials to educational programs and integrate work-force experiences to mitigate credit loss and accelerate success.
- 1.4: Develop Ethical and Socially Responsible Leaders: Integrate ethics and social justice across the curriculum that cultivates a sense of responsibility to others.
- 1.5: Increase Student Capacity for Learning: Integrate advanced technology (e.g., artificial intelligence, gamification, virtual/augmented reality, etc.) and active learning (e.g., projects, capstones, etc.) throughout the curriculum to promote deep learning and further student success.

#### Performance Indicators

- |  |  |   |
|--|--|---|
| • Increase students indicating Jarvis as first choice: 48% to 66%                | • Increase the number of students and faculty who engage in entrepreneurial and innovative endeavors by 10% over the benchmark | • preparedness by 5% over the benchmark                             |
| • Increase in-field employment one-year post-graduation to 50%                   | • Expand graduate programs from 3 to 5   | • Increase in continuing education offerings by 5% annually         |
| • Increase in the # of Jarvis bachelor-to-master degree program offerings by 10% | • Increase in # of employer's satisfied with student   | • Increase in professional development aligned with goal attainment |

#### Key Results/Markers of Goal Attainment

10% increase in enrollment | 22% increase in graduate earnings | 10% increase in retention | Improve completion and time-to degree rates to the top 25% of HBCU's in the state of Texas



## GOAL II

### TRANSFORMATIVE ENGAGEMENT AND DEVELOPMENT

*Educate the Heart: Develop well-rounded, skilled, spiritual and compassionate leaders*

*Jarvis was founded to produce productive citizens and earnest Christians, which is a defining principle of educating the heart. As such, Jarvis will provide the tools and resources needed to ensure students develop the skills, mindset and values to navigate challenges of the future, succeed in their careers, and make meaningful contributions to society.*

#### Objectives

2.1: Institute and Codify the Jarvis Experience: Design and implement the *Head, Heart and Hand Experience* to catalogue (i.e., competency experience transcript) and delineate student's hands-on internal and external academic and social development as servant-leaders and thinkers.

2.2: Comprehensive Mentorship Network: Design and implement a purpose-centered mentor network (e.g., alumni, peer-to-peer, industry, etc.) to develop students throughout their educational life cycle, providing guidance, support, and expertise.

2.3: Spiritual Formation: Establish a University-wide spiritual formation plan and expand Christian-centered experiences that produce compassionate, servant-leaders who can function in a religiously diverse world.

2.4: Holistic Skill Development: Diversify and integrate industry and campus-based training opportunities (e.g., Toastmasters International, Professional Associations/Chapters) to develop student's professionalism, resilience, emotional management, and ability to work collaboratively to increase student marketability.

2.5: Mental Health and Well-Being: Foster a climate of well-being by expanding access to mental health resources and developing a health and wellness program (i.e., mental, physical, emotional, spiritual) that support and improve overall student health and resilience.

#### Performance Indicators

- YOY average increase in # of competencies achieved on the Jarvis Experience transcript
- YOY average increase in # of students with quality mentor experiences by survey
- Decrease gap in average (\$46k) and potential wage (\$80k)
- YOY increase in student marketability by survey
- YOY increase in self-reported spiritual growth by survey
- YOY increase in employer satisfaction and reported job readiness by survey
- YOY increase in mental health and well-being

#### Key Results/Markers of Goal Attainment

10% increase in enrollment | 22% increase in graduate earnings | 10% increase in retention |  
Improve completion and time-to degree rates to the top 25% of HBCU's in the state of Texas

## GOAL III

*Educate the Hand: Establish partnerships that create opportunities for students, strengthen our community, and advance Jarvis's capacity to serve with excellence*

*Since Jarvis' inception, students acquired a myriad of skills and were trained to be effective in their careers and communities. To advance this student-centric principle, Jarvis will substantively expand its educational, non-profit, corporate, industry, and community partnerships to strengthen student preparation, increase their earnings, and impact our community.*

### Objectives

3.1: Increase Experiential Learning: Generate a diverse (i.e., micro, virtual, etc. internships, job shadowing) pool of high-impact experiential opportunities for all students that afford settings to practically apply knowledge and enhance skill level.

3.2: Broaden Community Engagement: Broaden the University's impact in the region through innovative developments, outreach, and advancements in the disciplines that improve the quality of life of residents in East Texas.

3.3: Leverage Corporate/Industry Partnerships: Establish industry-university partnerships that enable students to acquire relevant skills-based training (on- and off-campus) and enhance credential attainment that increase post-graduate success.

3.4: Implement Work-Based Learning: Expand work-based learning opportunities to advance student learning and improve training.

3.5: Expand Strategic Partnerships: Increase mutually beneficial partnerships with academic institutions, corporations, and non-profit organizations to expand research innovation, promote knowledge exchange, and increase opportunities for students.

### Performance Indicators

- |  |  |   |
|--|--|---|
| • YOY increase in experiential learning engagement   | • # of programs with verified embedded credentials                             | • Increase the # of partnerships to 25  |
| • YOY increase in the # of community-based projects in teaching, research or service in the region | • # of courses/programs with integrated industry credentials or certifications | • YOY 5% increase in giving/fundraising |

### Key Results/Markers of Goal Attainment

10% increase in enrollment | 22% increase in graduate earnings | 10% increase in retention | Improve completion and time-to degree rates to the top 25% of HBCU's in the state of Texas

## GOAL IV

### TRANSFORMATIVE OPERATIONS AND PERSONNEL

*Strengthening operations and personnel to educate students head, heart, and hand*

*Excellence and efficiency will be central to the University's capacity to optimize resources, enhance the student experience, and ensure institutional sustainability. To realize strategic growth, the University will streamline its operations; effectively manage, allocate and grow its resources; and integrate technology advancements. People are foundational to operational excellence and as such, Jarvis will afford the environment and resources needed to realize the University's strategic goals.*

#### Objectives

4.1: Attract Diverse, Top Talent: Strategically attract top talent and broaden personnel composition, to include prestigious alumni, accomplished practitioners, diverse ethnicities using one or a combination of competitive salaries, flexible options, benefits, and merit-based rewards.

4.2: Increase Alternative Revenue Streams: Become more financially sustainable and resilient through a diversification of revenue streams: increased branding and licensing, expanded sponsorships, facilities and real estate, corporate training revenue, sustainable energy purchase power agreements, and increased grants and sponsored research.

4.3: Culture of Excellence: Establish a culture of excellence and extraordinary (i.e., accessible, approachable, and available) service throughout the Jarvis experience.

4.4: Enhanced Personnel Experience: Foster a positive work environment that is inclusive of open and strategic communication, recognizing and celebrating achievements, and increasing opportunities for collaboration and authentic team building.

4.5: Beautification and Infrastructure Improvements: Improve the physical environment by enhancing the campus infrastructure to support modern learning, to include integrating advanced technologies, exploring sustainability efforts, and maximizing workspaces (e.g., hoteling).

4.6: Increase Operational Agility and Efficiency: Optimize institutional practices, processes, policies and procedures for greater agility, efficiency, and effectiveness, leveraging advanced technology (e.g., customized chatbot, digital enhancements/self-service options, workflow management, etc.).

#### Key Results/Markers of Goal Attainment

- Increase # of personnel who are alumni by 10%
- 10% of personnel are Hispanic
- 10% increase in revenue from alternative revenue streams
- YOY 5% increase in fundraising
- 15% increase in employee satisfaction and engagement
- Increase in systemic, technology optimized business processes
- Optimized faculty workload (4/4 or 4/5)
- Investments in salaries and incentives for personnel
- # of facility improvements
- Increase in smart and sustainable infrastructure improvements over benchmark.

## About the Process

In September 2022, Jarvis Christian University announced its intention to develop a new strategic plan focused on transformation. A transformation/planning kick-off was held, supported by personnel from the United Negro College Fund, with 140 persons in attendance, including 40 members of the community to support Jarvis' new strategic direction. The University Strategic Planning Committee established a plan to govern the development of Jarvis's strategic direction.

To gather feedback and ensure diversity of thought, representatives from the planning committee facilitated ideation sessions with nearly 30 external stakeholders during the month of October, 2022. Session attendees included members of Jarvis Faculty and Employer Advisory Committee, alumni from the Dallas and Texarkana Chapters, and members of the Greater Hawkins community. In February 2023, ideation sessions were facilitated with internal stakeholders, to include faculty, staff, administrators, and students with over 120 persons in attendance.

Further, data were central to the planning and development process in holistically mapping Jarvis' "next steps". Accordingly, data from Noel-Levitz surveys (Satisfaction, High School Counselor, and Alumni (past five years)) as well as benchmark performance data were reviewed. Finally, data were reviewed from a Jarvis market analysis produced by the Educational Advisory Board for contributions to the SWOT analysis. Each of these data points were influential to the direction and key results established in the final strategic plan.

Data were merged with feedback from respective parties to establish manageable themes for a three-year strategic plan. Within these organized themes, objectives and key results emerged. The resulting preliminary plan was reviewed again with the senior leadership of the University and adjusted as needed. The final plan was submitted to the Jarvis Christian University Board of Trustees for review and approved on July 14, 2023.

## Key Contributors

### Board of Trustee Members

Ms. LeKetia L. Blair, Chair

Mr. William F. Fisher, III, Vice Chair

Mr. Glenn R. Etienne, Treasurer

Ms. Deborah Mitchell, Secretary

Rev. Dani Cartwright, Trustee

Rev. Bernard "Chris" Dorsey, Trustee

Major General John Phillips, Trustee

Dr. Kent Willis, Trustee

Dr. Rolanda Randle, Trustee

Mrs. Dietra Reeves-Greene, Trustee

Mr. Shiervan Ursin, Trustee (President, National Alumni Association)

Dr. Maurice McMillion, Faculty Governance Chair and Lead Professor of Religion  
Mr. Cedric Abney, Student Government Association Representative

### **Executive Cabinet**

Dr. Glenell Lee-Pruitt, President and CEO  
Mrs. Patricia Smith, Special Assistant to the President for External Relations and Strategic Partnerships/JOL Advisor  
Rev. Dominique Grate, Interim Vice President for Institutional Advancement and Development  
Dr. Regina Robinson, Provost and Vice President for Academic Affairs  
Ms. Cynthia Jackson, Chief of Staff  
Mr. Benson Kariuki, Vice President for Finance and Administration  
Dr. Darrin Rankin, Vice President for Enrollment Management and Retention  
Dr. Kishia C. James, Interim Vice President for Student Affairs

### **Strategic Planning Committee Members**

Dr. Cynthia Hester, Interim Provost and Vice President for Academic Affairs  
Dr. Benson Kariuki, Dean of Professional Studies  
Dr. Herman Howard, Dean of Arts and Sciences  
Dr. Saliba Mukoro, Dean of Graduate Studies  
Dr. Dorothy Langley, Dean of Adult and Continuing Education  
Dr. Glendora Carter, Chair of Math and Sciences  
Dr. DaMesia Starling, Chair of Education  
Dr. Trenton Judson, Chair of Arts and Humanities/Director of International Programs  
Mrs. Micheline Lambert Gipson, AVP Student Affairs/Dean of Students  
Ms. Gwendolyn Winters, AVP for Advancement and Development  
Mr. Bobby Ladner, Director of Athletics  
Mr. William Hampton, Executive Director of Alumni Relations  
Mr. Reginald Pugh, Assistant Director of Facilities  
Mr. Chestley Talley, Director of Career Services  
Mr. Chris Watson, Director of Information Technology  
Mrs. Cecelia Jones, Director of Financial Aid

## The Division of Student Affairs

<b>Position</b>	<b>Personnel</b>
Interim Vice President of Student Affairs	Dr. Kishia C. James
Administrative Assistant	Mrs. Morgan Thomas
Dean of Students/Director of Residence Life and Housing	Mr. Christopher Ortiz, Jr.
Director of Bands	Mr. Michael Bradley
Director of Choral Activities	Mr. Donald Aaron, III
Director of Health Services	Dr. Asheraka Kirkwood
Director of Counseling Services	Dr. Kishia C. James
Director of Religious Life and Campus Chaplin	Rev. Dr. Sedaric Dinkens
Coordinator of Student Organizations & Campus Life	Mr. Charles Smith
Coordinator of Diversity Programming	Mrs. Linda Hernandez-Meeks
Coordinator of Intramural Sports & Student Center Activities	Mr. Gerry Johnson

## Alma Mater

J.C.U., we love you  
You can be none but great  
As we climb, God bless you  
Be an idol of our state.

Gold and Blue  
Which we wear  
You have worth,  
truth we share  
To and fro, here and there  
J.C.U. marches on

*Lyrics by Mrs. J.L. Edwards, Sr.  
Music Arrangement:  
Alice N. Gay and Joseph C. Hayes*

## Mascot

The Jarvis Christian University Mascot is the BULLDOG.



## Colors

The Jarvis Christian University colors are royal BLUE and old GOLD.

### HISTORY OF THE UNIVERSITY

Jarvis Christian University is a historically Black institution that has been affiliated with the Christian Church (Disciples of Christ) since inception. Jarvis Christian University began as Jarvis Christian Institute, modeled after the Southern Christian Institute of Edwards, Mississippi. Formal instructional programs commenced on January 13, 1913, with an enrollment of twelve students, all in the elementary grades. The recorded history began in 1904, when the Negro Disciples of Christ in Texas, spearheaded by Mrs. Mary Alphin, State Organizer, in conjunction with the Christian Woman's Board of Missions, began planning for a school for Black youth. Financial goals were set. The Negro Disciples of Christ in Texas were to raise \$1,000 for a school; the Christian Woman's Board of Missions would contribute \$10,000 if this were done. Meanwhile, Miss Virginia Hearn, State Secretary for Women's Work, convinced Mrs. Ida Van Zandt Jarvis of the need for a school for Black youth.

In turn, Mrs. Jarvis worked to persuade her husband, Major James Jones Jarvis, to donate land upon which a school could be built. In 1910, Major and Mrs. Jarvis deeded 456 acres of land near Hawkins, Texas, to the Christian Woman's Board of Missions on the condition that it *keep up and maintain a school for the elevation and education of the Negro race... in which school there shall be efficient religious and industrial training.* || Inherent in the spirit of the donation was the idea that the land would be used to educate *–head, heart, and hand* and to produce *–useful citizens and earnest Christians.*

Although the thrust of the educational program has changed dramatically since then, Jarvis Christian University has continued to educate —*head, heart, and hand*, a challenging and ambitious purpose. Shortly after the land was donated, the Negro Disciples of Christ in Texas, largely through the efforts of the women of the churches, successfully completed the fundraising campaign.

In 1912, Mr. Thomas Buchanan Frost, a graduate of the Southern Christian Institute, who was to serve as Superintendent, came to start a school. Soon Mr. Charles Albert Berry, also a Southern Christian Institute graduate, came to join him to serve as Principal. These men and their families were the Jarvis pioneers, a small group who accepted the monumental challenge of clearing the swampland and erecting the buildings in order that instruction could begin. In 1914, Mr. James Nelson Ervin came from Johnson City, Tennessee, to be the first president. He served in that capacity until 1938, a period of twenty-four years. During the first year of his tenure, high school subjects were added to the curriculum. Notably, during its early years, Jarvis Christian Institute was one of the few schools available in East Texas in which Black youth had the opportunity to complete a high school education. Jarvis Christian Institute was the only accredited high school for Blacks in East Texas.

Although fragmentary records indicate some University work was offered as early as 1916,



junior University courses were included as regular curricular offerings in 1927. The school was incorporated as a University in 1928. Senior University courses were introduced in 1937.

Built in 1936, the Emma B. Smith Building is used to house several administrative offices and is the only campus structure remaining from the Ervin era.

In 1938, Mr. Peter Clarence Washington came from East St. Louis, Illinois, to serve as the second president. High school work was eliminated that year. The original charter by the State of Texas, granted in 1939, states that Jarvis Christian University proposes to offer – . . . *practical, domestic, manual, and agricultural training, as well as high grade instruction in the arts and sciences...*

The Florence Robinson House, now the Alumni Heritage House, is the only structure remaining from the Washington presidency.

In 1949, Dr. John B. Eubanks assumed administrative duties as Executive Vice-President. He is credited with the introduction of a general education program and additional innovations, which hastened recognition by the Southern Association of Universities and Schools in 1950, to include Jarvis Christian University on its *Approved List of Universities and Universities for Negro Youth*. This was the only regional accreditation then available to Black Universities in the South.

Dr. Eubanks was named the third President of Jarvis Christian University in 1951 and served until 1953. In 1953, Dr. Cleo Walter Blackburn, who had served as a consultant to President Eubanks, began his eleven-year tenure as the fourth President of Jarvis Christian University. That same year, *Fundamental Education* was included as a component of the educational program.

In 1959, Dr. John Oliver Perpener, Jr. was named Executive Vice President and served as resident executive.

The Blackburn presidency culminated with an affiliation between Jarvis Christian University and Texas Christian University in 1964, through a –*Memorandum of Understanding*|| (revised in 1965, reaffirmed in 1969, and discontinued in 1976). Also, in 1964, the year that Dr. Perpener became Provost and Chief Administrative Officer, Fundamental Education and the Agro- Industrial offerings were eliminated as components of the educational program.

The Olin Library and Communication Center opened in 1965. This major building was a gift from the Olin Foundation.

Operation Cram, a pre-University program for prospective University students, was initiated during the summer of 1965. While this effort had an academic component, its major emphasis was socio-cultural enrichment.

In 1966, Dr. Perpener became the fifth president of the University. He was the first alumnus to be appointed to the office. Also, in 1966, Jarvis Christian University gained membership in the

Southern Association of Universities and Schools. The next year, Jarvis Christian University became affiliated with the Texas Association of Developing Universities, a six-University consortium of historically Black Universities.

In 1969, the Texas Education Agency approved the Teacher Education Program, and the campus master plan was updated. During the same year, the Charles A. Meyer Science and Mathematics Center opened. This was the second major building underwritten by the Olin Foundation.

In 1970, four additional residence halls—two each for men and women—and the Elbie Guy Crawford Titus Women's Commons Building was completed. Dr. Perpener resigned in 1971, and Dr. John Paul Jones was named Acting President. The Southern Association of Universities and Schools granted reaffirmation of accreditation following the regularly scheduled visitation in 1971.

Dr. John Paul Jones was appointed the sixth president of Jarvis Christian University in 1972. A major improvement to the physical plant during his administration was a water purification system and sewage disposal plant that was completed in 1973.

The Advanced Summer Enrichment Program was begun in 1976. The major focus of this program was providing entering freshmen an academic introduction to University. The program continues to serve this function.

After the resignation of Dr. Jones in 1976, Dr. James O. Griffin served as Interim Administrator for two months.

In 1976, Dr. Earl Wadsworth Rand, an alumnus and a former dean of Jarvis Christian University, became the seventh president. Recognizing a need for special attention to entering students, the academic sector added the Division of Basic Studies in 1976. The Division of Basic Studies had the administrative responsibility for initial advisement for all transfer students as well as for academic advisement for freshmen and sophomore students.

In 1978, the Southern Christian Institute National Alumni and Ex-Students Association merged with the Jarvis Christian University National Alumni and Ex-Students Association.

The Earl Wadsworth Rand Health, Physical Education and Recreation Center were dedicated in December 1979, the month Dr. Rand retired.

Dr. Charles Albert Berry, Jr., an alumnus of Jarvis Christian University, became the eighth president on January 1, 1980.

In 1981, the official transfer of the title of the initial land donated, by Major and Mrs. Jarvis, from the United Christian Missionary Society to Jarvis Christian University was realized.

The James Nelson Ervin Religion and Culture Center named in honor of the first president of Jarvis Christian University and consisting, currently, of two structures, was completed in 1983. The two structures are the Smith-Howard Chapel and the Peoples-Dickson Religion Building. Two additional residence halls were dedicated in 1986—one each for men and women—as was a twelve-unit student-parent apartment complex in 1988.

Dr. Julius Franklin Nimmons, Jr., became the ninth president on June 1, 1988. During his administration, Jarvis Christian University was involved in extensive review and assessment of its total operation. Emphasis was placed on campus beautification.

Dr. E. W. Rand and Dr. Charles Berry, Jr. served as administrative officers during the summer and fall of 1990.

Dr. Sebetha Jenkins became the tenth president on January 1, 1991. Jarvis Christian University received reaffirmation of accreditation by the Commission on Universities of the Southern Association of Universities and Schools in December 1993.

Other milestones realized during Dr. Jenkins' tenure included a \$7.5-million-dollar capital campaign, the implementation of a campus-wide computer network, the initiation of the Pioneer Hall of Fame Awards Program, expansion of summer programs for area youth, the Hands-On-Mission Program for campus beautification, the Service-Learning Program, and the Walk of Fame Plaza.

Major renovations and capital improvements occurred during 1993 and 1994. A distance-learning laboratory was built to allow students at Jarvis Christian University to participate in classroom activities simultaneously with students in courses held on other University campuses without having to leave Jarvis.

Since 1995, the University has completed a community technology center and a three-story 7.5 million dollar, 304 bed residence hall.

On January 2, 2009, Dr. Cornell Thomas was appointed the eleventh president. Dr. Thomas is committed to students receiving a quality education. His vision for Jarvis is that it becomes a premier Christian University that offers a quality education that prepares our youth to face the challenges confronting them upon graduation. He had started a Pre-Honors Program for freshman students, revitalized the Honor's Program and opened the Office of Student Academic Success.

After Dr. Thomas' resignation in December of 2011, the Jarvis Christian University Board of Trustees unanimously selected Dr. Lester C. Newman to serve as the twelfth President of Jarvis Christian University. Dr. Newman who took office on April 2, 2012 has reorganized the academic divisions to optimize the educational experience for Jarvis students and immediately began an internal review of the University for the upcoming reaffirmation of accreditation.

## Jarvis Traditions

- ❖ **Blue and Gold** – The school colors symbolically represent school spirit. The gold is a reminder to students of their worth, while the blue stands for shared truth.
- ❖ **Orientation-** The purpose of orientation is to provide students with a smooth and helpful transition to University life. Freshmen and Transfers complete all the necessary steps to register for the upcoming semester, including placement testing, group and individual advising, course registration and other activities that will help these students adjust to University life.
- ❖ **President's (Opening) Convocations-** These convocations are presented at the beginning of each semester of officially introducing the University President to new and returning students.
- ❖ **Freshman Harvest Dinner-** This annual Fall dinner given by freshmen students highlights Freshman Class activities for the year.
- ❖ **Mr. & Miss Jarvis Coronation and Ball-** "Mr." & "Miss Jarvis" are crowned to reign during their elected year. The King & Queen's Ball follows the coronation.

- ❖ **Midnight Breakfast (Fall & Spring)** - This event sponsored by the Division of Student Affairs is held the night before final exams. Faculty and staff members serve breakfast to students.
- ❖ **Christmas Concert-** On Thursday evening, during the first week in December, the Jarvis Christian University Community Choir performs.
- ❖ **Ethical Issues Seminars (Fall & Spring)-** These special programs cover current issues.
- ❖ **Campus Elections-** This is the time for elections of class officers and sweethearts, the Student Government Association and "Miss Jarvis."
- ❖ **Honors Assembly (Spring)-** This assembly is presented at the end of the Spring semester to give official recognition to those students who excel academically.
- ❖ **Founders'/Homecoming Week-** This program involves Jarvis activities, programs and assemblies for students, faculty, staff and alumni.
- ❖ **All Campus Forum-** These events, sponsored by the Student Government Association, allow students, faculty and staff to participate in the discussion of significant issues.
- ❖ **Seniors Graduating Class Annual Congratulatory Awards Banquet-** This event showcases and honors the graduating seniors.

## FREQUENTLY DIALED NUMBERS

### EMERGENCY CONTACTS

Any safety, maintenance, or evacuation related issue occurring after the close of business should immediately be routed to Campus Security at (903) 730-4890 extension 2775. It is recommended that the number for Campus Security be placed in all cell phones. Do not attempt to address an emergency situation on your own, as it may result in harm to you or others. For emergencies, please call the following:

#### On Campus

Campus Security Department:	(903) 730-4890 ext. 2775 (Ext.2775 from campus phone)
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#### Off Campus

Ambulance/EMS, Fire, Police	911
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### CAMPUS NUMBERS

Academic Affairs	(903) 730-4890 ext. 2104
Athletics' Department	(903) 730-4890 ext. 2520
Business Office	(903) 730-4890 ext. 2701

Cafeteria (Sodexo)	(903) 730-4890 ext. 3202
Cashier's Office	(903) 730-4890 ext. 2705
Chapel/Campus Pastor	(903) 730-4890 ext. 2620
Copy Center/Reproduction/Mail Room	(903) 730-4890 ext. 2706
Fax Line (Mail Room Area)	(903) 769-1282
Financial Aid Office	(903) 730-4890 ext. 2402
Library	(903) 730-4890 ext. 2171
Maintenance/Physical Plant/Service Call	(903) 730-4890 ext. 3110
Recruitment/Admissions	(903) 730-4890 ext. 2202
Registrar	(903) 730-4890 ext. 2451
Security Station	(903) 730-4890 ext. 2775
Student Affairs	(903) 730-4890 ext. 2250

## STUDENT CODE OF ETHICS

The role of the Jarvis student is to behave in a courteous and professional manner at all times. As a Jarvis student, it is important to be honest, true, chaste, benevolent, and virtuous and in doing well to all men and women. It is the responsibility to seek after what is virtuous, lovely, and of good report.

Key Terms of the Jarvis Student Code of Ethics:

### ***HONESTY:***

Jarvis students seek to be totally honest in their dealings with others. They complete their own work and are to be evaluated based upon that work. They avoid academic dishonesty and misconduct in all forms, including plagiarism, fabrication or falsification, cheating, and other academic misconduct.

### ***INTEGRITY:***

Every Jarvis student is expected to represent him or herself honestly and respectfully in all situations, whether orally or in written statements. Honest and respectful representation includes, but is not limited to, providing only truthful material information on all Jarvis University applications, financial aid forms, waivers, and any other official documents. Jarvis students are expected to behave respectfully when representing Jarvis at any of the University's or off-campus events. Jarvis students will not consciously misrepresent him or herself to any member of the University community or to any other person while representing Jarvis Christian University.

**PROFESSIONALISM:**

Jarvis students must behave respectfully toward their peers and professors. In the classroom setting, students may not interrupt their classmates or professor, make fun of them or their expressed views, or disrupt the learning environment. It is important to maintain the best learning environment for all students and professors. Jarvis students will respect the property of others and the University as if it were their own and will not lie, cheat, or steal, nor will they condone, tolerate, or support those who do. Jarvis students will conduct themselves in a professional manner at all times.

**RESPECT:**

Jarvis students are guaranteed that their First Amendment right of Freedom of Speech will be observed by all University members, including other students. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting and using language with malicious intent.

Students will refrain from using language or acting in a manner that is disrespectful or inappropriate toward others. The use of language that is considered disrespectful and/or derogatory will not be tolerated. The use of racial slurs, whether in public or private, will not be tolerated.

Sexual/physical assault, intimidation or harassment is inexcusable and will result in disciplinary actions in accordance with University policy.

Any consumption, use, possession, purchase, sale, distribution or furnishing of drugs illicitly is in violation of Jarvis policy. Students should leave a gathering/party where inappropriate substances are being consumed, used, or abused.

**OFF-CAMPUS CONDUCT:** The University values its relationship with the community beyond the campus. It is expected that the conduct of all students, whether residing off-campus or visiting in the surrounding communities, will be consistent with the educational purposes of the institution and in no way will interfere with the educational purposes of the institution and in no way will interfere with the functioning of the community. It is expected that students will be guided by a mutual concern for neighbors' feelings, integrity, property, and need to live in an environment conducive to the fulfillment of individual lifestyles. The University may discipline a student or groups of students for acts of inappropriate personal or group behavior regardless of whether such acts are committed on campus property. Such acts include, but are not limited to the following: assault; battery; drug-use; possession or sales; illegal alcohol use; possession; or open container; hazing; sexual misconduct; noise violations; loud parties; vandalism; theft; littering, loitering; public urination and trespassing.

If an individual or organization that violates the Student Code of Conduct, or any University policy, that individual and/or all members of that organization will be **restricted from representing Jarvis Christian University in any manner.**

## **STUDENT RIGHTS, RESPONSIBILITIES AND REQUIRMENTS**

Jarvis Christian University students have all the rights and privileges expressed in the Constitution and laws of the United States and the State of Texas. Basic to these rights is the guarantee of

freedom of speech and assembly. However, these rights and freedoms must be exercised in a manner that neither disrupts nor interferes with the academic programs and administrative process of the University.

Each student at Jarvis Christian University is expected to become familiar with all published policies, rules, and regulations of the University. The Vice President for Student Affairs will make every effort to ensure that these published policies are available to each student. The student is responsible for any violation of the policies, rules and regulations. In addition, to following the University's policies and regulations, students are responsible for adhering to all applicable federal, state and local laws. Any violation(s) occurring on campus, of a non-criminal nature, shall subject the student offender to disciplinary action. Any violation(s) of a criminal nature, whether occurring on or off-campus, will subject the student offender to disciplinary action and/or possible prosecution through the court system. Students are required to carry University identification cards at all times. Student leaders must be in good standing with the University. Any student, who is on "disciplinary probation", will not be allowed to run or hold an office, participate in Greek intake activities, play on athletic teams during the term of the probation. This restriction applies, but is not limited to members of the Student Government Association, athletes, resident assistants and member of fraternities and sororities.

#### Students' Rights:

- Students have the right to receive accurate and consistent information.
- Students are free to exercise their right of withdrawal when, in their opinion, they feel that their goal, standards and attitudes are not commensurate or compatible with those of the University.
- The University affirms the right of each student to be free from discrimination on the basis of race, color, national origin, religion, political views, gender, sexual orientation, age, or disability.
- Each student has the right to petition the University for redress of grievances, amendments of University regulations and modification of University policies.
- Students have the right to establish and elect a democratic student government.

#### Students' Responsibilities:

- Students are given authority, but should also accept the responsibility that comes with that authority, not exceed responsibilities designated to them.
- Students have the responsibility to use discretion in their conduct so that it does not reflect negatively on their reputation and the reputation of the University.
- Students have the responsibility to become acquainted and fully compliant with all University rules and policies.



- Students have the responsibility to maintain high academic, social, moral and civic character.
- Students have the responsibility of understanding their obligation to conduct themselves in a manner that is compatible with the University's function as an educational institution.

**Behavioral Expectation**

All students who are either actively or passively involved in the commission of an act prohibited by the Code of Conduct will be subject to disciplinary action. The term "active involvement" refers to any action taken by a student in direct violation of a University policy or regulation. If an incident relates to the POSSESSION of an illegal object or substance, an active violator shall be deemed to be in actual POSSESSION of the object or substance. A student, who encounters a prohibited activity, may avoid disciplinary action as a passive participant by immediately notifying University officials of the situation. Otherwise, a student who is passively involved in a violation will face the same consequences as the active participant.

**Involuntary Withdrawal/Residence Hall Suspension**

A student who violates the Code of Conduct or engages in behavior that potentially poses a threat to his/her life or others may be subject to an involuntary withdrawal and/or suspension from a residence hall. Under this section, involuntary withdrawal refers to a student's separation from the University that is administratively initiated by the Vice President for Student Affairs (or designee) for behavioral reasons. Under this section, suspension from a residence hall refers to an administrative separation of a student from a residence hall for behavioral reasons. If an involuntary withdrawal and/or residence hall suspension is administratively imposed, a student may seek readmission to the University or a residence hall reassignment after at least one (1) semester on the condition that he/she can document stable behavior. The student must produce documentation from a treating physician, psychologist or other qualified professional who gives an opinion that the student is ready to return and cope with the University life to be considered at that time for readmission to the University and/or a residence hall reassignment. Reasonable efforts will be made by Student Affairs staff to help students understand the consequences of their behavior and to make responsible decisions and develop skills to allow students to function successfully within the University community. Students who have a pending judicial charge are not allowed to withdraw from the University before the outcome of charges is completed on campus.

**Policy on Arrest and/or Conviction**

Students who are charged with criminal acts by law enforcement agencies (local police, state troopers, and sheriff deputies) in the form of felony or misdemeanor warrants may be suspended from the University immediately. It is the responsibility of each student to notify Student Affairs in writing of arrest(s). Failure to do so may result in disciplinary action. An Administrative Hearing will be held prior to such separations when feasible and in other cases, the appropriate hearing will be held after the separation at the request of the arrested students, or prior to readmission to the University.

## **Student Records**

### **Notification of Rights under Federal Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 protects certain rights of students who are enrolled in a post-secondary institution relative to their educational records. The Act allows students:

- The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the appropriate official, written request that identify the record(s) they wish to inspect. The University official will Make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may request the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Jarvis Christian University decides not to amend the record as requested by the student, Jarvis Christian University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracts (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Jarvis Christian University to comply with the requirements of FERPA.

### **Directory Information and Its Release**

In compliance with Section 438 of the General Education Provision Act (Title IV of Public Law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students, effective November 19, 1974, Jarvis Christian University gives notice that the following directory information will be released upon request: student's name, local and permanent mailing address, photograph, major and minor fields of study, participation in officially recognized activities and

sports, weight and height of members of athletic teams, team photographs, dates of attendance, classification, enrollment status, degree candidate, degrees, awards, and honors received and type of award/honor, and previous educational agency or institutions attended.

Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Office of the Registrar in writing that he or she does not wish to have such information released. This request will be honored and all or any portion of the information, which the student requests to be withheld, will be held confidential.

### **Location of Records**

The University will protect the confidentiality of student records by providing in faculty and administrative offices the necessary safeguards against improper disclosure. The University shall not release the educational records of a student to agencies or individuals except as authorized by state and federal statutes.

Student records are filed in a variety of offices as indicated below. The administrative officers shown are responsible for the records under their control and for the appropriate release of information contained in these records. The University reserves the right to assess fees for copies of certain records as indicated below:

- University transcript: Obtainable from the Office of the Registrar for a nominal fee.
- Credits and Grades: Obtainable from the Office of the Registrar.
- Enrollment Date: Obtainable from the Office of the Registrar.
- Disciplinary Data: Obtainable from the Office for Student Affairs.
- Student Accounts: Obtainable from the Office of Fiscal Affairs.
- Financial Aid Accounts: Obtainable from the Office of Financial Aid.

## **STATEMENT ON POLITICAL AFFILIATION**

Jarvis Christian University is a tax exempt organization under section 501(c) (3) of the Internal Revenue Code. Pursuant to that regulation, Jarvis Christian University is required to be politically nonpartisan. As an institution we cannot support any candidate, political party, cause, ballot initiative, or other politically oriented activity. We cannot allow any signs, posters or other political paraphernalia to be posted, hung, displayed or otherwise visible in such a manner as to state or imply that Jarvis Christian University supports the content.

Please coordinate any proposed activity (visits by candidates, voter registration drives, candidate forums, etc.) with the Office of Student Affairs.

## **ACADEMIC REGULATIONS ACADEMIC POLICIES**

### **ACADEMIC INTEGRITY**

#### **Policy on Academic Integrity**

Jarvis Christian University students and faculty are responsible for maintaining an environment that

encourages academic integrity. Students and faculty members should report an observed or a suspected case of academic dishonesty immediately to the faculty member in charge of an examination, classroom, laboratory research project, or other academic exercise.

The value of an academic degree is contingent upon the integrity of the work performed by the student for a degree. It is imperative that students be responsible for maintaining high standards of individual honor in scholastic work. Academic dishonesty includes, but is not limited to, cheating, plagiarism, falsification, and collusion:

**Cheating** includes:

1. Copying the paper of another student, engaging in any written, oral or other means of communication with another student, or providing aid to or seeking aid from another student when not permitted by the instructor;
2. Using material during an examination or when completing an assignment that is not authorized by the person giving the examination or making the work assignment;
3. Attempting to take or taking an examination for another student, or allowing another student to take an examination for oneself;
4. Obtaining, using or attempting to acquire by any method the whole or any part of an un-administered examination or work assignment.

**Plagiarism** is the presenting of another person's work as one's own. It includes paraphrasing or summarizing the works of another person without acknowledgement, including submitting another student's work as one's own. It is the responsibility of the student to protect his or her own work.

**Falsification** is misrepresenting material or fabricating information in an academic exercise or assignment.

**Collusion** is the unauthorized collaboration with another person in preparing written work that a student offers for credit. To avoid providing the opportunity for collusion, faculty should establish clear guidelines for students when engaged in cooperative learning activities.

**Process:**

If a student fails to maintain academic integrity, the faculty member is responsible for initiating the following procedure within 7 days of the incident:

1. Notify the student(s) in writing of the breach of academic integrity. This notification should include:
  - a. Course number, section, and title;
  - b. The student work in question and the date it was submitted;
  - c. A brief description of how the student breached academic integrity.
2. File a report with the Office of Academic Affairs and a copy to the appropriate Division Chair. The report should include:
  - a. Faculty name;
  - b. Course number, section and title;

- c. Student name and identification number;
- d. Date of the offense;
- e. Collected evidence and documentation of incident;
- f. Copy of the written notification issued to the student.

Once the report is filed, the Office of Academic Affairs will schedule a meeting with the student(s), faculty member, and Division Chair regarding the situation within 72 hours (three working days) at which time both faculty and student will present their case. If a breach of academic integrity is found, the student(s) will be issued a written warning from the Office of Academic Affairs and the following course of action will be taken:

- For the first offense, the student will receive a grade of “0” for the assignment or exam;
- For the second offense, the student(s) will receive an F\* for the course indicating on their transcript that a breach of academic integrity has occurred;
- For the third offense, the student(s) will receive an F\* in the course indicating on their transcript that a breach of academic integrity has occurred and be suspended for one academic semester;
- For the fourth offense, the student(s) will receive an F\* in the course indicating on their transcript that a breach of academic integrity has occurred, and will be permanently expelled from the University.

Offenses of academic integrity are cumulative throughout the student’s academic career at Jarvis Christian University. A student may not drop any course in which a violation of academic integrity

is pending against the student. If the student is found not responsible for the violation, he or she may drop the course with a “W” appearing on the academic record.

Students who wish to appeal an academic penalty must notify the Vice President for Academic Affairs in writing within 72 hours of the decision. The notification should include:

1. Student name and identification number;
2. Course number, section, title and Faculty name;
3. Date of the offense;
4. Current academic penalty;
5. Reason for appeal.

The case will then be referred to the Academic Integrity Subcommittee of Academic Affairs\* and a hearing will be scheduled within 10 days. All academic integrity cases must be resolved within six weeks of the purported offense.

\*This committee will consist of five voting members: two faculty members (one from different disciplines), three students (one representative from the Student Government Association and two students from a pool of the population at large that has been nominated by faculty members). The Vice President for Academic Affairs will serve on this committee as an ex officio member. (Faculty and students will serve a term of one semester). Meetings will be scheduled as needed to address pending cases.

## **ACADEMIC PROBATION, SUSPENSION, REINSTATEMENT AND EXPULSION**

### **Academic Probation**

A student will be placed on academic probation if he/she fails to meet the following requirements:

- Earn a minimum Grade Point Average (GPA) of 1.50 for the first 30 credit hours attempted.
- Earn a minimum Grade Point Average (GPA) of 1.75 for 31 to 60 credit hours attempted.
- Earn a minimum Grade Point Average (GPA) of 2.00 for 61 to 155 credit hours attempted.

and

Completion of at least **67%** of attempted hours (attempted hours defined as enrolled hours after the ADD/DROP period has ended) not including activity courses.

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.00 in regularly-graded course work, not to include activity or remedial courses, or meet the minimum cumulative graduation/retention GPA standard in order to continue as a student.

### **Academic Suspension**

Any student who was on academic probation the previous semester and who fails to raise his/her GPA to the required cumulative level or to achieve a 2.00 Retention/Graduation GPA, not to include activity or remedial courses, in the semester during academic probation will be suspended from the institution for the period of one academic semester.

### **Procedure for Appealing Academic Suspension**

Any student who is academically suspended from Jarvis Christian University may appeal the suspension by filing a written petition within 14 days in the Office of Academic Affairs. The suspended student must demonstrate in the petition the following:

1. Reasonable cause as to unusual reasons for failure and/or extraordinary personal circumstances;
2. Evidence of capabilities for success (satisfactory scores obtained on an aptitude or achievement test may be required); and
3. An objective plan balancing proposed enrollment, study time, and a work schedule which will insure a plan of success toward obtaining an educational and/or degree goal.

The appeals decision will be made by the Vice President for Academic Affairs or designee.

### **Reinstatement or Readmission of Suspended Students**

Students who are academically suspended by Jarvis Christian University will not be allowed to reenroll at the institution for a least one semester unless suspension has been appealed

appropriately and rescinded by the Vice President for Academic Affairs. A suspended student applying for readmission must go through an appeals process as described in the previous section submitted no later than 30 days prior to the semester of requested readmission. The student must also agree to participate in appropriate remedial sessions in his/her areas of weakness. These areas may be, but are not limited to, study in reading, written communication skills, and mathematics. Should a reinstated or readmitted student be suspended for poor academic performance for a second time, the student cannot return to Jarvis Christian University until he/she has attended another institution and raised his/her Retention/Graduation GPA to the established retention standards.

### Academic Expulsion

Should a reinstated or readmitted student be suspended for a third time, the student will be expelled. When a student is expelled, a record of this action is made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will normally not be allowed to re-enter the University.

### CLASS ATTENDANCE

Students are expected to attend all meetings of their classes at Jarvis Christian University, arrive at the designated beginning time for the class, and remain until the designated dismissal time for the class.

Authorized absences are granted for students who are approved by the Office of Academic Affairs as official representatives of the University (class field trips, University-sponsored workshops, musical performances, and intercollegiate sports participation).

In any course offered during the fall or spring semester, faculty are authorized by Jarvis Christian University policy to fail or to recommend that students withdraw whose total absences exceed the equivalent of two weeks. Students must withdraw from the class by the assigned date or receive an "F" for the course. For example, no more than three (3) absences are allowed, per semester, in a class meeting three times a week (i.e., Monday/Wednesday/Friday), and no more than two (2) absences are allowed, per semester, in a class meeting once and twice a week. Specific standards for a summer course are stated in the course syllabus.

Unauthorized absences on dates published for examinations result in loss of those examination grades. All unauthorized absences and instances of tardiness are subject to the penalty published in the course syllabus.

Students absent from class for any of the reasons listed below may, at the discretion of the instructor, receive an **excused absence** by presenting the proper documentation as indicated in the Table below:

Reason	Documentation
Personal illness or illness of immediate family member	Physician's Statement
Death in immediate family	Funeral program



Patriotic duty (military or jury duty; court appearances, etc.)	Copy of notice or summons
Performance of co- or extra-curricular obligations to the University (travel with athletic teams, class field trips, conferences, seminars, fine arts performance, etc.)	Written statement from sponsor including a coach or choir director that specifies the activity the student participated in and the date of the activity; or notice from either the Office of Academic Affairs or Student Affairs.

## CLASS ROSTERS

Class rosters are computerized. Faculty members are to verify that the names of all students attending class appear on the class rosters by generating an updated computerized roster list for each class meeting during the ADD/DROP week.

Should a student be in attendance and not appear on the computerized class roster, the faculty should (a) have the student double check his/her schedule to ensure correct enrollment in that course; (b) if a currently printed student schedule indicates that the student is currently enrolled in the course and does not appear in the electronic version of the faculty's roster, the student should be referred to the Office of the Registrar, the Office of Financial Aid, and/or the Business Office to resolve the reason for not appearing on the faculty's class roster.

Students who have not reported to class by the end of the ADD/DROP period (12<sup>th</sup> day of class) will be reported by the faculty to the Office of the Registrar by the end of business on the 12<sup>th</sup> day of class for deletion of said non attending student from the faculty roster.

All holds are to be resolved before the 12<sup>th</sup> day of class. Should these matters not be resolved by the 11<sup>th</sup> day of class, the student will not be registered for that academic semester.

## CLASSIFICATION OF STUDENTS

Students at Jarvis Christian University are classified by type and by semester hours satisfactorily completed.

Classifications by type are:

- |                       |   |
|-----------------------|---|
| 1. Full-time student: | One enrolled for twelve or more semester hours.           |
| 2. Part-time student: | One enrolled for fewer than twelve semester hours.        |
| 3. Special Student:   | One who is not a candidate for a degree or certification. |

Classification by semester hours satisfactorily completed are:

- |               |                                      |
|---------------|--------------------------------------|
| 1. Freshman:  | 30 or less semester hours completed. |
| 2. Sophomore: | 31-60 semester hours completed.      |
| 3. Junior:    | 61-90 semester hours completed.      |
| 4. Senior:    | 91 or more semester hours completed. |

## DISTANCE LEARNING COURSES

A student in residence at this institution will be permitted to receive credit for distance learning courses only when the Office of Academic Affairs has granted written permission. Each request

made by a student for credit in courses taken by distance learning will be considered on its own merits.

No more than 12 semester hours of credit taken in distance learning coursework may be applied toward the requirements for an undergraduate degree.

Since the last 30 semester hours of credit for a degree must be taken in residence, no credit earned through distance learning may be applied toward the requirements for a degree if taken after the student has earned 90 semester hours of credit applicable toward the requirements for a degree.

Exceptions may be made at the discretion of the Office of Academic Affairs.

### **CREDIT**

Credit for academic work is measured in semester credit hours. A credit hour is defined (July 1, 2011) as not less than one hour of classroom or directed faculty instruction and a minimum of two hours of out of class student work each week or an equivalent amount of work.

### **CREDIT HOUR LOAD**

A minimum of 12 and a maximum of 18 semester hours of class and laboratory work, exclusive of band or choir, constitute a normal load for a fulltime student during a semester.

A student who carried a normal load or an overload during the preceding semester and earned a “B” average may be permitted to carry a maximum load of 19 semester hours.

A student who has an over-all average of “B” may, under exceptional circumstances, be permitted to carry an overload not to exceed 21 semester hours during the final semester of the senior year.

### **GRADE APPEAL**

A student may appeal a final grade given by an instructor in cases where he or she believes the grade awarded is inconsistent with the announced grading policy. The student is responsible for initiating the procedure in the following manner:

The student must contact the faculty member in writing within two weeks of the grade assignment. This letter/email should include the following:

- 1) Student name
- 2) Identification number
- 3) Course number, section and title
- 4) Semester in which the course was taken
- 5) Reason for the appeal

The student and faculty member will review and explain the criteria for the assignment of grades as established in the course syllabus, as well as the student’s performance. Should the student be dissatisfied with the discussion with the faculty member, the student may take their case to the Division Chair. If after discussion with the Division Chair and faculty member, the student is

still dissatisfied, the next recourse of appeal is to the Vice President for Academic Affairs. At each administrative level of the appeal process, an attempt will be made to resolve the issue. If resolution results in a grade change, the requisite GRADE CHANGE form should be completed by faculty, signed by the Division Chair and Vice President for Academic Affairs and received in the Registrar's Office for processing.

All grade appeal cases submitted within the two-week period after grade distribution must be resolved by the sixth week of the following semester. Failure to contact the faculty member in writing within two weeks of grade assignment voids the recourse of appeal. A record of "W" cannot be changed.

The Vice President for Academic Affairs is the final step in the appeal process for academic matters at Jarvis Christian University.

### **GRADE DISTRIBUTION**

The Office of the Registrar makes mid-semester grades available to students on-line. Final grades are available to students on-line at the end of each semester. Grades are accessed on the Jarvis website through the JCU Web. Mid-semester and final grades are mailed to the parents of students who have signed an "Authorization for Receiving Grades".

### **GRADES AND QUALITY POINTS**

Each instructor assigns grades to students based on standards established as appropriate for each class. It is the student's responsibility to comply with the criteria used in grading by instructors. Students should consult with instructors during office hours for assistance.

The class work of students will be indicated according to the following pattern scale.

<b>Grade</b>	<b>Value</b>	<b>Quality Points per Credit hour</b>
<b>A</b>	<b>Excellent</b>	<b>4</b>
<b>B</b>	<b>Good</b>	<b>3</b>
<b>C</b>	<b>Average/Satisfactory</b>	<b>2</b>
<b>D</b>	<b>Poor/Passing</b>	<b>1</b>
<b>F</b>	<b>Failure</b>	<b>0</b>
<b>I</b>	<b>Incomplete</b>	
<b>AW</b>	<b>Administrative Withdrawal</b>	
<b>W</b>	<b>Withdrew</b>	
<b>IP</b>	<b>In Progress</b>	
<b>CR</b>	<b>Credit</b>	
<b>NC</b>	<b>No Credit</b>	

This grading scale will be followed unless otherwise noted in course syllabus.

## Grade of “I” (Incomplete)

A grade of “I” may be assigned as a grade under special circumstances. A grade of “I” may be assigned to allow a student who had a passing grade at the time of grade assignment to complete the course in a relatively short period of time. Guidelines for conditions warranting an “I” include:

- a) Prolonged illness
- b) Documented personal emergencies preventing completion of final work including examinations.
- c) Extenuating circumstances that have prevented completion of final papers or projects.

The issuance of an “I” is a decision made by the instructor after conferring with the student. Incomplete course work must be completed and the “I” removed from the student’s transcript the next regular term immediately following the submission of the “I” as the grade. If the student is not enrolled in the next regular term, he/she has one calendar year from the semester the “I” was received to remove the grade. If the student fails to remove the “I” within the calendar year by the date designated, the “I” grade automatically becomes an “F”.

It is the student’s responsibility to conference with the instructor to ensure that the grade of “I” is changed when the work is completed.

The instructor of record is responsible to file the required documentation of terms of Incomplete with the Office of the Registrar within 3 working days of final grades due for the semester providing the following information:

- a) Grade student had at time of grade assignment;
- b) Circumstances warranting the granting of a grade of Incomplete;
- c) Written guidelines of work lacking and date due;
- d) Faculty and student signature and date of agreement;
- e) Copy of course syllabus.

The permanent grade submitted to remove the grade of “I” must be verified by the instructor’s roll book. Change of grades must be approved by the Division Chair and the Vice President for Academic Affairs.

### COMPUTATION OF THE GRADE POINT AVERAGE

Course Number	Course Title	Grade	Hours Attempted	Quality Points
ENGL-1301	Composition I	A	3	12
ARTS-1301	Introduction to Art	B	3	9
KINE-1103	Golf	A	1	4
MATH-1314	University Algebra	C	3	6
PHYS-1415	Physical Science	B	4	12

RELI-1301	Religion & Contemporary Living C	3	6
		17	49

A student who earned the grades above, in the courses indicated, at the end of a semester, and 49 quality points, would have an average of 2.88 when the 49 quality points are divided by 17 semester hours.

### SEMESTER HOURS

A semester hour is the term used to describe the number of credits received by the student for successfully completing a specific course. A semester hour is one 50-minute period of lecture per week or a minimum of two 50-minute periods of laboratory or studio work per week for one 16-week period or its equivalent. The semester hour credit given a course is not necessarily equal to the actual number of clock hours spent in class. This applies particularly to courses in the sciences and fine arts where laboratory or studio sessions are scheduled in addition to regular class lectures.

### RELEASE OF TRANSCRIPTS

The cost of an official or unofficial transcript is payable by cash, money order, cashier's check, PayPal or credit card. Transcripts cannot be released if account balances have not been satisfactorily settled with the University.

Official transcripts, which bear the signature of the issuing officer and the University seal, and unofficial transcripts are issued upon written request of the student. Requests for transcripts should be addressed to:

**Office of the Registrar  
Jarvis Christian University  
Post Office Box 1470  
Hawkins, Texas 75765-1470**

### SCHOLASTIC ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to be eligible for participation in intercollegiate athletics and/or any other extracurricular activity sponsored by the University, the student must possess a cumulative grade point average of "C" (2.00). Students not on academic probation, but with an average below 2.0, are limited to taking no more than 13 semester hours of coursework.

## REGISTRATION

### CHANGES IN REGISTRATION

Once a student completes registration and classes have begun, schedule changes are processed during the official *Drop and Add* period. A student who has completed registration, who wishes to drop/withdraw from a course or courses, must do so by completing that request at the Office of the Registrar. A student may withdraw from a course at any time prior to the Last Day of

Withdrawal indicated on the official University calendar. This published date for last date of withdrawal with grade of “W” will be the last day of the twelfth week of class.

Extenuating circumstances concerning these matters are reviewed by the Office of the Vice President for Academic Affairs.

### **SUBSTITUTION OF COURSES**

If, for good and sufficient reasons, it becomes necessary for students to substitute courses in their prescribed program, they should secure the appropriate form and signature from their advisor, the respective Division Chair, and the Vice President for Academic Affairs. Only when the form has been processed and filed with the Registrar are the substitutions official.

### **REPEATED COURSE WORK**

Students may repeat those courses taken for which grades of “D” or “F” were received. Repetition of a passed course, in an attempt to improve a grade, is permitted. The last grade will stand as the official grade, and only the last grade earned will be calculated in the cumulative grade point average.

Repeated courses, however, adversely affect the student’s ability to meet the required progression standards by increasing total hours attempted.

An “R” is indicated on transcripts for repeated coursework. An asterisk appears by the initial grade, which remains on the transcript.

### **TRANSFER OF COURSES**

Transfer students must have a minimum cumulative grade point average of 2.0 at the end of the last semester-quarter from the last University they attended. To meet graduation requirements, a transfer student must have an overall “C” (2.00) average and only grades of “C” or above will be accepted for transfer credit.

Jarvis Christian University will provide each approved transfer applicant with an evaluation of previously earned credits. Faculty advisors, with the signature of the Division Chair, will determine the previously earned credits that will apply in the major.

Students must complete the last 30 semester hours of course work in residence. Hours earned that are equivalent to courses offered at Jarvis Christian University are substituted when the degree plan is prepared with the major advisor. Courses that are not equivalent to courses required for the prescribed degree are indicated on the degree plan as electives.

Exceptions may be made at the discretion of the Office of Academic Affairs.

Transfer students intending to work toward a degree at Jarvis Christian University should carefully analyze all departmental information listed in this catalog as well as the General University Requirements for Graduation.

### **AUDITING**

A student may audit a course by paying \$10.00 per semester hour and any special charges

assessed. The student must indicate, at the time of registration, the intent to audit. A course that is audited does not yield credit. It is merely indicated on the student's transcript.

### **WITHDRAWAL FROM THE UNIVERSITY**

A student who wishes to withdraw from the University before the end of a semester must make an official request for withdrawal through the Office of Student Affairs and must complete the "Request for Withdrawal" form, which must be signed by appropriate administrative officials. Only after the forms have been processed and are on file in the Office of the Registrar will the withdrawal be official.

The grade of "W" is given to a student who officially withdraws from the University.

### **UNOFFICIAL WITHDRAWAL POLICY**

An unofficial withdrawal occurs when a student has left the institution for whatever reason but failed to officially notify the institution of their intent to leave school. The University is required to make a determination as to when the student actually left the institution, even if the student did not officially notify the school.

In determining the last date of attendance for a student who fails to officially withdraw, the institution will consult with instructors as to the last date of attendance for a student. If a last date of attendance cannot be determined after consulting with instructors, the institution will use the midpoint (50%) of the semester in determining the last date of attendance. If an otherwise eligible student has reached the 60% point in attendance prior to leaving, that student has earned all Title IV federal aid for that semester.

A grade of "FN" will be assigned to students who unofficially withdraw from the University. The "FN" grade designation does not take the place of the "W" grade which is noted when students officially withdraw.

## **STUDENT SUCCESS SERVICES**

The Office of Student Success Services at Jarvis Christian University provides the students with challenging learning experiences which explore varied responses to the human condition, develop the skill to facilitate analytical inquiry, promote global awareness, encourage social consciousness, foster creativity, inculcate concepts, and develop skills that are essential for professional competence in each student's chosen career. It is also providing programs and services that are conducive to the cultural, social, moral, mental, spiritual, and physical growth and development of students.

The Student Success Services unit is moving in a new direction by housing Tier- one, of academic advising for all freshmen who will be attending JCU for the first time. The Two-Tier advising model splits advising into Level one and two. Level one addresses the needs of all freshmen until there have earned 31 hours of course/credit, while level two addresses the need of

all sophomore, Junior, and Senior Academic Advisors in SAS will ensure that students are making satisfactory progress toward their degree programs. Each student will be assigned an academic advisor in SAS office to assist the student with course selection until that said student has earned 31 hours in their major.

The office of Student Success Services houses **Tutoring Services, Writing/Reading Center, Retention Program, Computer Lab, Student Engagement, Testing and Evaluation, First Year Experience, AVID and ADA services.**

Student Success Services unit carry's out a **weekly workshop series** which provide students with positive impact in their education. Tutorial Support Services are here to supplement classroom instruction and ensure that students get any tutorial support and out of class guidance needed for their academic success.

Our intention at SSS is to work in an atmosphere of mutual respect and cooperation with the students and faculty, and to provide students with support and resources to help them in their academic endeavors. We believe in the motto that "Failure is not an Option."

The different curricular and the co-curricular services that the Office of Student Success Services has are designed to enhance the academic experiences of all students. These services assist students in establishing academic goals, and foster good academic success that will take them to retention and graduation. The following are the support programs in the student academic success unit:

## **Academic Advising**

### **What is Academic Advising?**

At Jarvis, Academic Advising is an intentionally intrusive, comprehensive partnership, between SSS and the student, dedicated to assisting with student's academic success. Effective advising incorporates mentorship, advisement, and career connectedness into a single entity.

Academic advising, through constructive mentoring and guidance, assists in student's personal, professional, social, and spiritual development. As advisors, Student Success Services offers support in assessing student's skills and interests while guiding the selection of coursework and likes/dislikes, and develops a plan of action to effectively pursue both educational and career related goals.

### **Tools to Successful Advising**

- Shared Responsibility
- Student Centered
- Proactive
- An Element of success
- Advising is the responsibility of students, advisors, faculty, administrators, and student's family

### **Student Centered**

- Advising is student centered and focuses on helping plan for academic success.
- The advising process respects the diverse and individual needs of students.



- Effective advising allows students to imagine a larger meaning for their lives

### **Being Proactive**

- Advising is a proactive process for both students and faculty and staff.
- A successful advising relationship is one in which both, advisor and advisee, learn, and grow.
- Eventually positive outcomes come from being proactive and a solid foundation is built between the student and advisor.
- The range of need of students and the many educational opportunities inside and outside the University vary.

### **Expectations from Your Advisor**

#### **Academic Advisors**

- Help you develop meaningful educational plans that are congruent with life goals.
- Serve as an advocate to promote intellectual growth and assistance in clarifying goals.
- Show the steps to take toward effective learning and graduation

#### **Tutoring Service**

Tutoring lab is a component of the support services mission aimed at providing supplemental classroom instruction and ensuring that students get any tutorial support and out of class guidance needed for their academic success. Tutorial services are designed to assist those students seeking to improve their study skills and enhance their knowledge. The unit offers tutoring in variety of subjects that are being offered, cost free, to all students through walk-in or individual appointment which is available to all students. The center also welcomes recommendations from professors about students' who needs assistances. We do have a full time staff member, who is here to assist tutors who are assisted by peer tutors. To supplement this group, we also have some faculty volunteers that are helping to tutor the students and to provide the much needed morale and expertise to the students after their classes. **We offer tutoring in the following course subjects:**

- **General University Math**
- **University Algebra**
- **English, Writing/Reading**
- **Accounting**
- **Biology**
- **Chemistry**
- **Religion**
- **Spanish**

#### **Operating Hours of Student Success Services are as follows:**

Monday and Friday-8:00am – 5:00pm

Tuesday - Thursday-8:00am - 10:00pm

Saturday and Sunday -9:00am - 6:00 pm (optional)

**The Writing/Reading Center**

The writing center is an integral part of the Student Success Services department. This particular service aids the student population by providing Remedial English assistance and tutorials for those needing help in the basics of writing and grammar skills.

In addition, peer tutoring is available on a one-to-one basis for those who desire to improve their writing skills on a more personal level. Writing and reading are critical areas necessary to the success of the University students. Students may schedule individual appointments with the teacher or peer tutor at any time at the receptionist areas.

The purpose of the writing Center is to also help students develop their written communication skill. Editing and critiquing of the student's original work is done by the tutors and teachers. Finally, we are dedicated to observing where the students' weaknesses and strengths lie; and told what they have done well and where they should aspire to improve.

### **Retention Service**

The SSS Retention office will provide students with academic resources and will also help the students understand the challenges that many students are facing during their first year of school. Students will be exposed to retention workshops and retention activities. Staff will track the progress of the students and offer the alternate ways of handling their problems. This unit will be dedicated to creating a home away from home, so that the students will feel welcomed, at home and confident enough to work without fear or intimidation.

The retention unit is also charged with monitoring students who have withdrawn from school to see if our department can assist with any obstacles preventing them from returning to Jarvis Christian University.

### **Student Engagement**

The SSS Engagement unit is to support and encourage people to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance and become the person they want to be. The engagement unit is also charged with mentoring, and will provide mentors for students to work with the students and to assist the student with daily activities and problems.

### **Student Success Services Testing and Evaluation Unit**

The Office of Student Success Services also serves as a center for **ACCUPLACER testing, Law School Admission testing (LSAT), ETS Proficiency Profile for freshmen, Senior and ACT-Residual testing.**

### **AVID-AHE-Advancement Via Individual Determination for Higher Education**

Every incoming freshman will be enrolled in the First Year Experience (FYE) class through the completion of 30 credit hours. Within the FYE class students will highly engage in pedagogies, strategies, and methodologies from the AVID (Advancement Via Individual Determination) for Higher Education curriculum.

With writing, inquiry, collaboration, organization, and reading (WICOR) at its forefront, AVID-AHE is systemically introduced to students and intrusively addresses the goals of increased learning, persistence, completion, and success beyond University. All students will receive intentional support in their efforts to earn a University degree; develop and strengthen academic skills through access to rigorous coursework and Socratic tutoring and grow in their personal development through fostering relationship with their advisor.

## **STUDENT HEALTH SERVICES**

Academic success is dependent upon optimal physical, emotional and spiritual health. All currently enrolled students are eligible for on-site evaluation and treatment by a Registered Nurse. The mission of Student Health Services is to:

- Promote optimal health and wellness
- Promote disease prevention
- Provide quality health care that is appropriate, affordable, accessible, and relevant
- Empower students to be self-directed and well informed consumers of health care

Students with any chronic illnesses, that may have any special needs; please contact Student Health Services prior to registration. This will assist us in developing a plan of care specific to your needs, medically, academically and spiritually.

The Health Services Center is located in the Ronald L. Hay Student Affairs Building. The center is opened from 8 a.m. to 5 p.m., Monday – Friday. After hours, you will need to contact your Residence Hall Coordinator or the Security Officer on duty.

## **CHURCH AND RELIGIOUS LIFE**

The Jarvis Christian University Church wants to be your church while you are in University. The pastor of the University Church wants to be your pastor. The pastor is available to each individual as an advisor, professional counselor, and friend.

The Smith-Howard Chapel is located within the James Nelson Ervin Religion and Culture Center. It serves the spiritual needs of the community, as well as the faculty, staff and student population. The University Church is a participating congregation of the Christian Church (Disciples of Christ). Its goal is to serve the needs of the campus. The membership is comprised of faculty, staff, students and the local community. Students are encouraged to participate by sharing opinions, experiences and talent to help develop a more holistic approach to the campus ministry.

Central to the Christian Church (Disciples of Christ) is the weekly celebration of the Lord's Supper. This act of worship is delivered and passed onto the Church according to the Apostle Paul in I Corinthians. In the University Church all baptized believers in Jesus Christ are invited to share in the Lord's Supper.

A second sacrament observed by the Christian Church (Disciples of Christ) is the ordinance of baptism by immersion. This savings act symbolizes the covenant with God to live in the newness of life in the presence of Christ.

Membership in the Church is of three (3) types: (1) Primary Membership: a person makes a confession in Jesus Christ as Lord and receives baptism; (2) Transfer of fellowship (membership)

from another church: this is usually for persons who have belonged to another congregation but want to be a member of our congregation; (3) Associate Membership: a person publicly identifies himself/herself as a member of the Church by stating a desire to participate fully in the life of the University Church. This type of membership does not affect membership in your home church. The pastor will be happy to discuss membership with you. Regular worship is held every Sunday morning at 11:00 a.m. in the Smith-Howard Chapel. Students are invited to serve as ushers/deacons and to help provide the music by singing in the Concert Choir. Students who are non-choir members, with musical ability, are invited to volunteer to sing solos, duets, etc., or play their musical instruments during the worship service.

The University Church provides an opportunity to attend Sunday School on Sunday mornings from 10:00 a.m. to 11:00 a.m. The Sunday School class meets in the parlor on the Smith-Howard Chapel. Wednesday Night Worship services begin at 7:00 p.m., which is a student-led worship service.

### **Student Ministerial Association**

The Student Ministerial Association is a group of students who volunteer to help the University Pastor in planning Vespers, seminars, Religious Emphasis programs and a variety of other experiences that are designed to make the Christian faith meaningful. One can become a member by speaking with the University Pastor or SMA members.

### **Wednesday Evening Vesper Services---7pm**

Mid-Week Worship Services are held each Wednesday evening during the school year in the Smith-Howard Chapel. No other events are to be scheduled at this hour. From time to time, sororities, fraternities and other campus organizations will lead these services. A variety of methods will be used in presenting the programs such as guest speakers, musical groups, movies, dialogues, panels, small group discussion, etc.

### **University Chapels**

An All-University Chapel is held each Tuesday at 11:00 a.m. The programs provide a forum for the presentation of current issues relevant to educational, social, and religious development. Distinguished persons from the world of business, industry, education, and religion are invited to be speakers for the programs.

Our weekly Chapels are an essential and inherent part of the total program of Jarvis Christian University. Thus, attendance is expected of all members of the University family. All events that are designated as Annual University Traditional Events require mandatory attendance of all students.

All freshmen, transfer students, and seniors are required to attend the weekly assemblies or convocations to fulfill their graduation requirements. They are to be there 10 minutes prior to the start of the program and remain until the program ends.

## **CAREER SERVICES**

The Office of Career Services provides career and leadership development, assisting students in obtaining the following career based opportunities: internships, part-time positions, full-time positions, graduate and professional school development. It is imperative that the career development process begin the first year of study, as there are many changing trends in today's highly competitive job market.

Our services also include: Employability Skills Seminars (Resume Writing, Mock Interviewing, and Dress for Success) Career Classroom sessions, Career Interest Inventories and community service programs.

Career Services host's the following two major programs during school year:

Graduate/Professional School Fair

Annual Career Fair

Companies also arrange interviews for students each semester. Students may sign up for interviews based on the criteria submitted by each recruiting agency. Job selection is also based on eligibility and company requirements.

## **RESIDENCE LIFE AND HOUSING**

### **Residence Life**

Living on campus is a valuable experience for students. On-campus living creates a stable living and learning environment. The Office of Residence Life works diligently to provide each student with a comfortable, safe environment structured to enhance the academic atmosphere of the University.

### **Housing Procedures**

To apply for housing, applicants must complete and submit a housing application. This application is completed during enrollment. Along with the application, the student must remit a \$200.00 non-refundable room fee. Costs for repair to damaged facilities, furnishings or special cleaning will be charged to the student at fault. Residence Life reserves the right to modify room assignments as necessary. All students living on campus will be charged board fees. Only those students who have a physician's excuse that is approved by the Business Office will be exempt.

### **Off-Campus Housing Policy**

All students will be expected to live on campus with the following exceptions:

- Those married;
- Those with dependent children living with them;
- Those living with parents, and
- Those 21 years of age or older.

Students may be asked to furnish birth certificates or other documents for the Office of Student Services. Applications are approved individually and approval to live off campus is not guaranteed until the following has been completed as part of the application process:

- Approval to live off campus is granted when a student presents a lease agreement with all pertinent contact information to the Office of Student Services, or
- If a student is living with parents or guardians, there must be a notarized statement from parents/guardians with signatures of the parents/guardians and the student.

Because of liability concerns, the University is not involved in inspecting non-University-owned facilities located off campus and cannot determine whether the facility is safe, sanitary and in compliance with local ordinances. The University does not provide residential services for those living off-campus.

Students residing off-campus are still subject to the University's judicial procedures and the sanctions of local authorities. Students living off-campus, who are cited by the local authorities for disorderly conduct, excessive noise, drinking underage, public intoxication, etc., may be required to return to campus housing regardless of financial hardship or lease commitments. All occupants of the house or apartment may be subject to the same requirement. Therefore, students living off-campus must be prepared to take personal responsibility for the consequences of any gathering they host.

**Students applying to live off-campus have until the 12<sup>th</sup> class day to complete all pertinent information required. If a student has not completed the application process after the 12<sup>th</sup> class day, that student will be considered a boarding student and will be assessed housing and boarding fees for that semester.**

If an off-campus student is found living in the on-campus residence facilities, that student will be charged housing and boarding fees and disciplinary action will be taken, not limited to suspension from the University.

### **Resident's Responsibilities**

Students are subject to all terms and conditions stated on the housing application form and housing contracts. Charges will be assessed for damages or defacements beyond normal wear and tear. Students are responsible for the following:

- Maintaining the condition of their assigned room.
- Monitoring activities within their assigned room.
- Supervising the actions and behaviors of their guests.
- Attend all official residence hall meetings.

It is a student's responsibility to call a Residence Assistance (RA) or the Hall Manager if assistance is needed.

### **Responsibility for Guests**

Students are responsible for their visiting guests. All guests should be registered with Residence Life. Jarvis Christian University reserves the right to reject or revoke visitation privileges for any guest.

### **Visitation Guidelines**

- Children and babies must be under adult supervision at all times.

## **JARVIS CHRISTIAN UNIVERSITY STUDENT VISITATION**

The visitation policy defines visitors and visitation hours for the University residence halls, outlines expectations for appropriate behaviors of residence hall visitors and states the responsibilities of each student host. This policy exists to help students maintain a living environment that supports academic success and personal well-being.

### **Definitions:**

**Visitor** – Any individual who is not a resident of the residence hall or room being entered.

### **Visitation Hours:**

Sunday through Thursday: 6:00 p.m. to 12:00 (midnight) in students' rooms

Friday through Saturday: 6:00 p.m. to 2:00 a.m. in students' rooms

### **Policy**

Visitors are permitted in the residence halls during the outlined hours and must be hosted by a current resident of the hall. Visitation in a student's room or residence hall should respect the right of all members of the community to privacy, sleep and quiet study space. All persons not living in a resident hall must leave the residence halls when visitation hours end and are not permitted to enter prior to 6:00 p.m. on Sunday through Thursday and prior to 3:00 p.m. on Friday through Saturday.

Students may not sleep overnight in any common area of a residential building. Visitors are expected to abide by all University policies and should be escorted by a host at all times. A host can be held responsible for the activities that occur in his/her room and/or behaviors of his/her visitor, regardless of whether or not the host was a willing participant or knowledgeable about what was occurring. The University reserves the right to deny a visitation request at any time due to behavior that is contrary to the University's mission and goals.

The following guidelines have been established to ensure a comfortable and safe community environment in the residence halls:

- Student residents must provide the Office of Student Services (Housing) with cell phone number.
- Visitation must always be with the mutual consent of all roommates. Residence Coordinators are available to assist roommates with establishing a room visitation agreement upon request or need.
- All guests must be signed in and signed out of the residence halls, including Jarvis students not residing in the hall they are visiting. Guest must show picture ID when signing in and leave at the ID with the appropriate staff. The staff will **call** the room and the room occupant will come down and escort the guest to the room. If the occupant is not in room when called, the guest will not be allowed to go to the room.
- Residents are responsible for signing in and signing out their guests. All guests must be signed in with the first and last name. Residents failing to sign in guests are subject to disciplinary action, including a fine. Residents shall not sign in guest(s) for other Jarvis residents.
- Guests must be escorted at all times by their host. No exceptions.

- Guests must abide by all residence hall regulations and community standards. Failure to do so will result in disciplinary action against their hosts and their guest(s).
- Residents are responsible for the actions of their guest(s) including policy violations.
- Resident students may have no more than 3 guests at any given time.

**Cohabitation is not permitted. Visitation is a privilege that can be taken away if abused**

### **Parent/Student Apartments**

The Parent/Student Apartments is a family community consisting of students who are parents with children and/or married students. There are 12 apartments: 8 one-bedrooms and 4 efficiencies. The gated community consists of a playground for children, picnic/barbeque area, and laundry facilities. The community gathers once a month for family events and participates in the activities of Campus Life. Applications are available in the Office of Student Services.

### **Eviction Policy**

A housing eviction requires a resident to move out of these residence hall/apartment within 48 hours after the University Judicial process is completed or immediate eviction when the University deems the situation as imminent danger. Residents evicted or suspended for reasons of conduct are financially responsible for that semester's residential fees. It is important to understand that an eviction can happen for a first offense.

Incidents that may result in eviction from the residence hall/apartment include but are not limited to:

- Smoking marijuana or tobacco products: cigarettes, cigars (Black & Milds), or any tobacco related products.
- Hosting a gathering in student rooms, student suites or student apartments that involves illegal alcohol or narcotic possession or use.
- Repeated violation of community standards or University policies.
- Possession of alcohol.

### **First Offense Evictions:**

- Responsibility for a false fire alarm or bomb threat.
- Theft of personal or University property (including identity theft).
- Acts of violence, including physical assault, sexual misconduct, and destruction or vandalism of property.
- Possessing, using, selling or distributing marijuana (including medical marijuana) and/or paraphernalia.
- Possessing, using, selling or distributing illegal drugs (including synthetic drugs, and/or controlled substances.)
- Possessing or using any legal prescription, outside of prescribed instructions.
- Selling or distributing non-prescription drugs.



- Tampering with fire safety equipment or devices. This includes, but is not limited to: creating fire or fire-like conditions, creating false fire alarms or discharging fire extinguishers.
- Endangering yourself or others, including self-harming behaviors.
- Acts of individual violence or domestic violence: physically hurting or causing injury to yourself or others, sexual assault/misconduct, fighting, pushing/shoving.
- Harassment
- Stalking
- Possession of a weapon (this includes simulated weapons, disabled weapons, dangerous chemicals, any explosive device, nun-chucks, swords, brass knuckles, knives [including butterfly knives], guns, paint ball guns, pellet guns, bullets, and any other material that can be used to threaten or endanger others.

### **Bacterial Meningitis**

The 82nd Texas Legislature, Regular Session, 2011, revised existing statutory requirements for higher education students related to vaccination against bacterial meningitis. The revision now requires all entering students to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding, and at least 10 days prior to, the first day of the first semester in which the student initially enrolls at an institution.

An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

### **Bacterial Meningitis - Policy Revision and Rules Change**

At its April 25, 2012, the Texas Higher Education Coordinating Board approved the following policy change and revision to the rules:

#### **Policy Revision**

#### **Conscientious Objection form for student NOT LIVING IN ON-CAMPUS HOUSING**

New students (**age 18 years or older**) at institutions of higher education and NOT living or residing in on-campus housing, who wish to file an affidavit stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, the student may use the official Texas Higher Education Coordinating Board's form, accessible from the website at the link below. The student must print the form, have it notarized, and file it with the institution's Registrar's Office or other designated department or unit.

#### **Conscientious Objection form for student LIVING IN ON-CAMPUS HOUSING, or under age 18**

New students living in on-campus housing, which includes student housing facilities located on the campus of an institution of higher education, such as dormitories, sorority and fraternity houses, privately owned residence halls, and apartments, the student must use the official Texas Department of State Health Services (DSHS) form. The DSHS form may be ordered electronically. It is then mailed from DSHS to the student and it may take up to two weeks to receive the form.

***\*This form must also be used by students under the age of 18, regardless of whether they are living on or off campus.\****

The DSHS form must be completed, notarized, and provided to the designated school official at the institution the student will be attending. It is the student's responsibility to complete the DSHS form and have it notarized. Information about requesting the DSHS affidavit form is available by <http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>.

### **What are the Symptoms?**

Meningitis is inflammation of the membranes that cover the brain and spinal cord. Meningitis can be caused by viruses or bacteria. *Neisseria meningitidis* is one of the leading causes of bacterial meningitis in the United States. The highest rates of infection with *Neisseria meningitidis* occur in children less than 2 years of age and adolescents and young adults aged 14-24. Most cases of meningococcal meningitis are reported from December to March, but they can occur at any time. Meningococcal meningitis is a serious infection that can progress very rapidly in a matter of hours. According to the Centers for Disease Control and Prevention, the mortality rate for persons with meningococcal meningitis is 10-14%, but 11-19% of survivors suffer serious complications including loss of hearing, neurologic deficits and loss of limbs.

Meningococcal bacteria are present in the nose and throat of 5-10% of the population without causing the carrier any disease. However, the bacteria can be transmitted through close contact with others who are more vulnerable. Respiratory droplets or oral secretions from infected persons can spread the infection through coughing, sneezing, kissing, or sharing food, drinks, eating utensils or cigarettes.

Meningococcal illness usually develops 3-4 days after exposure, but can occur 2-10 days after exposure. The illness can be difficult to diagnose in the first few hours because some of the symptoms can be mistaken for a viral infection. Meningococcal meningitis symptoms include:

- Severe generalized headache
- Neck stiffness/pain
- Fever
- Nausea and vomiting
- Eyes sensitive to light
- Red pin-point rash or purple blotches on skin
- Confusion, sleepiness or lethargy
- Seizures

Meningococcal meningitis is a medical emergency. It is treated with intravenous antibiotics and other medications in the hospital. Delay in diagnosis and treatment can lead to serious complications or death.

Persons exposed to someone with meningococcal infection through close contact are usually treated with an antibiotic to help protect against infection. Antibiotics used for this purpose include Rocephin (injection), Ciprofloxacin (pill) or Rifampin (pill). These medications should be taken as soon as possible after an exposure.

For more information about meningitis, visit the [Centers for Disease Control and Prevention website](#). Or contact Health Services at extension 2259.

### **Children in Residence Halls**

Children under the age of thirteen are not permitted in the residence hall. At no time is a child (i.e., infant to 13 years old) to stay overnight in the residence hall. Childcare/babysitting in the residence hall is also prohibited. Visitors between the ages of 13 and 17 must be accompanied by a parent or guardian. Persons violating this rule are subject to disciplinary action.

### **Personal Property Insurance**

The Office of Student Services assumes no responsibility for personal property of students residing in residence halls or other living spaces of the institution. We encourage students to consult with their parents/guardians concerning personal property insurance coverage which may be available through their existing personal insurance policies such as homeowner's or tenant's policy while enrolled in University.

The University will not replace or repair any student property unless it received damages caused directly by the University or its employees.

Each student is given a waiver of liability form for personal property to complete at the beginning of each academic year. A copy of the waiver is kept in the students' records in the Residence Housing Office of Student Services.

### **Pets**

To protect the interest and safety of students and employees, it is the policy of the University not to allow pets in any buildings, including but not limited to administrative buildings, classroom buildings, residence halls, or dining facilities. "Pets" are considered animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the University, and does not apply to service dogs. Violators and their roommates will be charged a non-compliance fee

### **Quiet Hours**

Quiet hours have been established in all facilities from the hours of 10:00 p.m. – 8:00 a.m. every day. However, it is expected that reasonable quietness be maintained at all times.

### **Room Conduct**

Residents are responsible for the physical upkeep of their rooms and for the conduct of their individual guests. Students should report to the Housing Coordinator any illegal activities which violate University policy, such as unauthorized visitation, use or sale of drugs and alcohol, any

violation of the Student Code of Conduct. Room gatherings/parties are NOT permitted. Student may face disciplinary actions if violated.

### **Room Security**

Personal safety and well-being begins with each student. The primary concern of the housing staff is the personal safety of each resident. Please remember to lock the door when leaving or retiring for the night and, above all, please keep track of keys. Remember...the University does not assume responsibility for personal property, lost, stolen, or damaged. Do not lend keys.

### **Search Policy**

The University reserves the right to conduct searches, if reasonable cause exist to believe that (1) an activity is determined to be detrimental to the health, safety or welfare of residents, is taking place in a room (2) if substances which constitute a violation of the housing codes are believed to be in the room (3) to enforce University policy or maintain order. Under these circumstances a search can take place even if the student is not available.

### **Smoking in Residence Halls**

The University has designated **all buildings**, including all residence facilities, smoke-free. Therefore, smoking is not permitted in auditoriums, classrooms, lecture rooms, dining hall, residence halls, gymnasium, or any other buildings at Jarvis Christian University. Participation in this act is subject to University disciplinary action including fines of \$100, probation and/or eviction from campus housing.

### **Storage**

Storage for personal belongings between the spring and fall semesters is not available. The University is not responsible for items left in your room. All articles left behind after departure will be regarded as trash and disposed.

### **Student Computer Use**

It is expected that persons using the computer systems and services will do so in responsible fashion, including conserving computer resources and being considerate of other users. The University views abuse of computer facilities and services as a serious offense. Such abuse includes but not limited to: depriving or attempting to deprive other users of University-owned computer resources or access to those resources; seeking to penetrate the security of any campus communications network or computer system; using a computer account belonging to another individual or sharing your account with another; using any University-owned equipment or programs for commercial purposes; inspecting, modifying, or copying programs or data without authorization from the owner; using any electronic mail or messaging system to send abusive, obscene, or otherwise harassing communications; and/or illegally copying software.

### **Participation in Online Forums**

Many students often choose to participate in online forums including social networking sites, virtual communities, blogs, online journals, and other websites (familiar examples of this forum include but are not limited to Facebook, MySpace, Tweet, and Friendster, etc.). The University recognizes that these forums are an integral part of modern communication, but we caution students to consider carefully the information, comments, photos, and videos they post in online

forums. For their own safety and success, students should assume that any information they publish online is visible and accessible to everyone. Students are responsible for their words and actions in online forums as they are in any interpersonal interaction, private forum, or public forum. Behavior inconsistent with the University's mission, community standards or the Student Code of Conduct will not be exempted from disciplinary action simply because it occurred or originated in an online forum.

### **Unauthorized /Illegal Web-Use**

Jarvis Christian University (JCU) allows and encourages the use of JCU- owned computer resources. This use is a granted privilege, not a right. Students use must be in accordance with all applicable laws, policies, and standards regarding acceptable use. Areas of concern include but are not limited to:

1. Defamatory or libelous statements;
2. Copyright infringements ("illegal downloading")
3. Obscene or threatening materials, and
4. Usage primarily for financial gain or compensation not relevant to JCU's mission.

Failure to comply with this policy may result in charges being brought both within the University's judicial system and in the civil or criminal court system.

### **Social Media**

Students and recognized organizations are cautioned that any materials, faculty and/or staff lectures posted on the internet without permission, including social networking sites and internet blogs will not be considered private or protected information. Students may be held accountable for inappropriate content posted in this manner and information obtained from such sources may be considered in cases of misconduct. This includes but is not limited to; Instagram, Facebook, Twitter, Snapchat, LinkedIn, Blog Spot, YouTube, etc.

#### **Sanction:**

A Fine of \$100-\$250+ probation and educational sanctions and/or counseling consultation or suspension.

## **Information Services and Technology Anti-Router Security Policy**

### **PURPOSE**

This document details that all routers and switch devices are prohibited from being connected to the Jarvis Christian University production network. Wireless routers are not permitted due to the difficulties they produce to our technical infrastructure.

### **APPLICABILITY**

Wireless routers and switches affect the entire campus system by generating fraudulent IP addresses that duplicate existing IP addresses on our database; this practice takes our system offline.

### **ACCOUNTABILITY**

The Department of Information Technology can identify individual router and switch locations. Under the President, all faculty and staff shall insure compliance with this policy.

**POLICY**

Unauthorized access to the Network using a personal router or switch device is prohibited. You must have explicit permission to access or configure any device on the campus of Jarvis Christian University. All activities performed on router and switch devices may be logged, and violations of this policy may result in collegiate disciplinary action.

**NON-COMPLIANCE AND SANCTIONS**

Any person found to have violated this policy may be subject to a fine of \$250.00, denial or removal of access privileges to the University's network. Disciplinary action under applicable University policies and procedures up to and including suspension, expulsion can occur.

**Hover Board Policy**

Hover Boards (i.e., self-balancing scooters, battery-operated scooters, hands-free Segways and other motorized equipment) are prohibited on the Jarvis Christian University Campus. The National Association of State Fire Marshals recently issued a warning after several incidents of scooters catching fire. If you violate this policy, your Hover Board will be confiscated and you will be subject to a \$250 fine.

**STUDENT ACTIVITIES AND ORGANIZATIONS****The Ida Van Zandt Jarvis Student Center**

The Office of Student Activities, the Student Government Association, and a variety of recreational games are housed in the Ida Van Zandt Jarvis Student Center. Students are encouraged to take part in the services and programs offered in the Center and Game Room.

**The Game Room Hours will be:**

Monday, Tuesday, Thursday and Friday*	3:00 p.m. – 10:00 p.m.
Saturday	12 noon – 8:00 p.m.
Sunday	Closed

**E-Sports Lab Hours will be:**

Monday – Friday	3:00 p.m.-10:00 p.m.
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\*Please note: On Wednesday, the Game Room will be closed to honor the Mid-Week Service that will be held in the Chapel. Thursday is used for Game Room inventory an intramural sports organization. Game Room and E-Sports Lab will open on Sunday for special events at specified times.

**Office of Student Activities**

The Office of Student Activities seeks to provide activities for the development of responsible group participation in cultural, social, recreational, and educational programs. This office also maintains a database of all registered student organizations that is used for certifying and monitoring their eligibility. Staff members work closely with the Student Government Association and other student organizations to assist with the planning and implementation of activities and programs to add to overall quality of student life.

**Intramural and Campus Recreational Services**

Intramural sports and campus recreational services are a series of structured activities that are played throughout the academic year by Jarvis Christian University students, faculty and staff. The program is designed to provide students an opportunity to improve their quality of life by participating in recreational activities. Currently, four-team sports are offered. Volleyball and Flag Football in the fall semester and Basketball and Softball in the spring semester.

All levels of athletic skills are welcomed from former varsity athletes to students who have never played organized sports. Eligibility to participate is limited to Jarvis Christian University students, faculty and staff. Complete participant eligibility rules and sport specific rules can be found in Office of Student Activities. These sports include track, tennis, and swimming. A complete schedule of events is available at the Office of Student Activities.

**Student Government Association**

The Student Government Association is the supreme governing body of Jarvis Christian University students. The Student Government Association serves as a means whereby students' opinions, views, and aspirations may be properly discussed and acted upon. Weekly meetings for the Student Government Association are held in the Student Center and are open to all students. The President of the Student Government Association (SGA) is required to maintain an office (designated) by the Office of Student Services.

**Student Clubs & Organizations**

The University strongly encourages students to participate in academic and social organizations as a means of enhancing their leadership ability, personality, and social skills. A variety of clubs and organizations are available throughout the academic year for students to join. Among those recognized organizations are undergraduate chapters of international fraternities and sororities,

academic, recreational, religious, professional, and paraprofessional organizations. These organizations sponsor programs, projects, and social events that students will find creative and enjoyable.

“Underground clubs” are not recognized by the University. If persons are found associating with or claiming membership in or pledging or being hazed or hazing individuals to become a part of a social club; those individuals will be suspended from the University. Additionally, the wearing or displaying of social club paraphernalia on campus such as dog tags, license plates, paddles, jackets, hats, t-shirts, sweaters, and other items will subject individual(s) to suspension from the University. The Office of Student Affairs provides a list of confirmed student organizations. If you are interested in becoming a member of an organization or in establishing a new student organization, contact the Office of Student Activities for further information. Each approved campus organization shall be required to perform at least two (2) campus-related community service projects per semester. One project must be completed before mid-semester. Detailed documentation must be submitted to the Office of Student Activities no later than one (1) week after completion of the project. Organizations failing to perform community service projects by the target date will have their scheduled activities cancelled, one activity at a time, until projects are completed.

When planning community service projects, please select projects that will be beneficial to the entire University community. Approved activities include: campus cleanups, educational/informative forums, blood drives, and other activities deemed appropriate by the Director of Student Activities.

### **Risk Management Program for Members and Advisors of Student Organizations**

At least once during each academic year, Jarvis Christian University shall provide a Risk Management Program for members of Student Organizations registered at the institution. The University requires each student organization registered at the institution to have four (4) representatives of the organization attend a program under this section.

### **Use of Facilities**

Organizations and officers are responsible for the conduct of their activities and guests. This means that organizations are accountable for lost, damaged, or stolen University property and can be held accountable for disruptive acts by their members and guests. Problems should be immediately reported to sponsors, Campus Security, the Director of Student Activities, or the Office of Student Services.

Organizations are held accountable for: (1) cleaning after socials and other activities; (2) conduct of members, students, and other guests at organization activities; (3) care and return of equipment; and (4) maintenance of University property. In addition, they will be fined a minimum charge of \$100 for failure to clean a facility after use. Repair or replacement costs for damaged, lost, or stolen equipment, as well as damage or abuse of facilities, will be billed to the organization. An organization will be suspended for repeated offenses or failure to pay any assessed charges. The University-owned sound systems will be released upon completion of a facility clearance form; media requested form and authorization from the sponsor/advisor of the organization. Persons who are approved through the Office of Information Technology must operate the sound system. The Office of Student Activities or Student Services should be contacted for additional information.



### **Pan-Hellenic Council**

Jarvis Christian University views fraternities and sororities as a vital part of campus life. The Division of Student Services established all policies and procedures for fraternities and sororities to include membership intake. The National Pan-Hellenic Council at Jarvis Christian University is the governing body at JCU for Greek letter organizations and it is a financial member of the National Pan-Hellenic Council, Inc. The NPHC at JCU also provides within its constitution rules and regulations that all of its membership organizations are expected to follow.

The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) International Greek letter Sororities and Fraternities. There are eight (8) chapters located at Jarvis Christian University:

- Zeta Chi Chapter of Alpha Kappa Alpha Sorority, Inc.
- Theta Alpha Chapter of Alpha Phi Alpha Fraternity, Inc.
- Theta Kappa Chapter of Delta Sigma Theta Sorority, Inc.
- Zeta Delta Chapter of Zeta Phi Beta Sorority, Inc.
- Zeta Xi Chapter of Kappa Alpha Psi Fraternity, Inc. (Inactive)
- Kappa Epsilon Chapter of Sigma Gamma Rho Sorority, Inc.
- Epsilon Zeta Chapter of Phi Beta Sigma Fraternity, Inc.
- Phi Beta Chapter of Omega Psi Phi Fraternity, Inc.

The NPHC promotes and encourages interaction through forums, meetings and other media for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

The mission of the NPHC at JCU is to encourage unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations. The purpose encourages and fosters team building and group cohesion while striving for academic excellence. Each organization represented contributes to the quality of student life by providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities

## **CAMPUS ORGANIZATION REQUIREMENTS**

### **Campus Organization Requirements**

In order for an organization to continue active status, the following requirements must be satisfied:

1. By September 10 of each academic year, the president and sponsor must file a declaration sheet with the Coordinator of Clubs and Organizations regarding any changes currently on file such as:
  - Name of organization
  - Officers and members (must have a minimum of five (5) members)
  - Purpose and objective
  - The Constitution and By-Laws

- Activities for the current year
  - Financial condition
2. All money must be on deposit in the University Business Office.
  3. No announcements or final plans should be made by the sponsor of a student group until the Director of Student Activities approves the request.
  4. Requests for annual or traditional dates and regular meetings must be submitted on a Facility Clearance Form.
  5. All activities / programs approved for Sunday through Wednesday should be of a cultural, educational and / or religious nature and must conclude by 10:00 p.m., unless special approval is granted by the Office of Student Activities and the Vice President for Student Services. Activities approved for the weekend (Thursday, Friday or Saturday) will not extend beyond 12:30 a.m. unless specifically requested by the sponsor and approved by the Director of Student Activities.
  6. The sponsor(s) of each organization must agree to do the following:
    - Approve and submit the organization. At least one (1) sponsor (preferably two) must be present at all social activities.
    - Report all monies collected to the University Business Office.
    - Endorse and approve all disbursements and expenditures.
    - Authorize and be accountable for all equipment, meetings and facilities used by the organization.
    - Supervise and encourage activities in the interest of the University, the organization, and the general student body.
    - Adhere to all general policies and regulations of the University.
    - Any organization not satisfying the above requirements may be suspended by the Director of Student Activities.

### **Establishing New Campus Organizations**

Any groups desiring to initiate a new campus organization will proceed as follows:

1. Guidelines for establishing new organizations can be obtained from the Student Activities Office.
2. File the request with the Director of Student Activities for chartering campus organizations and the Vice President for Student Affairs for final action.

### **Eligibility Requirements for Student Officers**

Officers in student organizations shall be designated as a major and minor by the Director of Student Activities at the beginning of the year.

If a student is eligible and willing to hold two (2) *major* offices, including an office in the SGA, the student should be allowed this opportunity without jeopardizing the efforts of others.

Officers in student organizations are carefully apportioned among the classes, and each organization also has its requirements for nomination and election. The list of candidates for student offices shall be submitted to the Director of Student Activities at least two (2) weeks in advance of any election. In determining the eligibility of candidates for office, the cumulative grade point and the social adjustment of the student shall be considered. The names of all

prospective officers will be official for consideration only after receiving final approval from the Assistant Vice President of Student Services.

### Classification Rules

A junior who wishes to qualify as a candidate for a position as senior representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have at least 91 hours of credit.

A sophomore who wishes to qualify as a candidate for a position as junior representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have attained classification as a junior and have earned at least 61 semester hours of credit.

A freshman who wishes to qualify as a candidate for a position as sophomore representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have earned at least 31 semester hours of credit.

### Exclusion from Office

A student on probation may not be elected to student office during the period of probation.

A student who is placed on academic, disciplinary or social probation will immediately be removed from the office he/she held in any organization for the remainder of the term.

A student cannot hold office with less than a 2.0 cumulative grade point average except for first semester students.

### Fund Raising and Solicitations

1. Any student project to raise funds from sources other than the group's general membership must be approved by the Office of Student Activities prior to the announcement of the event or start of the project.
2. When funds are solicited campus wide, the Office of Development will be consulted by the requester and/or the Office of Student Activities prior to giving approval.
3. The offices of Development and Student Activities must approve all student projects involving external (away from campus) solicitation of funds and advertisements.

### Outdoor Recreational Activities

There are periods during the week when outdoor recreational activities on the University premises are not permitted. Those are listed below:

Tuesday.....	11:00am – 12:00noon
Wednesday.....	7:00pm – 8:00pm
Sunday.....	9:45am – 12:30pm

## MEDIA CONTACT

Students are prohibited from speaking on behalf of Jarvis Christian University with any media organization or publication, or from inviting the media to any Jarvis Christian University property or campus event without permission of the President of the University or the Department of Public Relations. Violation of this policy may lead to dismissal.

### Student Computer Use

It is expected that persons using the computer systems and services will do so in responsible fashion, including conserving computer resources and being considerate of other users. The University views abuse of computer facilities and services as a serious offense. Such abuse includes but not limited to: depriving or attempting to deprive other users of University-owned computer resources or access to those resources; seeking to penetrate the security of any campus communications network or computer system; using a computer account belonging to another individual or sharing your account with another; using any University-owned equipment or programs for commercial purposes; inspecting, modifying, or copying programs or data without authorization from the owner; using any electronic mail or messaging system to send abusive, obscene, or otherwise harassing communications; and/or illegally copying software.

### Participation in Online Forums

Many students often choose to participate in online forums including social networking sites, virtual communities, blogs, online journals, and other websites (familiar examples of this forum include but are not limited to Facebook, MySpace, Tweet, and Friendster). The University recognizes that these forums are an integral part of modern communication, but we caution students to consider carefully the information, comments, photos, and videos they post in online forums. For their own safety and success, students should assume that any information they publish online is visible and accessible to everyone. Students are responsible for their words and actions in online forums as they are in any interpersonal interaction, private forum, or public forum. Behavior inconsistent with the University's mission, community standards or the Student Code of Conduct will not be exempted from disciplinary action simply because it occurred or originated in an online forum.

## APPROPRIATE ATTIRE POLICY

Jarvis Christian University is committed to the highest standards of student conduct. All students in their dress and appearance should demonstrate a mature attitude. This is especially true in public areas of the campus. **OBVIOUS DISREGARD FOR SUCH STANDARDS WILL SUBJECT A STUDENT TO DISCIPLINARY ACTIONS.** Refusal to comply with reasonable request by faculty and staff and administrators to make adjustments in their dress by students will be grounds for disciplinary actions including fines and suspension from the University. To this end, the University strictly prohibits the wearing of "doo rags," wave caps, bandanas and other inappropriate dress in public areas of the campus. Whether male or female, students are not allowed to "SAG" which means wearing their pants in a manner that would allow their under garments to show.

Specifically, individuals will be denied admission to various functions if their manner of dress is inappropriate. Members of the Jarvis Christian University family are expected to be mature and dress appropriately. The following are examples for appropriate dress for various occasions:

1. Classrooms, Cafeteria, Student Center, Weekly Assemblies, Campus Events and University Offices – neat, modest, casual attire.
2. Interviews and Formal programs in the Chapel – business or church attire;
3. Coronations, Lyceum Performances, Convocations – formal, semi-formal and church attire, respectively.

Examples of inappropriate or prohibited dress and/or appearance **INCLUDE BUT ARE NOT LIMITED TO:**

- Bandanas, doo-rags, hoods, wave caps, skullcaps, headbands and any other inappropriate headgear for men and women in classrooms, the cafeteria, student center, and other public areas on campus. Caps are not to be worn by men, while in any building. Caps worn by women should be worn appropriately.
- Midriffs or halters, mesh, netted shirts, short-shorts, short dresses, and skirts, sagging pants (male or female), tube tops or cutoff tee-shirts in public areas such as classrooms, dining hall, campus offices, student activities center and gym (during organized events).
- Bare feet or house shoes or slipper in public areas.
- Not wearing a shirt or wearing sleep or lounge wear in public areas.
- Swimwear anywhere other than the swimming pool area.
- Undershirts, shorts, jeans, etc., at formal programs.
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures, “Social Club Paraphernalia,” anywhere on the campus.
- No sagging of any kind

The following are examples of appropriate dress based on occasion:

- Classroom, Cafeteria, Student Center, University Offices- Neat Modest, Casual or Dressy Attire,
- Formal programs in Meyer Auditorium, Howard-Smith Chapel, Rand Mirror Room-Business or Dressy Attire.
- Interviews- Business Attire.
- Social/Recreational Activities, Residence Hall Lounges/Lobbies (during visitation hours)-Modest, Casual or Dressy Attire.
- Balls, Galas, and Coronations-Formal, Semi-formal and Dressy respectively.

## **STUDENT DECORUM POLICY DISCIPLINARY PROCEDURES**

When the Vice President deems that a student has violated the Student Decorum Policy, the following procedures will be implemented.

**Verbal Warning.**

A verbal warning will be given to the student by the faculty or staff member who reported the misconduct, and a written record of the incident will be given to the student as well as placed in the student's file. The student may provide a written response (of reasonable length) which reflects his or her view of the incident and such response shall also be included in the file.

**Informal or Student Life Judicial Hearing.**

If the verbal and written warning has no impact on a student's behavior and further violations occur, the student will be contacted by the Vice President of Student Services or designee thereof in regard to an informal or formal hearing.

For allegations of misconduct of a less serious nature, the student will be summoned to appear before the Vice President for a hearing. The student will be allowed to know the allegations which he or she are accused of and be given an opportunity to respond. Based on the discretion of the Vice President, the student may be given a final warning or directed to attend counseling. If the Vice President believes that a fine, community service, probation, suspension, or expulsion is appropriate, the matter will be referred to the Student Life Judicial Committee for adjudication. The judicial committee shall hear all cases in which fines, community service, probation, suspension, or expulsion may be imposed. The judicial committee may impose one of these actions only after the student has been informed of the allegations against him or her, and the student has been given a meaningful opportunity to explain why the allegations are incorrect or why a certain sanction is too harsh. The decision of the Vice President of Student Services decision is final.

All administrative, faculty and support staff are expected to monitor student compliance with this dress code and report any violations to the Office of Student Affairs.

**APPROPRIATE DISCIPLINARY SANCTIONS WILL BE ASSIGNED TO ANY STUDENT IN VIOLATION OF UNIVERSITY POLICY. SANCTIONS MAY INCLUDE SUSPENSION FROM THE UNIVERSITY.**

**Prohibited Language**

This policy does not prohibit language based on the expressive viewpoint of one's ideas, but rather proscribes certain language based on the disruptive or destructive manner and context in which such language is used.

**Lewdness, Obscenity.** Lewd and obscene language is prohibited.

**Fighting Words.** Language that by its very utterance tends to incite an immediate breach of the peace or imminent lawless action is prohibited. These words include those which when directed to the person of the hearer would naturally tend to provoke violent resentment. Such words also include those personally abusive epithets which, when addressed to the ordinary citizen, are, as a matter of common knowledge, inherently likely to provoke violent reaction.

**Profanity.** Profane, vulgar, and curse words are prohibited in limited contexts although their use is widely discouraged by the University. The proscription against profanity shall only regulate the manner of such speech rather than the content of any message conveyed. Profanity may subject a person to discipline when it lacks any artistic or literary value in connection with a

University curriculum, it inherently tends to provoke a violent reaction, and it substantially interferes with the educational environment.

***Speech in violation of State or Federal Law.*** Illegal speech is also prohibited. Language usage can violate specific laws depending on the context. Some examples of such laws include disturbing the peace, intimidation, stalking, harassment, defamation, or libel.

## **Litter-Free Campus**

Jarvis Christian University takes great pride in the beauty of our campus. Littering is strictly prohibited and a violation of the University. Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground.

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose. Intentionally discarding such will be seen and adjudicated as a violation of the University Littering Policy. Fines may be imposed in an amount not to exceed two hundred dollars (\$200.00).

## **STUDENT IDENTIFICATION INFORMATION**

The University provides a full-time security staff to provide safety and security and to control measures for the campus and its constituents. Officers are stationed at the main campus entrance. They engage in regular foot and vehicle patrols and monitor all vehicles entering the campus as well as those approved for campus parking. These uniformed officers are authorized to investigate any unusual situations on campus and may, at their discretion, counsel students, issue reports and referrals, and make campus arrests as warranted.

The University requires each student to be responsible for the following:

### **1. Identification Cards**

All JCU students are required to carry a JCU I.D. card at all times and be willing to produce it promptly upon request of any University official acting with proper authority.

JCU I.D. cards are not transferable, and lost cards must be reported to the Office of Student Services within 24 hours of the student's first awareness of loss. Students failing to comply with this directive will be held accountable for any abuse of the I.D. card and must bear the cost of replacement. The identification card entitles a student to admission to most athletic events, campus social activities, cultural and educational events, and the dining hall, and participation in student elections.

### **2. Correct Current Address**

Every JCU student is required to have a current local and permanent home address on file in the Registrar's office. Students are held accountable for any communication sent by the University to the student's address of record. Every student is required to file an address through which close relatives may be contacted in the event of an emergency. A campus or U.S. post office box mailing address is an insufficient local address for the campus residents and must be augmented by the student's physical address.

### **3. Automobile Registration and Parking**

All JCU student operating motor vehicles and motorbikes on campus must register such vehicles with the University Security Department. Vehicles which are not registered and are cited for violations are subject to towing at the owner's expense.

#### **4. Withdrawal from the University**

A student who voluntarily withdraws or is involuntarily separated from the University must surrender the JCU I.D. card to the Office of Student Services.

#### **Texas State Laws**

In 1985 Texas amended its legal definition of "minor" to mean a person younger than 21 years of age. Minors are prohibited by Section 106.02(a) of the Alcoholic Beverage Code from purchasing alcoholic beverages. Further, Section 106.03(a) makes it unlawful for a person to sell alcoholic beverages to a minor. The statutes prohibit consumption of alcoholic beverages by persons less than 21 years of age. Students are expected to know the Texas State laws regarding the sale and consumption of alcohol.

The Campus Security Office should be notified immediately if an unsafe living, working condition, or hazard to safety exists on campus.

## **ADMINISTRATION OF STUDENT CONDUCT**

#### **Student Discipline**

The Vice President for Student Affairs reports to the President of the University and is the senior University Administrator responsible for the management and enforcement of the Student Code of Conduct. The Vice President for Student Affairs may take immediate interim action when he/she believes the presence of a student on campus poses a continuing danger to persons or property or presents a threat of disrupting the University environment.

Authority is delegated to the Dean of Students, who reports to the Vice President for Student Affairs, to investigate, consistent with the rules and regulations, violations of the Student Code of Conduct and after thorough review, render decisions that are consistent with approved disciplinary actions.

#### **Conduct Standards**

Rules and regulations at the University are set forth in writing to give students notice of prohibited conduct. They should be read and are not designed to define prohibited conduct in exhaustive terms. Regulations may also be found in other University publications such as the catalog and residential life policies. When changes are necessary, they will be written, approved and the updated documents will be posted on the Student Affairs website.



Violations of any city ordinance, law of the state of Texas or law of the United States may result in disciplinary actions. Any disciplinary action imposed by the University may precede and may be in addition to any penalty that is imposed by any off-campus authority.

### **Due Process**

Procedures and rights in student conduct proceeding are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures:

- Written notice;
- A hearing before an objective decision maker;
- A finding that the JCU Student Code of Conduct was violated will not be made without information showing that it is more likely than not that a policy violation occurred; and
- Sanctions will be proportionate to the severity of the violation.

### **Awareness of Policies**

Every student, including those who are participating in any program that is University-sponsored, on or off-campus, must abide by the rules and regulations governing student conduct. The rules and regulations listed here are available on the Student Affairs webpage or by contacting the Office of Student Affairs.

### **Jurisdiction of the Student Code of Conduct**

The JCU Student Code of Conduct shall apply to conduct that occurs on the University premises, at JCU-sponsored activities, and off-campus conduct that adversely affects the University community or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Conduct Investigator shall determine whether the Student Code of Conduct shall be applied to conduct occurring off-campus, on a case by case basis.

### **Notification of Outcomes.**

The outcome of a hearing is part of the educational record of the accused student, and is protected from release under federal law, FERPA. However, Jarvis Christian University observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse incidents have an absolute right to be informed of the outcome and sanctions of the hearing and any subsequent appeals, in writing, without condition or limitation.
- Complainants in sexual exploitation/sexual harassment complaints have a right to be informed of information regarding sanctions that personally identifies and is directly pertinent to them, such as the imposition of a restriction on physical contact between the complainant and the accused student. Otherwise, information on the outcome and sanction cannot be shared.
- Jarvis Christian University may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a JCU policy that is

**non-forcible sex offense or a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. JCU may release this information to the complainant in any of these offenses regardless of the outcome, but complainants are cautioned that FERPA does not permit them to re-release this information to others.**

- **The University may, in its discretion, send notice or copies of disciplinary documents to the parents or legal guardians of students involved in disciplinary matters. The University may also contact parents or legal guardians of students involved in alcohol or drug violations if the student is under 21 at the time of the violation.**

## STUDENT CODE OF CONDUCT

The *Student Code of Conduct* (“*Code*”) and the student conduct process apply to the following categories of individuals: ALL students including all persons taking courses at the University, either full-time or part-time, undergraduate, graduate, and unclassified studies. Additionally, persons who withdraw from the University after allegedly violating the *Code*, those who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, and those who have been notified of their acceptance for admission are also considered to be students under the *Code*. Finally, persons who are living in university residence halls, although not enrolled in this institution, are also considered students for the purposes of the *Code*. These persons include, but are not limited to, new, continuing and transfer students; participants involved in pre-college or dual-enrollment programs; and those attending workshops, seminars, special classes, summer programs, athletic programs/events/activities, and/or camps affiliated with the University. Students living in off-campus housing and students involved in practicum, internships, externships, or other activities directly involved with an academic program of study are also subject to the *Code*.

Jarvis Christian University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student’s ability to re-enroll and/or obtain official transcripts and/or a graduate and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, Jarvis Christian University may invoke these

procedures and should the former student be found responsible, the University may revoke that student's degree and/or continue to prevent student access to the University and its facilities.

It is expected that student conduct will be in concert with, and supportive of the University's mission, vision, and core values. Examples of prohibited student behavior are described in the *Code*. Behaviors that indicate a violation of any provision contained with the *Code* will immediately be reported and referred to the University's Office of Student Affairs for prompt adjudication in accordance with the University's disciplinary process.

The *Code* applies to behaviors that take place on the campus, at university sponsored events and may also apply off-campus when the Vice President of Student Affairs & Dean of Students or designee determines that the off-campus conduct affects a substantial Jarvis Christian University interest. A substantial JCU interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and or/interests of JCU;

The *Code* may be applied to behavior conducted online, via email or other electronic media. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. Most online speech by students not involving Jarvis Christian University networks or technology will be protected as free expression and not subject to this *Code*, with two notable exceptions:

- A threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals;"
- Speech posted online about JCU or its community members that causes a significant on-campus disruption.

The *Code* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Jarvis Christian University may seek resolution of violations of the *Code* committed against them by members of JCU community.

There is no time limit on reporting violations of the *Code*; however, the longer someone waits to report an offense, the harder it becomes for university officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Affairs and/or to Campus Security.

A responding student facing an alleged violation of the *Code* is not permitted to withdraw from Jarvis Christian University until all allegations are resolved.

It is presumed that every student from the date of their initial acceptance or affiliation with the University, has knowledge of University policies including but not limited to the *Code* and *Title IX Policy*. Therefore, it is the responsibility and duty of each and every student to become acquainted with all provisions contained in the *Code*. All students are deemed to have agreed to the *Code* and are required to adhere to the *Code* as a condition of their continued enrollment at the University.

### **University E-Mail Communication Statement**

University email is Jarvis Christian University's primary means of communication with students. Students are responsible for all communication delivered to their university email address. Failure to check your university email **WILL NOT BE** an acceptable excuse for failing to respond to a hearing request and/or any sanctions that are imposed as the result of a hearing. The University is not responsible to send correspondence to personal email accounts – all communication will be delivered through a student's official JCU email account.

### **Zero Tolerance Statement**

Jarvis Christian University strives to create an education environment free from fear and intimidation. All students have the right to attend Jarvis Christian University in

a safe and secure environment. Violations of the following policies may lead to Residential and/or University Suspension/Expulsion on the first offense:

- Sexual Assault, Harassment, or Misconduct
- Assault, Harassment, Bullying/Cyber-bullying, or Fighting
- Hazing
- Felony Theft/Identity Theft
- Drug Possession/Sales/Distribution
- Weapons/Firearms/Explosives
- Acts or Threats of Imminent Danger to others or that are likely to endanger others

### **Violations of the Law**

The University cooperates fully with law enforcement authorities. Therefore, violations of the Code that are also violations of federal or local law may be referred to the appropriate non-University law enforcement authority. Alleged violations of federal, state and local laws may be investigated and addressed under the *Code*. When an offense occurs over which JCU has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The University may impose interim suspension when a student is facing criminal investigation or charges that, based on the allegations, could reasonably pose a significant risk to campus safety, the educational environment, or the welfare of community members. Such decisions will be made on a case-by-case basis considering factors including but not limited to: the nature and severity of the alleged conduct, credibility of the allegations, potential risk to the campus community, and availability of alternative protective measures. Interim suspensions are imposed until a hearing can be held, typically within five (5) business days. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and JCU may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by

the complaining victim to allow the criminal investigation to proceed before the University process.

Students accused of crimes may request to take a leave from the University until the criminal charges are resolved. In such situations, the University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with the interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

### **Students Rights, Freedoms, and Responsibilities**

With appreciation for the tradition of freedom of expression on campus, the University reasserts its commitment to fostering and tolerating different viewpoints. It acknowledges that points of view will diverge and that some students will believe it necessary to express themselves by means of protest. However, the University will not tolerate disruption to its academic mission and does not condone any means of protest that interferes with the legitimate rights of others. Additionally, in the event a student is arrested during a protest, the University will not be responsible for securing their freedom or providing the student with legal services or advice.

### **Prohibited Behaviors**

The following is an illustrative list of the types of conduct, including actual conduct and attempts to engage in such conduct that are strictly prohibited by this *Code*. A reasonable suspicion that a student has engaged in, or attempted to engage in, such prohibited conduct will result in the immediate consideration of disciplinary action under this *Code*. The Prohibited Behaviors below are listed in alphabetical order, not in order of severity.

#### **1. Abduction and/or Kidnapping**

Enticing, persuading, or forcibly seizing and/or carrying of any student, faculty, staff or University official from one place to another; or to prevent a person from leaving a location without that person's consent.

**Sanctions:** A violation of this section may result in one or a combination of the following: Suspension; Expulsion.

## **2. Academic Dishonesty**

Plagiarism (including materials from the Internet), cheating on examinations, forgery, collusion, procuring copies of examinations or other materials that should not be in the student's possession, credential misrepresentation, and other acts of academic dishonesty.

**Sanctions:** A violation of this section may result in one or a combination of the following: Immediate referral to the Office of the Provost and Vice President for Academic Affairs for deliberation.

## **3. Aiding, Abetting and/or Inciting**

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the University community or environment; the persuading or aiding of another person to breach the peace on university premises or at functions sponsored, approved by, or participated in by any member of the University. A gathering of groups of students on or off the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University. or a breach of peace.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; Expulsion; a fine no less than \$250 and no more than \$1000; Parental notification; Community Service; Referral to counseling; decrease and/or cessation of institutional merit-based financial aid.

## **4. Alcoholic Beverages**

The University prohibits the unauthorized possession, use or distribution of alcoholic beverages. The University enforces all local and federal laws or regulations that regulate and control the sale or use of alcohol.

- A. Under no circumstances will alcoholic beverages be provided to anyone under the age of 21. The sale, distribution, manufacture, possession, or consumption of an alcoholic beverage on Jarvis Christian University campus is expressly prohibited.
- B. Consumption and/or possession of alcoholic beverages in the residence halls is strictly prohibited.
- C. Aiding and abetting an underage person in the purchase of alcoholic beverages or providing an underage person with alcohol is strictly prohibited.
- D. Student organizations affiliated with the University may not serve alcoholic beverages at events.
- E. Student organizations serving alcoholic beverages at off-campus events may not identify these events as university-sponsored or sanctioned events.
- F. Disorderly conduct due to being under the influence of alcohol is strictly prohibited.
- G. Possession of an open alcohol container in a public area on the campus is strictly prohibited.
- H. Consumption of alcohol in a public area on the campus is strictly prohibited.

After consuming alcoholic beverages, students must assume full responsibility for their conduct as it relates to the need to exercise good judgment, consume in moderation, respect the rights of others, and the need to abide by and comply with the legal regulations of the jurisdictions involved.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; Community service; A fine of not less than \$50 and not more than \$200; Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## 5. Animals and Pets



The University prohibits the possession of pets on university property, including but not limited to dogs, cats, fish, birds, rodents, insects, and reptiles. Only service animals that are by federal law for persons with disabilities and approved by Disability Services; Emotional Support Animals approved by the Office of Student Affairs; or those used for teaching and faculty approved research are permitted in university facilities.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Removal of animal/pet by student; A fine no less than \$100 or no more than \$500; Restitution; Eviction from campus housing; Probation; Parental notification; and Suspension.

## 6. Arson

The malicious, fraudulent, and/or intentional burning of property on the University premises is prohibited. Acts of arson include, but are not limited to, created fires, setting a personal fire, open flames, and/or igniting flammable materials. The willful start of fire in university buildings or on university property is prohibited. Compliance with local and state fire codes must be verified and followed.

**Sanctions:** A violation of this section may result in one or a combination of the following: Suspension; Expulsion; and Restitution.

## 7. Assault and Battery

Assault is any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force that would give a reasonable person a reason to fear bodily harm. An assault may be committed without touching or striking another, or without inflicting or committing bodily harm. Self-defense may be a mitigating factor to this charge, depending on the circumstances.

Battery is the intentional use of force or violence, which is directed upon another. Violence involving physical abuse of contact which includes but is not limited to the intentional administration of poison or other harmful substances, slapping, punching, pushing, fighting, and/or contact using a

weapon or any sort for the purpose of physical abuse or violence involving physical contact.

**Sanctions:** A violation of this section may result in one or a combination of the following: Probation; Suspension (interim or up to one year); Immediate eviction from the campus housing until adjudication of alleged incident; Expulsion; Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

**NOTE:** If weapons or objects which are used as a weapon or which may be construed as weapons are used in an altercation, the student will be automatically **expelled** from the University.

## 8. Children on Campus

Jarvis Christian University assumes no responsibility for minors not officially enrolled at the University. The use of classrooms for childcare purposes seriously interferes with the principal function of the classroom, which is instruction. All children in classrooms is therefore prohibited. Childcare is also prohibited in residence halls. Under no circumstances will a student be permitted to reside in a residence hall with her/his child.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; Eviction from the residence halls; and a Fine no less than \$100 or no more than \$500.

## 9. Contempt of Hearing

Contempt of hearing violation includes (1) the failure to appear before the University Judicial Committee after receiving the proper notification of a scheduled disciplinary hearing; (2) willful disobedience to or displaying open disrespect for a University Judicial Committee member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures; (3) the failure to comply with disciplinary conditions as sanctions imposed by a University Judicial Committee or disciplinary administrative officer or staff person. Students who are found guilty of contempt of hearing charges will be required to pay a disciplinary fine in addition to other sanctions imposed.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary Warning; Probation; Suspension; A fine no less than \$100 no more than \$250; Rescheduled Hearing; and Community Service.

#### **10. Damage to Property/Destruction of Property**

Damage, vandalism or destruction to property owned or leased by the University or personal property belonging to an individual including other students, faculty, staff and visitors.

**Sanctions:** A violation of this section may result in one or a combination of the following: Probation; Suspension; A fine of no less than \$250 no more than \$1000; Restitution; Community Service; Eviction from the Residence Hall; Parental notification; Cessation of institutional merit-based financial aid.

#### **11. Disorderly Conduct**

Any offensive or bothersome act that disrupts peace. This includes but is not limited to conduct that is offensive or annoying to others or is disruptive to the rights or others, which includes excessive noise, noise after quiet hours, talking excessively loud, shouting or loud music.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine of no less than \$150 no more than \$500; Community Service; Eviction from the Residence Hall; Parental notification; Decrease and/or cessation of institutional merit-based financial aid.

#### **12. Disruptive Behavior**

Substantial disruption of university operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities that occur on campus; and leading or inciting others to disrupt scheduled and routine activities of the University.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; Expulsion; a fine no less than \$250 and no more than \$1000; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### **13. Distribution of Printed or Social Media Materials**

Distribution of printed materials or posting of materials or videos through social media or the internet that are libelous, derogatory, abusive, sexually explicit, pornographic, or that encourages violations of public laws or University regulations. While the University respects a student's rights to free inquiry, expression, and assembly, it reminds students of their responsibility to contribute to a climate of integrity consistent with the rights of others and to refrain from acts of degradation, humiliation or harassment toward any person. This applies to students, nonstudents, relatives, faculty and staff, or current or former spouse, partners, or significant others.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; Expulsion; A fine no less than \$250 and no more than \$1000; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### **14. Domestic and Dating Violence**

Domestic violence is defined as abusive behavior, including threats, verbal and/or emotional abuse, and physical assault, between persons in an intimate and/or sexual relationship. It includes behavior(s) used by one person in a relationship to control another. Examples of domestic violence include but are not limited to name-calling, intimidation, threats, and physical harm. Preventing a partner from contacting family, friends, or peer groups also falls within this definition. This includes behavior toward another person even when the intimate or sexual relationship has ended.

**Sanctions:** A violation of this section may result in one or a combination of the following: Probation; Suspension; Expulsion; A fine no less than \$250 and no more than \$1000; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## 15. Drone Restriction Policy

A drone is defined as an unmanned aerial vehicle (UAV) or an unmanned aircraft system (UAS). This restriction applies to privately owned and business drones and is extended to any equipment affiliated with the drone. The operation of drones on Jarvis Christian University campus is strictly prohibited and limited to those who have received prior approval from the Office of Student Affairs. Violators will be arrested, and the drone will be impounded. The safety and privacy of our students, faculty, staff, and visitors on our campus is our primary concern.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; Expulsion; A fine no less than \$250 and no more than \$1000; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## 16. Dress Code Violation

Jarvis Christian University is committed to the highest standards of student conduct. All students in their dress and appearance should demonstrate a mature attitude. Refusal to comply with reasonable requests by faculty, staff and administrators to adjust their dress by students will be grounds for disciplinary actions. To this end, the University strictly prohibits the wearing of “doo rags,” bonnets, wave caps, bandanas, and other inappropriate dress in public areas of the campus. Whether male or female, students are not allowed to “SAG” which means wearing their pants in a manner that would have their under garments to show.

Examples of inappropriate or prohibited dress and/or appearance **INCLUDE BUT NOT LIMITED TO:**

- Bandanas, bonnets, doo-rags, wave caps, skullcaps, headbands, and any other type of inappropriate headgear for men and women in classrooms, the cafeteria, student center, faculty and staff offices, and other public areas on campus. Caps and hats are not to be worn by men, while in any building. Caps and hats worn by women should be worn appropriately.
- Midriffs or halters, mesh, netted shirts, short-shorts, short dresses, and skirts, sagging pants (male or female), tube tops or cutoff tee-shirts in public areas such as classrooms, dining hall, campus offices, student activities center and gymnasium (during organized events).
- Bare feet or house shoes or slippers in public areas.
- Not wearing a shirt or wearing sleep or lounge wear in public areas.
- Swimwear anywhere other than the swimming pool area.
- Undershirts, shorts, jeans, etc., at formal programs.
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
- No sagging of any kind.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## 17. Drugs/Drug Paraphernalia

Consumption, possession, manufacturing, selling, purchasing, or passing of, any counterfeit, illegal, dangerous, or controlled drug, illegally obtained prescription medication, or other substance. This also includes the abuse of solvents, aerosols, or propellants; possession of drug paraphernalia (i.e., pipes, bongs, blunts, clips, scales, rolling papers, syringes, etc.); and diluted, late, missed, forged, or failed drug screens. The possession, distribution or use of medical marijuana that is legal in other states but is illegal in Texas is also prohibited. The receipt or distribution of illegal drugs prescription drugs or drug paraphernalia via the mail or other delivery service are also prohibited.

**Sanctions:** A violation of this section may result in one or a combination of the following: Probation; Suspension (interim or up to one year); Expulsion; Immediate removal from campus housing until adjudication of the incident; Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

**NOTE: Individuals who are involved in any drug-related violations are subject to criminal action, and it is the duty of the University to report these individuals to the proper legal authorities.**

## **18. Drug Intoxication**

Appearing in public on university premises while intoxicated or under the influence of illegal drugs or the abuse of illegally obtained prescription drugs. Violating any other provision of the Student Code of Conduct while under the influence of an illegal or illegally obtained drug. This includes any disorderly conduct regardless of whether such conduct results in injury to a person or property, because intoxication is a violation.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior medication program; Decrease and/or cessation of institutional merit-based financial aid.

## **19. Endangerment**

Reckless or intentional acts that endanger or put at risk the welfare of oneself or others are prohibited. Threats in any form or behavior that could endanger oneself or others are prohibited. Compromising the security of measures of the campus will constitute a violation of the Student Code of Conduct.

**Sanctions:** A violation of this section may result in one or a combination of the following: Probation; Suspension; Expulsion; Immediate removal from campus housing until adjudication of the incident; Parental notification;

Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## **20. Falsification of Information**

Willfully and intentionally giving false statements to university officials and submitting false complaints or accusations. Deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to lying, misuse of university documents, records, or student identification cards or meal cards, or documents and records belonging to another.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension (interim or up to one year); Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## **21. Failure to Comply**

Failure to comply with the reasonable directions of university officials acting in the performance of their duties. This includes failure to promptly identify oneself to university officials when requested and failure to comply with disciplinary sanctions by the prescribed and determined timeframe. Students are required to carry a valid University student identification card while on the University premises or property.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension (interim or up to one year); Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## **22. Fire Safety**

Violation of local, state, federal or campus fire policies including, but limited to:



- Intentionally or recklessly causing a fire that damages University or personal property or that causes injury.
- Failure to evacuate a University controlled building during a fire alarm;
- Improper use of University fire safety equipment;
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment;
- Removing ad/or tampering with a fire extinguisher from its approved location;
- Activating an alarm lacking an emergency situation;
- Removing and/or tampering with the covers on fire alarm pull stations;
- Removing and/or tampering with common area and room sprinkler systems;
- Discharging a fire extinguisher for any purpose other than putting out a fire.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension (interim or up to one year); A fine no less than \$250 and no more than \$1000; Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### 23. Forgery

Forgery of names, signatures and/or documents (personal, public and/or private) is prohibited.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension (interim or up to one year); Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### 24. Firearms/Weapons

Jarvis Christian University strictly prohibits the unauthorized possession or use of firearms (pistols, rifles, etc.), weapons (knives, clubs, nun chucks), or explosives of any kind on its premises or at any university-sponsored event.

The term “dangerous weapon” refers to any instrument designed or intended for use in combat, destruction, or injury to a person or object. This includes, but not limited to pistols, rifles, handguns, BB guns, pellet guns, slingshots, bows and arrows, knives, homemade explosives, ammunition, fireworks, noxious materials, and incendiary devices.

**NOTE:** Possession of weapons, including handguns, is prohibited even for licensed handlers. Jarvis Christian University reserves the right to confiscate firearms and other weapons, explosives and fireworks.

**Sanctions:** A violation of this section may result in one or a combination of the following: Suspension; Expulsion; Immediate removal from campus housing until adjudication of the incident; Parental notification; Decrease and/or cessation of institutional merit-based financial aid.

## 25. Gambling

Gambling is prohibited on campus. Gambling may include lotteries, sports pools, video games, card games, dice, and online betting activities.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension (interim or up to one year); Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## 26. Guest Behavior

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit the campus. Where a guest is found to be in violation of the Student Code of Conduct applicable charges will be brought against the student host and/or the host student organization.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension (interim or up to one year); Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## 27. Harassment

Communication directed at an individual(s), whether physical, verbal, written, or electronic that is likely to cause annoyance or alarm; engaging in any other course of conduct or repeatedly committed acts with the purpose to alarm or seriously annoy any other person. The scope of any form of harassment includes language and/or physical acts which degrades, insult, taunt, or challenges another person by any means of communication, so as to provoke a violent response; communication of threat; defamation of character; use of profanity; verbal assaults; derogatory comments or remarks (gender, racial, ethnicity, sexual orientation, physical characteristics, religion, etc.) or any behavior that places another member of the University community in state of fear or anxiety. This behavior may include, but is not limited to:

- A. Making an expressed or implied threat of an action that will affect another person's academic pursuits, university employment, or participation in academic or extracurricular activities sponsored by either the University or organization or groups related to the University.
- B. Engaging in unwelcomed and unwarranted obstruction or interference with respect to a person's participation in educational, athletic or on-campus activity, personal communications which detract from or interfere with: an instructor's ability to provide instruction in the classroom, laboratory, clinical practicum or internship, any activity directly related to teaching, instruction or academic advisement and counseling; or provision or use of any and all academic support services provided throughout the University community.
- C. Creating an intimidating, demanding or hostile situation or environment or inflicting personal, social, academic, psychological or emotional harm or undue stress.
- D. **Bullying** – unwanted, aggressive and/or hostile behavior, from an individual or group that involves a real or perceived power imbalance and that is intended to humiliate, mentally or physically injure or intimidate and/or control another individual or group of individuals. Bullying can be one single act or can be repeated

behavior that occurs over a course of time. Bullying includes, but is not limited to, actions such as making verbal or written threats, spreading rumors, attacking someone physically or verbally and marginalizing and/or excluding someone from a group, event or activity.

- E. **Cyberbullying** – Unwanted, aggressive and/o hostile behavior, from an individual or group that involves a real or perceived power imbalance and that is intended to humiliate, mentally or physically injure or intimidate and/or control another individual or group of individuals. Cyberbullying can be one single act or can be repeated behavior that occurs over a course of time. Cyberbullying includes the use of technology, social networking sites, text and voicemail messages, personal websites and other forms of technology to make verbal or written threats, spread rumors, attack someone or marginalize and/or exclude someone from a group, event, or activity. It is also the use of the above-mentioned mediums to support deliberate and hostile behavior that is intended to harm others.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension (interim or up to one year); Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## 28. Harboring

Harboring is knowingly allowing any fugitive from justice, or any student, employee, or any other individual who has been barred from the University to stay in or to be transported onto university owned or operated property or facilities. This would also include harboring any individual who is a fugitive.

**Sanctions:** A violation of this section may result in one or a combination of the following: Probation; Suspension (interim or up to one year); Parental notification; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## 29. Hazing

Hazing means any activity or situation intentionally or unintentionally created, with or without consent of any or all parties, whether on or off the University's or organization's premises that (1) endangers the mental or physical health of the participants; which produces physical discomfort; which subject the individual to embarrassment; harassment, or ridicule; or which creates excessive fatigue; or (2) threatens physical or psychological harm to the individual; which requires participation by the individual in quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities, which requires late or early work sessions; or any activity that is not consistent with the laws, rituals, and policies of the organization or the regulations and policies of the University.

Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its rights to license or its existence on the campus. This policy also applies to individuals who aspire to join organizations and groups that are recognized by Jarvis Christian University. Examples of conduct that constitute hazing activities include but are not limited to the following:

- a. Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
- b. Forced or required consumption of food, drink, drug or any other substance.
- c. Forced or required participation in physical activities, such as calisthenics, exercises or so-called games.
- d. Exposure to the weather.
- e. Excessive fatigue resulting from sleep deprivation, physical activities, or exercises.
- f. Assignment of activities that would be illegal or unlawful or might be morally offensive to the individual.
- g. Physical brutality, including paddling, striking with fists, open hands, or objects; and branding.
- h. Kidnapping, transportation, or stranding of individuals ("Road Trips).
- i. Verbal abuse, including "Line-ups" and berating of individuals.
- j. Forces or required conduct that could embarrass or adversely affect the dignity of the individual, including the wearing of apparel that is

- conspicuous or extraordinary, and the performance of public stunts and activities.
- k. Forces servitude, including errands and cleanup activities.
- l. The intentional creation of cleanup work or labor for prospective members by alumni members.
- m. Denial of sufficient time to study.
- n. Nudity or lewd behavior.
- o. Other activities not consistent with the policies of the University.

### **Statement on Hazing**

Jarvis Christian University recognizes that student groups and associations including, but not limited to clubs and organizations, fraternities and sororities are an integral part of the University. They contribute to the academic and social experience of the students and the University community. This relationship carries with it certain rights of the University to protect and preserve an appropriate environment in which all students and organizations may operate. As such, all students are expected to conduct themselves as responsible members of the University community and to respect their fellow citizens.

**Sanctions:** A violation of this section may result in one or a combination of the following: Suspension; Expulsion; and A fine of not less than \$500 with a maximum fine assessed.

### **30. Health and Safety Violations**

Behavior that creates a risk or danger to others, including, but not limited to propping open doors to residence halls, use of windows to enter/exit university facilities, throwing objects from windows or balconies, or a failure to maintain reasonable standards of sanitation, cleanliness, and safety.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### 31. Identification Card

Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing, attempting, or intending to misuse one's or another's identification card is prohibited. Misrepresentation of a person's identity with the intent to receive some undeserved advantage or willfully furnishing false information to university officials while in the performance of their duties is prohibited.

**Sanctions:** A violation of this section may result in one or a combination of the following: Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### 32. Indecent, Obscene Behavior and/or Profanity

Conduct that is lewd, indecent, and/or profane portrayed on the premises of the University or at university sponsored or supervised activities. Such conduct includes, but is not limited to obscene gestures, improper exposure of body parts, stripping, streaking, wearing clothing with offensive language, graphics and pictures.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### 33. Littering

Jarvis Christian University prohibits littering on any of its properties. Students are expected to take responsibility for their living environment and maintain all common areas on campus clean and free of trash and litter at all times.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### **34. Misuse of Communications Technology and Social Media**

No student shall misuse or abuse or assist in the misuse or abuse of communication technology at the University. Such activity includes, but is not limited to, using any form of communication technology to harass or threaten any person or persons; or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the University such acts as misappropriation of data or of copyrighted material or software. Communication equipment includes, but is not limited to phones, electronic mail, voice mail, computers, printers, tablets, etc. This also includes the use of personal devices utilizing university technological infrastructure.

Additionally, this includes the inappropriate and irresponsible conduct using any Jarvis Christian University affiliated webpage, email or social media resource. Engaging in inappropriate or irresponsible conduct using any Jarvis University affiliated webpage, email, or social media resource is strictly prohibited. The use of social media sites (Facebook, Instagram, Vine, Twitter, YouTube, Snap Chat, Tik Tok, etc.) to harass, cause bodily and/or mental harm or used to violate the law is also prohibited. Students who are alleged to be in violation of misuse of electronic or social media sites will be subject to criminal or civil penalties, as well as university disciplinary actions. Some examples include but are not limited to the following:

- Derogatory language or demeaning statements about or threats to any third party;
- Inappropriate or incriminating images depicting hazing, sexual harassment or sexual misconduct, vandalism, fighting, stalking, underage drinking, illegal drug use, pornography, other inappropriate behavior, or inappropriate language;
- Content that violates state or federal law:



- Partisan political activity other than campaigning for Jarvis Christian University student elections;
- Online gambling;
- Information or images that could be considered obscene or disparaging, or untrue;
- Selling goods or services for personal financial profit;
- Personal social relationships unrelated to Jarvis Christian University business.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### **35. Motor Vehicles, Traffic and Parking Violations**

No student shall violate the rules and regulations governing the use of motor vehicles on university owned or controlled property or at university sponsored or supervised activities. This also included driving and parking on grass and sidewalks. Failure to obey traffic and parking regulations is punishable by the Office of Student Affairs and Campus Security. This includes but not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, reckless driving, and parking in improper zones, failure to register a vehicle as required by the University; unauthorized use of a deal or permit; operation on the campus of a vehicle in violation of an imposed ban, flagrant or repeated violations of the University rules and regulations. Dangerous behavior is also applicable.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Loss of campus parking privileges; Suspension; A fine of no less than \$150 and no more than \$500; Parental notification; and Community Service.

### **36. Off Campus Violations**

Students may appear before the University's judicial body for violations of the Code that occur off campus and for behavior and conduct that reflect negatively on the image or reputation of the University. The specific action and/or behavior are described in the official notice of charge(s) brought against the student.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### **37. Retaliation**

Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### **38. Representation without Consent**

Representing the University or any recognized student organization or chartered group without the specific prior consent of the officials of the University or respective organization or group. Representation without consent also includes joining organizations or groups that are suspended or banned from the University or attempting to join an organization through improper and unauthorized membership procedures.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### **39. Sales and Solicitation**

Unauthorized sales and solicitation are restricted on the campus of Jarvis Christian University. Solicitation refers to activities like requesting money, selling merchandise, taking subscriptions or offering comparable privileges. Any such activities should be approved by the Office of Student Affairs and the Office of Institutional Advancement and Development. Selling or soliciting for private or commercial gain is strictly prohibited.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

### **40. Sexual Assault**

Any non-consensual physical contact of a sexual nature, whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Sexual assault does not require that a person explicitly say “no” to his or her attacker. Sometimes people are unable to give consent because they are unconscious, asleep or under the influence of alcohol or drugs. Consent CAN NEVER be given by anyone under the age of eighteen. Sexual assault includes, but is not limited to the following:

- a. Rape
- b. Acquaintance rape (friend, classmate, peer, co-worker, partner, etc.)
- c. Date rape (involves sexual assault by someone the victim has seen or is dating)
- d. Acquaintance gang rape (involves sexual assault by more than one person and at least one of whom is known by the victim)
- e. Incest, sexual assault with an object;
- f. Forcible sodomy
- g. Forcible oral sex, and
- h. Forcible fondling.

**Sanctions:** A violation of this section may result in one or a combination of the following: Suspension; Expulsion; A fine of not less than \$250 and not more than \$1,000; Probation; Community Service. (Subject to Title IX adjudication)

#### 41. Sexual Harassment

Jarvis Christian University is committed to providing students with educational opportunities free from sexual harassment and discrimination based upon gender, gender expression, gender identity or sexual orientation. It is also committed to working towards ensuring that the campus community is free from sexual violence. Sexual Harassment is not only addressed in this Code, but also in the Jarvis Christian University Title IX Policy on Prohibited Sexual Harassment and Gender-Based Discrimination in Education Programs and Activities, which details the process for reporting and investigating sexual harassment claims.

Sexual Harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct or a sexual nature when:

- a. Submission to such conduct is made either explicit or implicitly; a basis for any decision affecting the terms or conditions of participation in any such programs or activity or status in an academic course; or
- b. Such conduct has the purpose or effect of unreasonably interfering with a student's educational right, privilege, advantage or opportunity; or

- c. Such conduct is so pervasive or severe that it created an intimidating, hostile, or offensive environment for learning and has no reasonable relationship to the subject matter of the relevant course of instruction.

**Examples of Sexual Harassment:**

- a. Unsolicited, unwelcomed flirtations, advances, and/or propositions of a sexual nature;
- b. Insults, jokes or anecdotes that belittle or demean an individual or a group of sexuality or gender;
- c. Unwelcomed sexually-oriented gestures, verbal expressions, or comments of a sexual nature about an individual's body, clothing, or sexual experience;
- d. Inappropriate displays of sexually suggestive objects or pictures;
- e. Unnecessary and inappropriate touching, such as hugging, or brushing against an individual's body; patting; pinching;
- f. Sexual assault;
- g. Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments, status, salary, academic standing, grades, receipt of financial aid, or letter of recommendation.

**Sanctions:** A violation of this section may result in one or a combination of the following: Suspension; Expulsion; A fine of not less than \$250 and not more than \$1,000; Probation; Community Service. (Subject to Title IX adjudication)

## **42. Smoking**

Smoking and the use of tobacco are prohibited in all indoor locations, including classrooms, offices, residence and dining halls, balconies, stairwells, common areas, and other private residential spaces that are on university property or maintained by the University. Smoking is prohibited in university-owned, leased or rented vehicles, regardless of location.

Smoking and tobacco products such as cigarettes, electronic smoking devices, cigars, pipes, hookahs, vaping, and chewing tobacco are prohibited from use or sale and distribution on University property.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

#### **43. Theft**

Knowingly appropriating University property or property belonging to another member of the University, the selling of stolen property, or the use of property belonging to another individual without proper consent is prohibited. Violators may be required to return property or its equivalent value, and in addition may be liable to sanctions from the University as well as action by civil authorities. Theft including, but not limited to the unauthorized use of ATM, phone, credit cards, checks, Jarvis Christian University ID cards, or computer systems, and knowingly possessing stolen property.

**Sanctions:** A violation of this section may result in one or a combination of the following: Probation; Restitution; Referral to Counseling or Behavior Modification Program; Suspension; a fine of not less than \$250 and not more than \$1,000; Community Service.

#### **44. Trespassing/Unauthorized Use/Entry of University Facilities**

Entering or using University facilities or property, property in the custody or control of the University or property in the custody or control of another individual or group, for an improper purpose, or without proper authorization, or assisting others in doing so is strictly prohibited.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

#### **45. Use of the University Name**

Use of the name or logo of the University is prohibited unless specifically authorized in writing by the President of the University or delegated representative. Students are prohibited from falsely presenting themselves as entities of the University beyond the normal scope of activities associated with their student status.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

#### **46. Verbal Abuse**

Verbal abuse can be defined as any derogatory language used to degrade or impose harm on others.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

#### **47. Violation of Civil or Criminal Law**

Evidence of violation of local, state or federal laws when substantiated through the student conduct process or police or court documents.

**Sanctions:** A violation of this section may result in one or a combination of the following: Suspension; Expulsion.

#### 48. Violation of Sanctions

A violation of sanctions is defined as failure to comply with disciplinary actions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Failure to comply with the terms and actions of a sanction may result in an escalated level of sanctions.

**Sanctions:** A violation of this section may result in one or a combination of the following: Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service; Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

#### 49. Visitation/Cohabitation

Students must abide by articulated visitation policies as established by the Office of Students Affairs and Residential Life. All visitors are required to be out of the residence halls and off campus by the designated closing time, except for approved events. In emergency situations, the University may impose a residence hall and/or campus curfew to safeguard persons and property. In addition, persons living in or occupying space to which the person is not assigned or for all practical purposes dwelling within a room or facility without being a contracted resident assigned to the space in question is a violation. The number of days in a particular room or resident will not be the sole issue, but also the person's presence on a regular or continued basis without a formal contract or assignment. Evidence of cohabitation may include, but not limited to presence of belongings not natural to a non-overnight/temporary visit canvass of residential neighbors, etc. Any resident who is identified as allowing cohabitation within their assigned space will face disciplinary action.

**Sanctions:** A violation of this section may result in one or a combination of the following: Disciplinary warning; Probation; Suspension; A fine no less than \$150 and no more than \$500; Parental notification; Community Service;



Referral to counseling or behavior modification program; Decrease and/or cessation of institutional merit-based financial aid.

## **50. Voyeurism**

Viewing, photographing, audio recording, producing or creating a digital electronic file or filming another person without that person's knowledge and consent, while the person is in a place where he or she would have a reasonable expectation of privacy is prohibited.

**Sanctions:** A violation of this section may result in one or a combination of the following: Suspension, Expulsion.

# **DISCIPLINARY SANCTION'S TERMS AND DEFINITIONS**

## **1. COMMUNITY SERVICE**

Community Service is a disciplinary sanction imposed upon a student as result of a violation of the Student Code of Conduct. Service is provided by the students to a specific on-campus department for a specific number of hours as imposed by the University Judicial Committee. The student will not receive any monetary compensation. NOTE: Failure to complete the

required community service will result in the student being placed on probation, fined and/or suspension from the University. The hours will range from between ten (10) and fifty (50) hours to be completed within one semester. Depending on the circumstance the hours may be completed through the following semester.

## **2. COUNSELING**

Any enforcement of required counseling to a student as a result of the student's violation(s) or misconduct according to the Student Code of Conduct. Lack of, failure to report for counseling, or the failure to complete required counseling will result in more serious disciplinary sanctions which include but are not limited to probation, suspension, or expulsion.

## **3. DISCIPLINARY WARNING**

Disciplinary warning is a statement to the student to refrain from any and all action that may result in disciplinary action. A fine or community service may be imposed. No sanctions are given unless the student violates the University's rules and regulations or the Codes of Conduct.

## **4. EXONERATE**

Exonerate is to clear the accused of any and all blame, with all charges being dismissed or dropped.

## **5. EXPULSION**

Expulsion is permanent dismissal from the University. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the University. When a student is expelled from the University, the student's relationship with the University is permanently severed.

## **6. FINE**

Fine is a monetary payment imposed as punishment for an offense. Payment must be made to the University for violation of the Codes of Conduct.

**NOTE:** A disciplinary fine may range from one hundred dollars (\$100) to

one thousand dollars (\$1,000) depending on the severity of the offense(s).

**NOTE:** All disciplinary fines are **DOUBLED** for repeat offenses.

## **7. INTERIM SUSPENSION**

Interim suspension is the suspension of a student by the Vice President of Student Affairs, from the University pending a scheduled disciplinary hearing depending on the severity of the infraction.

## **8. LOSS OF PRIVILEGES**

A student who has a disciplinary sanction will receive written notification of the specific privilege(s) which he/she has lost. The privileges may include removal and/or eviction from on-campus housing and restrictions from affiliation and or representing the University. The written notification shall include the time period for which the student has lost certain privileges.

Loss of privileges may include, but is not limited to, the following restrictions and/or removal:

- a. Restriction from membership, participation or holding office in student organizations or elective office.
- b. Denial of University representation in sports, organizations or intramural recreation.
- c. Restriction to campus, University sponsored events, activities, other extracurricular activities, resident halls or living facilities, residential activities or athletics.
- d. Eviction from residential living facilities.
- e. Revocation of the right to represent Jarvis Christian University in any honorary position that includes but not limited to the following: "Mr. or Miss Jarvis," Student Government Association officer, etc.
- f. Restrictions from using or driving an automobile on the campus for a designated period of time.
- g. Restrictions from voting, campaigning for another student, or attending organization meetings.
- h. Ineligibility for election to student officer for a specified period of time.
- i. Removal from student or organizational office for a specified period of time and/or prohibited from representing the University.

## **9. PROBATION**

Probation is a specified amount of time, involving restrictions, after which University authorities will determine if the student's behavior has improved. During this time period, the student may receive additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of University Code of Conduct. NOTE: Probationary statuses range from one (1) semester through matriculation. A violation of probationary status may result in the student being immediately suspended from the University. A fine of not less than \$150 and not more than \$500 is imposed.

## **10. RESTITUTION**

Restitution includes compensation, reimbursement, or a required replacement of loss, injury, or property (personal or private) by the student in violation. Restitution may be made within a specified period. Failure to pay full restitution to the appropriate party will result in the student being placed on probation or suspension.

## **11. SUSPENSION**

Suspension means dismissal from the University for a specific time period following severe acts of violation of the Codes of Conduct or violation of a present probationary status. Students suspended from the University are required to return their Student ID and room keys. The student's name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignments, papers, projects, make-up work, or other course-related work during the period of suspension and may not return to campus for the duration of his/her suspension, except to conduct official business with an administrative officer or faculty member and then only with permission of the Vice President for Student Affairs.

If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to the University will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any University services, thus his/her relationship with the University is terminated.

When a student has been suspended from the University and has not removed his/her personal belongings, the University will not be held liable for loss or damage during the packaging, transporting or temporary storage of the student's property.

**“ADMISSION TO THE UNIVERSITY IS A PRIVILEGE, NOT A RIGHT.”**

Upon completion of a fully served suspension period, a student who desires to return to the University must submit a written request to the Vice President for Student Affairs no later than thirty (30) days prior to the beginning of the semester the student wishes to return. The Vice President for Student Affairs will review the student's file to determine the student's eligibility to return to the University.

**Table of Offense and Fines**

<b>Prohibited Conduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Unauthorized Visitation/Entry	\$100	\$150.00 fine plus Service	Eviction form the Residential Halls
Littering	Penalty Work or \$100.00 Fine	\$150.00 fine plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Removal of Furniture/Fixtures	At cost of replacement of furniture/fixtures	At cost plus suspension	XXXXXXXXXXXX
Open flame devices, combustibles or hazardous chemicals	Penalty Work or \$75.00 fine	\$100.00 plus Penalty Work...	Fine up to \$150.00 and disciplinary action.
Pets	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Alcohol Violations	Counseling or \$100.00 Fine	Counseling, \$150.00 fine plus penalty work service	Fine up to \$200.00 and disciplinary action.

Quiet Hours Violation	Penalty Work Service or \$50.00 Fine	\$75.00 plus Penalty Work Service	Fine up to \$100.00 and disciplinary action.
Failure to Comply	Penalty Work Service or \$50.00 Fine	\$75.00 plus Penalty Work Service	Fine up to \$100.00 and disciplinary action.
Violation of Published Residence Hall Rules	Penalty Work or \$50.00 Fine	\$75.00 plus Penalty Work	Fine up to \$100.00 and disciplinary action.
Failure to attend Chapel on Tuesdays	Verbal Warning	\$75.00 plus Penalty Work	\$100.00 fine and disciplinary action.
Violation of Appropriate Attire Policy	Verbal Warning	\$75.00 plus Penalty Work	\$100.00 fine and disciplinary action.
Misuse of Institutional Property	At cost of replacement of property plus sanctions	Cost of replacement plus suspension	XXXXXXXXXXXX
Defacement of University Property	At cost of replacement of property plus sanctions	Cost of replacement plus suspension	Expulsion from the University
Tampering with fire alarms, extinguishers and emergency safety systems	Housing Suspension, one semester; Deferred University Suspension; and \$200 fine or community restitution	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX
Student Identification Replacement	\$15.00 for each replacement identification issued	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX
Residential Key Replacement	Living & Learning Center Hallway/Room \$500.00	Alphin, Ervin, Waddleton, Berry, Hurdle, Washington, Perpena Halls \$225.00	XXXXXXXXXXXXXXX
Cooking in Residential Halls	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Gambling	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Fighting	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.	Suspension
Disorderly Conduct	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.	Suspension

Possession of Illegal Substance	Fine up to \$200.00 and disciplinary action.	Suspension	XXXXXXXXXXXXXX
Possession of Paraphernalia	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Unauthorized Parties/Socials	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Unauthorized Use of University Facilities	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Unauthorized Room Change	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Unauthorized Entry of Campus Building	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Theft of Property	\$150.00 plus Penalty Work & worth of property	Fine up to \$200.00 and disciplinary action.	XXXXXXXXXXXXXX
False Identification	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.	
Bullying	Disciplinary Action	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Cyber Threats	Disciplinary Action	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Sagging Pants	Penalty Work or \$50.00 Fine	\$75.00 plus Penalty Work	Fine up to \$100.00 and disciplinary action.
Wearing Hats in Unauthorized Areas	Penalty Work or \$50.00 Fine	\$75.00 plus Penalty Work	Fine up to \$100.00 and disciplinary action.
Room Key Entry	\$5.00 for each entry	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Harboring an Off-Campus Student/ Non-Jarvis Student	Disciplinary Action	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

### Disciplinary Withdrawals

In the event that a student's inappropriate actions result in mandatory suspension/disciplinary withdrawal by the University, the student is held accountable for the full term and payments owed to the University for the semester in which the disciplinary action was taken.

### Psychiatric or Medical Mandatory Withdrawals

Students who prominently display (a) mental disorders, (b) emotional disorders, and (c) other psychological or physical disabilities which strongly suggest that the student may do serious harm to self and/or other persons in the University environment may be administratively withdrawn from the University under these conditions:

1. The student is unable to meet reasonable standards of conduct required by the University of all students.
2. The student continues to engage in behavior expressly prohibited by the Student Code of Conduct.
3. The student functions either by attempt or repeated threats in a consistent manner, which suggests suicide. Any student found in such circumstances, except in extreme emergencies, will be provided a statement indicating the type of behavior exhibited and the evidence, which indicates that the student has failed to meet reasonable University standards of academic or social conduct. The statement will indicate that because of these circumstances the student may be subjected to involuntary psychiatric withdrawal from the University. The student will be given an opportunity for a review of these circumstances by a psychiatrist or other mental health professional not employed by the University. The psychiatric review serves as a condition for readmission. If the evaluation of the psychiatrist or mental health professional supports withdrawal from the University, the student will be provided an informal hearing before an appropriate University administrator. A member of the student's immediate family and/or a faculty member in the student's major discipline may accompany the student to the hearing to act as an advisor. Any student withdrawn from the University for medical and/or psychological reason may return upon written application for readmission sent to the Vice President for Student Affairs. If the sanctions and conditions imposed for the negative behavior have been satisfied and the psychiatrist or mental health professional recommends in writing that the risk of threat to self or other persons by the student is sufficiently diminished or non-existent to the extent that the student's presence in the University environment is no longer dangerous to anyone, the student must then appear before the same individuals (who were present at the informal hearing used to withdraw the student) for the readmission hearing. A student may be readmitted with the understanding that any reoccurrence of similar behavior may reactivate the withdrawal process.

### **Temporary Suspension**

The Vice President for Student Affairs may suspend a student temporarily or for a specified period of time when the student violates the Student Code of Conduct to the extent that it appears that violence involving threat to life or property is imminent. Failure to respond to a summons may result in temporary suspension. A hearing will be conducted by the All-Campus Disciplinary Committee within a 7-day period of time.

### **Restrictions during Suspension**

No student who has been suspended for disciplinary reasons will be permitted on the University campus during the period of suspension without the prior written approval of the Vice President for Student Affairs.

## **Procedures**

Anyone may file a written complaint charging a student with a violation of the Student Code of Conduct. The complaint must be filed with the relevant evidence to substantiate the charge by completing an Incident Report form. The Incident Form will list the following:



- Date, location and approximate time of the incident
- The specific location
- Names and i.e. numbers of persons involved
- Names of all witnesses
- Actions taken

### **Students Rights to Challenge Impartiality**

An accused student may challenge the impartiality of an individual involved in the disciplinary process at any time prior to the introduction of any evidence. The Vice President for Student Affairs shall be the sole judge of whether the member can serve with fairness and objectively or will assign a substitute.

## **Student Complaint Procedure**

Jarvis Christian University has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. The primary objective of the Student Complaint Procedure is to establish a process for students to express and resolve misunderstandings, concerns, or Student Grievances that they have with any University employee in a prompt, fair and equitable manner while emphasizing informal resolution. The procedure clearly defines the steps students should take to file complaints against a University employee and the process for investigating and reporting Student Grievances. It is intended that the complaint procedures provide a problem-solving atmosphere which stresses “resolution” and reflects the best interests of the complainant and the University. All academic complaint records are maintained and stored in the Office of the Provost/Vice President for Academic Affairs. Non-academic complaints except for those involving Human Resources are maintained and stored in the respective Offices of the Vice Presidents. All files and records related to personnel and personnel related issues are maintained and stored in the Office of Human Resources.

A complaint is defined as a dispute of a student regarding the University with respect to the following:

- The interpretation and application of the policies and regulations of the University in areas such as grading, attendance and instructional quality.
- Acts of reprisal as a result of utilization of the complaint procedure.
- Complaints of discrimination on the basis of the protected rights of race, national origin, religion, gender, sexual orientation, age, disabling condition, or marital status, or allegations of sexual harassment.
- Acts of malicious intent to violate the constitutional rights of individuals.

**Student Grievance:** A Student Grievance is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator or department or program of the University that is not formally recorded in writing.

**Formal Complaints:** A formal complaint is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator or department or program of the University that is formally recorded in writing. All complaints shall be in writing.

**Academic Complaint:** An academic complaint occurs when a student has made a complaint because the student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies and procedures of the University and in a manner that has caused actual harm to the student, involving issues of academic policy and procedures. For example, the student may not like a particular faculty member's classroom style or grading practices as a whole, but this does not constitute grounds for a complaint.

**Non-Academic Complaint:** A non-academic complaint occurs when a student has made a complaint because the student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies and procedures of the University and in a manner that has caused actual harm to the student but does not involve issues of academic policy and procedures.

**Complainant:** A complainant is an individual who believes his/her rights have been violated.

**Respondent:** A respondent is an individual who is the subject of the complaint, if applicable.

**Appellant:** An individual who is filing an appeal.

**Appeal:** The resolution of an academic or non-academic complaint may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

**Confidentiality:** It is understood that faculty, staff and administrators involved in the discussion of complaints or Student Grievances will maintain professional standards of confidentiality. Students should be aware that every effort will be made to maintain confidentiality; however, University officials may be obligated to disclose information to law enforcement or other agencies as required by law. Copies of the reports are kept in the offices where they originated.

## **Student Grievance Procedure**

The student must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. This requirement does not apply in cases of alleged sexual harassment, sexual misconduct, or discrimination. In those cases, the student should contact the Director of Human Resources for guidance. In the event that such an informal discussion is not possible or the issue is not resolved, then the student should contact the appropriate administrator, or the designee shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) within fifteen (15) business days of receiving the complaint.

## Formal Complaint Procedure

Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first address the issue with the faculty/instructor. In the event that this is not feasible, or the student and faculty/instructor have not resolved the issue, the student will contact the Division Chair. In the event that this is not feasible, the student will contact the Provost/Vice President for Academic Affairs within fifteen (15) business days after the alleged issue. The Division Chair or the Provost/Vice President for Academic Affairs receiving the complaint shall attempt to resolve the matter and report the decision in writing, to the complainant(s) and respondent(s) within fifteen (15) business days of receiving the complaint.

## Filing a Student Complaint

A student may file a complaint by presenting the complaint, in writing, to the appropriate administrative officer of the University in which the alleged violation of rights occurred.

Prior to any complaint action, the complainant(s) must attempt to obtain a satisfactory resolution through the Student Grievance process. A complaint must be filed no later than fifteen (15) business days after the notice of informal complaint resolution decision, or if no decision was issued, no later than fifteen (15) business days after the applicable decision deadline. The appropriate offices for various types of complaints are listed below:

Sexual Harassment	Director of Human Resources
Academic Matters	Provost/Vice President for Academic Affairs
Financial Matters	Vice President for Business and Finance
Student Code Violations	Vice President for Student Affairs

## The Written Complaint

The complaint must be in writing and contain the following information:

- The complainant(s)'s name, student identification number (if applicable) and contact information, including email address
- The name(s) of the respondent(s).
- A detailed description of the nature of the complaint and the actual harm suffered by the student.
- A detailed description of attempts at informal resolution.
- A detailed description of the solution sought
- Signature of the complainant(s)
- Date of complaint submission

## Non-Academic Complaint Procedure

A non-academic complaint must be reviewed and a determination must be made that the complaint is not covered by any other University policy, procedure or administrative rule (i.e., student code of conduct).

The administrator or designee receiving the complaint shall attempt to resolve the matter and is required to report the decision, in writing, to the complainant(s) and respondent(s) within three (3) business days of receiving the complaint.

If the complainant(s) wishes to appeal the complaint decision, the student must submit an appeal to the administrator or designee's written response to previous resolution attempts within two (2) business days of receiving the decision or if no decision was issued, not later than three (3) business days after the applicable decision deadline.

### **Academic Complaint**

A student may submit a completed written complaint to the Division Chair or the Provost/Vice President for Academic Affairs. The appropriate administrator shall investigate the complaint.

The administrator has fifteen (15) business days to make a determination and report the decision, in writing, to the complainant(s) and respondent(s). The administrator has the discretion to accept a complaint filed after the fifteen (15) business days deadline.

In instances where the Division Chair is the subject of the complaint, or has decided the student's Student Grievance, the student should submit the completed written complaint to the Provost/Vice President for Academic Affairs for resolution. The Provost/Vice President for Academic Affairs then has fifteen (15) business days to make a determination and report the decision, in writing, to the complainant(s) and respondent(s).

If the complainant wishes to appeal the complaint decision, the student must submit an appeal to the Provost/Vice President for Academic Affairs along with the Division Chair's written response to previous resolution attempts no later than ten (10) business days of receiving the decision or if no decision was issued, no later than ten (10) business days after the applicable decision deadline.

### **Appeal**

Should the student desire to appeal the decision of the Administrator, the student may submit a signed statement of appeal within two (2) business days to the appropriate Vice President. The Vice President will review the appeal, may choose to meet with the student and/or other parties as identified and respond in writing to all parties concerning the disposition of the appeal within three (3) business days. If the student desires to appeal a decision from the appropriate Vice President then the appeal must go to the President of the University. The appeal must consist of the following:

- The written decision of the Administrative/Academic Unit that is being grieve
- The specific written University policy (or policies) alleged to have been violated
- A description of the facts and evidence supporting the allegation
- A description of the redress that the Complainant seeks

## **Final Review**

Should the student desire to request a final review of the appropriate Vice President's decision, the student may submit a signed statement of appeal within two (2) business days to the President. The President will review the appeal, may choose to meet with the student, and/or other parties as identified and respond in writing to all parties concerning the final review within three (3) business days.

## **DISCIPLINARY HEARING BODIES**

Allegations set forth in a complaint against a student will result in a hearing conducted by the Vice President for Student Affairs or his/her designee or one of several hearing bodies according to (1) the type of alleged violation, and (2) the sanctions which may be imposed. At the conclusion of the hearing, the hearing body will make a recommendation to the Vice President for Student Affairs. Decisions and/or disciplinary sanctions will become final for hearings or meetings that, at the students request, have been waived by the student and require adjudication by the Vice President for Student Affairs. The Vice President for Student Affairs may designate a Student Affairs Representative to appear and advise committee members within disciplinary hearing.

### **The Pan Hellenic Council**

The Pan Hellenic Council under the sponsorship of the Director of Student Activities serves as the hearing body, when rules and regulations governing Greek-letter fraternities and sororities are violated. In the event of alleged hazing activities, the Vice President for Student Affairs will make a determination of whether students and fraternities/sororities will appear before his/her designee, the Pan Hellenic Council, or the All Campus Disciplinary Committee. The Council hears all cases referred by the Vice President for Student Affairs and through the direction of the Director of Student Activities. The Pan Hellenic Council consists of a president, vice president, recording secretary, corresponding secretary, treasurer, historian, chaplain and a parliamentarian. These officers are determined by the Pan Hellenic Constitution.

### **The All-Campus Disciplinary Hearing Committee**

The All-Campus Disciplinary Hearing Committee appointed by the President is composed of faculty, staff, students, and administrators. This Committee has the original or appellate jurisdiction over all student disciplinary matters and original jurisdiction for all hearings involving students and University employees, when referred by the Vice President for Student Affairs. The Committee generally hears cases where the maximum sanctions are expulsion or suspension. The Committee is chaired by a faculty member or administrator/staff member who is appointed by the President. The members of the Committee are appointed for one academic year, but may succeed themselves when appropriate. The All Campus Disciplinary Committee may recommend to the Vice President for Student Services any sanction consistent with the penalties outlined in the Student Code of Conduct. The chairperson will submit in writing recommendations to the Vice President of Student Affairs indicating the status count of the vote. A simple majority of Committee members is sufficient to win recommendation for a course of action. In the event of a

tie vote caused by absence or abstention, the chairperson will break the tie. A quorum will consist of one-half plus one of the members, including the chairperson; a quorum is required to conduct a hearing, but the hearing may not proceed without the presence of at least one student member. Members of the Committee who miss three (3) consecutive meetings without excuses will be replaced.

The Committee receives cases for the purpose of making recommendations for the disposition of such cases to the Vice President for Student Affairs, Vice President for Academic Affairs, or the President and must be in writing. Also, the Committee has the right to review hearings. Information obtained during these hearings is strictly confidential. Information regarding all hearings and business meetings of the All-Campus Disciplinary Hearing Committee and its subcommittees will be released from the Office of the Vice President for Student Affairs.

### Procedures for Committee Hearings

- I. Receive incident reports or complaints from Campus Security, faculty, staff, students, etc.
- II. Review each report to determine if the Student Code of Conduct has been violated
- III. Obtain student's personal information from Jenzabar:
  - Student's name (Last, First, Middle Initial)
  - Address
    - A. Permanent: As listed on Jenzabar
    - B. Local: Campus residence (Residential Hall & Room Number)/ Off Campus Address
  - Classification
  - Email
    - A. Jarvis Christian University Email
- IV. Notify student of the initial receipt of incident report or complaint by the Office of Student Affairs via Jarvis email and SMS to his or her cell phone. Note: No review or sanctions have taken place at this time. This is only to establish contact and dialogue between Student Affairs and accused student.
- V. Upon receipt of incident statements and personal information, create a student judiciary file. The tab should display the student's last name, first name, middle initial, and must have the student code to indicate the type of student code of conduct violation as listed below:
  - A. Value I – Worth of the Individual
  - B. Value II – Self-Discipline
  - C. Value III – Academic Dishonesty
  - D. Value IV – Property and the Environment
  - E. Value V – Community Authority
  - If there is more than one student involved in an incident, each student should have a copy of the incident report and statements in his/her file.
- VI. Prepare documents for an Administrative Disciplinary Meeting which will consist of:
  1. Administrative Disciplinary Meeting Form and 2. Student Infraction Complaint Form.
- VII. Schedule an Administrative Disciplinary Meeting for each accused student. An Outlook meeting invitation will be sent via Jarvis Bulldog student email and SMS message to his/her cell phone number that is on file in Jenzabar. The following

documents are attached: Administrative Disciplinary Meeting Form and Student Infraction Complaint form.

- VIII. If a student misses the scheduled Administrative Disciplinary Meeting, a follow-up email is sent as a reminder and an administrative hold is placed on his/her account.

**During the Administrative Disciplinary Meeting:**

- IX. The student is read the alleged charge and the incident is discussed
- X. The student is presented with two options for adjudication. The student has already received these options via the documents sent to him/her when scheduling the Administrative Disciplinary Meeting, and had the opportunity to review them prior to the meeting:
  - A. The sanctions that are recommended by the Office of Student Affairs
  - B. A judiciary hearing that will be heard by the Jarvis Christian University Judiciary Committee
- XI. If the student chooses the recommended sanctions, the Student Infraction Complaint Form is signed by the student, an officer of the Student Affairs Office, and a witness and the matter has been resolved. The student will proceed forward and work to satisfy the prescribed sanctions and at further waives his/her right to appeal those sanction(s).

**If the student chooses to have a hearing:**

- XII. The case may be assigned to campus security for impartial review
- XIII. Upon receipt of the investigative report, it will be forwarded to the Judiciary Committee to be included in the information reviewed during the hearing.
- XIV. Determine a judiciary hearing date for the student based on the judicial hearing schedule distributed for the semester
- XV. Generate notification letter(s) for the student(s) and send them via Jarvis Bulldog email and SMS message to cell phone that's provided in Jenzabar. Also deliver a copy of the notification letter to the student(s) residential address. If a student doesn't reside on campus, letter is to be mailed to address that is on file in Jenzabar.
- XVI. The entire incident file will be delivered to the judiciary committee via Jarvis email the day before the judiciary hearing.
- XVII. At the judiciary hearing, the hearing must be recorded via a tape recorder.
- XVIII. The Office of Student Affairs coordinates the logistics for every hearing. At the time of the hearing, the committee chairperson will conduct the hearing.
- XIX. The Judiciary Committee hears and provides recommendations for sanctioning to the Office of Student Affairs.
- XX. The approved final draft of sanction(s) are sent from the Office of Student Affairs to the student(s) Jarvis Bulldog email and a letter from Jarvis Campus Security is delivered to the student's residential address. If the student(s) reside off campus, a letter will be mailed to the address provided in Jenzabar.
- XXI. The letter is placed in the student's judiciary file and copies are distributed to the following Jarvis Christian University administrators:
  - A. Vice President of Student Affairs
  - B. Campus Security
  - C. Jarvis Christian University Director of Counseling (in cases of alcohol and illegal substances)

- In case of a suspension or expulsion, the letter should also be forwarded to the following administrators:
  - A. Registrar
  - B. Financial Aid Director
  - C. Business Office
  - D. Provost/Vice President of Academic Affairs
  - E. President's Office
- XXII. Sanctions are administratively entered into Jenzabar as holds on student records. Arrangements to satisfy sanction(s) must be met in order to remove the hold
- XXIII. Upon completion of sanction(s) the file is considered 'closed' and moved to complete/closed disciplinary files for a period of three years after graduation or last date of attendance
- XXIV. After the three year period, the file will be destroyed. Suspension or expulsion disciplinary files will not be destroyed.





### Administrative Disciplinary Meeting Form

Date: \_\_\_\_\_ Incident Report Number: \_\_\_\_\_

Name: \_\_\_\_\_

JCUID Number: \_\_\_\_\_

Residential Hall: \_\_\_\_\_

Off Campus Address: \_\_\_\_\_

Dear Mr./ Miss \_\_\_\_\_:

Based on a written incident report(s) from a Jarvis Christian University administrator, you have been charged with violation of the Student Code of Conduct:

*Violation:*

\_\_\_\_\_

*Violation:*

\_\_\_\_\_

#### Description of Reported Incident

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you choose to accept responsibility for this incident and waive your right to a hearing by a panel of the Jarvis Christian University Judiciary Committee, you will be assigned the following sanctions:

**Recommended Sanctions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Administrative Disciplinary Meeting Form

If you deny responsibility for this violation, your case will be forwarded to and heard by the Jarvis Christian University Judiciary Committee during its next session. You will be notified via your Jarvis Christian University student e-mail account, prior to the hearing notifying you of the date and time. You will be provided a copy of the following items which will be submitted to the Committee: the Jarvis Christian University Security incident report and the Residential Managers Incident report. You can obtain a hard copy of the incident report through the Jarvis Christian University Security or the Office of Student Affairs.

Please review the Student Code of Conduct (found online at [www.jarvis.edu](http://www.jarvis.edu))

If you choose to accept responsibility for the infraction and accept the recommended sanction(s) as indicated above, you must notify The Office of Student Affairs within 48 hours of receiving the notification via your student email account. If you fail to notify me by the aforementioned deadline, the recommended sanctions will stand as indicated. You may contact The Office of Student Affairs at (903)730-4890 ext. 2250 or via email at [cmott@jarvis.edu](mailto:cmott@jarvis.edu). The Office of Student Affairs will only respond to emails coming from the Jarvis Christian University student email.

If you have any questions or concerns, please contact The Office of Student Affairs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Infraction/Complaint Form

Case Number: \_\_\_\_\_

Date: \_\_\_\_\_

*Regarding academic misconduct, prior to submitting a Student Infraction/Complaint Form, the faculty member should first contact the Office of Academic Affairs, to determine if student has prior history.) Please note that all cases of academic misconduct are referred to the Office of Academic Affairs, while all other cases of misconduct are referred to the Office of Student Affairs.*

**Check Appropriate Response:**☐ First Academic Infraction☐ Second Academic Infraction☐ First Non-Academic Infraction☐ Second Non-Academic Infraction**Student Name**

Last

First

MI

JCU ID No.

**Campus Address**

Street

City

State

Zip

**Complainant**

First

MI

Last

**JCU Security**

Title

2775

Phone

security@jarvis.edu

Email Address

**Description of Infraction:**

Date

Approximate Time

Location

**Witness: (Full name, address, phone, email address)**

1. See incident report

**Detailed summary of evidence on which charge is based: (Attach additional page(s) if necessary)**1. *Sanction.*2. *Sanction***Description of infraction:**


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**Sanction(s) imposed by the Office of Student Affairs:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Check Appropriate Response:**

- ☐ Student accepts sanction and waives hearing and appeal rights
- ☐ Student will appeal to Student Conduct Officer within five University business days

*See Jarvis Christian University Handbook to review of the Student Code of Conduct, to include due process rights and hearing procedures. Jarvis Student Handbook is located on the Jarvis Christian University website ([www.jarvis.edu](http://www.jarvis.edu)).*

**Signatures:**

Office of Student Affairs Official/Date

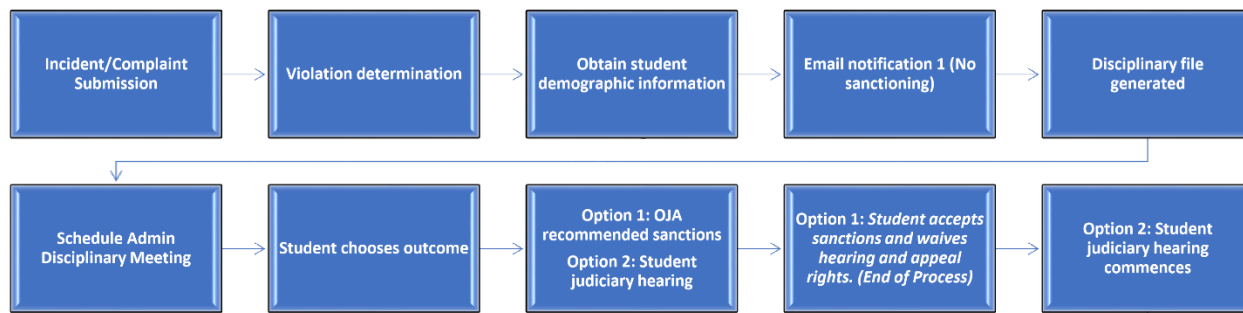
Student/Date

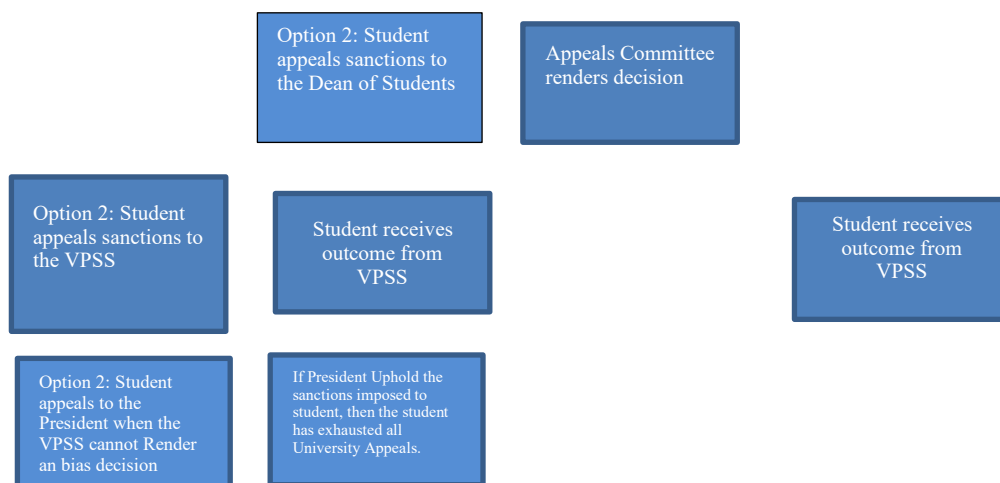
**Action Taken by Student Conduct Officer:**

- ☐ Student Accepts Penalty - Matter Resolved
- ☐ Student Requests Hearing

**Date form received by**

Student Affairs Officer: \_\_\_\_\_

**OFFICE OF STUDENT AFFAIRS ADJUDICATION PROCESS**



If a student disputes the allegations set forth in a complaint, a hearing will be conducted by the All-Campus Disciplinary Hearing Committee.

Except in those cases where immediate interim disciplinary action has been taken, the accused student shall be given at least three (3) days written notice by the Vice President for Student Affairs of the date, time and place for the hearing. If the Committee is scheduled to meet, a student may have his/her case reviewed as early as possible by waiving this three (3) day period. The President of the University or the Vice President for Student Affairs may take immediate interim disciplinary action, including suspension, pending a hearing against a student who poses a danger to persons or property or an ongoing threat of disrupting the academic process.

1. The Chairperson will control the hearing and take whatever action is necessary to insure an equitable, orderly and expeditious hearing. As presiding officer, the Chairperson may remove anyone not complying with the rulings and/or disrupting the hearing. Parties may object to clearly irrelevant or repetitive material, but technical objections to testimony as used in a court of law will be sustained.
2. Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence.
3. To the extent that the University representatives use legal counsel for other than advisory purpose during the hearing procedure, the student shall be afforded the same opportunity. The University shall give the student notification of its intent to use legal counsel for other than advisory purposes at the time the student is notified of the hearing.

4. The hearing will be recorded. If either party desires to appeal the finding, the record will be transcribed or summarized at the expense of the party appealing the finding; and both parties will be furnished a copy of the transcript or summary.
5. The appeal and charges are read for all members of the Committee to acquaint them with the accusation in the presence of the accused.
6. The accused (a) pleads guilty or not guilty, (b) gives his/her version of the case, and (c) defends questions from members of the Committee.
7. The accuser states his/her version of the case. The accuser defends questions of the witness.
8. Witnesses are called to give statements. Committee members may ask questions of the witnesses.
9. The accused is asked to give a final statement that may help the Committee to arrive at a fair decision.
10. All except the Committee members are dismissed. The members make recommendations based on evidence and factual information, if any, on the accused and the accuser, which related to the case in sought and presented, along with any necessary discussion. If the accused is found guilty, the Committee will recommend a penalty.
11. The Chair of the Committee will forward its decision and/or recommendation to the Vice President for Student Affairs within one (1) class day.
12. After a hearing has been concluded, the proceedings, documents and any other items pertaining to the matter shall be forwarded to the Vice President for Student Affairs, who shall be responsible for maintaining their security and confidentiality.
13. The University will not release any information obtained during an investigation after the conclusion thereof unless directed by the Vice President for Student Affairs, the President, or Legal Counsel. All documentation, pictures, videos, statements, and any other information collected in an investigation are the property of Jarvis Christian University. All investigatory information is deem confidential and is not to be shared or viewed unless directed by aforementioned University officials.

### **Appeals Procedures**

Within three (3) business days after the decision has been made, a student (student defined as a registered individual of the University) may give written notice of appeal to the All Campus Appeals Committee. The Committee may review the case with in five (5) days of receipt of the appeal. The decision will be reviewed upon the basis of the transcript or summary of the case. The student may, at the discretion of the Committee, submit oral or written arguments to support his/her position. In order for the appeal to be considered, all the necessary documentation must be filed by the appealing party, including notice of appeal

. The All Campus Appeals Committee may approve, reject or modify the decision in question or may require that the original case be reopened.

If the Committee upholds the sanction imposed against the student, the student may appeal to the Vice President for Student Affairs. A student should file a written notice of appeal within 48 hours following notification of the hearing body's decision. The student should submit written documentation stating clearly the evidence and facts justifying a hearing review and present the names of persons willing to testify on the student's behalf. The appeal must be filed with the Vice President for Student Affairs to determine whether or not the appeal is of sufficient merit to warrant

an appellant hearing. Dissatisfaction with the decision of the hearing body will not be justification for an appeal hearing.

The Vice President for Student Affairs has the final appeal and his/her decision is binding, except in those cases where there is cause to believe that the Vice President for Student Affairs cannot render an unbiased decision and/or when the Vice President for Student Affairs renders the initial disciplinary decision. In these cases, the Office of the President will render the final appeal.

If the Office of the President upholds the sanction imposed against the student, the student has then exhausted all University appeal sources and must abide by the sanctions imposed. Any sanction imposed by the All Campus Disciplinary Committee is completely in force during the appeals process.

The All Campus Appeals Committee will hear appeals when a student can show: (1) due process was not received; (2) procedures of the Student Code of Conduct were not followed; or (3) reasonable indication that the facts presented did not prove the student guilty as charged. If an appeal is granted, the Vice President for Student Affairs or his/her designee will notify the student at least 48 hours prior to the appeal hearing as to the time, place, and date of the hearing. The Vice President for Student Affairs or a designated appointee will present the charges and fact of the case to the All Campus Appeals Committee.

#### **Departure from Campus following Suspension or Dismissal and Request for Reinstatement**

- A student who has been required to withdraw from the University for disciplinary reasons shall leave the premises within 24 hours of notification or sooner, if so directed by the Vice President for Student Services.
- A student who has been required to withdraw from the University for disciplinary reasons and who desires to be reinstated after completion of the withdrawal period shall present a request in writing to the Vice President for Student Affairs.

#### **Student Conduct Files and Records**

The record of disciplinary action shall be maintained by the Office for Student Affairs. The file of a student found responsible for any violations of the Code shall normally be retained as a disciplinary record for five (5) years following the incident.

- The address on file with the Office of the Registrar will be used for all disciplinary notices sent to the student. E-mailed notifications will be sent to the assigned JCU e-mail address.
- Students may have access to the information in their file by submitting a written request to the Office for Student Affairs. The access will be provided in accordance with federal and state laws regarding the privacy of educational records and University policy.

### **HAZING POLICY**

The University reserves the right to take disciplinary action against individual students and/or groups who are involved in hazing activities. Such disciplinary action may be taken independently of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus. The state law providing penal sanctions in the event of a conviction of

hazing is set forth in section 4.51-4.58, Texas Education Code and provided in part, as it pertains to students, the following:

Hazing- Hazing means any intentional, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student while pledging, being initiated into, or affiliated with, holding office in, or maintaining membership in any organization whose members are, or include students at an educational institution. The term includes but is not limited to

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of harmful substance on the body or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, drug, or other substance which subjects the student to an unreasonable risk or harm, or which adversely affects the mental or physical health of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and
5. Any activity that induces, causes, or requires that student to perform a duty or task, which involves a violation of the Penal Code.

#### B. Personal Hazing Offense

A person commits an offense if the person

1. Engages in hazing
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Intentionally, knowingly, or recklessly permits hazing incident involving a student in an educational institution, or first-hand knowledge that specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Vice President for Affairs or other appropriate officials of the institution.

#### C. Penalties for Hazing

1. The offense of failure to report is a misdemeanor punishable by a fine not to exceed \$1,000, by confinement in county jail for not more than 180 days, or both such fine and confinement.
2. Any other serious offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000. Confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.



3. Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
4. Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000; or if a court finds that the offense caused personal injury, property damage, or other loss, then the court may sentence the organization to pay a fine or not less than \$5,000 nor more than double the amount loss or expenses incurred as a result of such injury, damage, or loss.

#### D. Organization Hazing Offense

1. An organization commits an offense if the organization condones or encourages hazing or if any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing.
2. An offense under this section is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000; or if a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine of not less than \$5,000 no more than double the amount lost or expenses incurred as a result of such injury, damage, or loss.

#### E. Consent: Not a Defense

It is not a defense in the prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

#### F. Immunity from Prosecution Available

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to immunity from prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident to the Vice President for Student Affairs that involves a Jarvis student performed on or off the campus of Jarvis Christian University, may receive immunity only in written approved circumstances, from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. This section does not protect a person reporting in bad faith or with malice. The University reserves the right to pursue civil or criminal liability for incidents occurring or likely to occur as a result of hazing

## DINING HALL POLICIES

All Jarvis Christian University students are expected to comply with specified rules and regulations governing dining facilities on campus. Failure to do so may result in a referral for disciplinary action.

### **Food Service Rules**

- a. All persons are expected to form a line at the dining hall entrance as they arrive and no one will take a position other than at the end of the line. Food, dishes, silverware

- or other equipment may not be taken from the cafeteria without the written permission of the Dining Hall manager. Students are prohibited from entering the kitchen and service areas.
- b. All food and beverages must be consumed in the Dining Hall.
  - c. Dining Services reserves the right to not serve patrons who do not have on appropriate attire.
  - d. Students are expected to display proper behavior when using the Dining Hall. Prohibited behavior includes but is not limited to: sitting on tables, standing on chairs, playing music loudly and disrespecting Dining Hall personnel.
  - e. Persons who fail to cooperate with Dining Hall personnel or comply with cafeteria regulations could lose their dining hall privileges without reimbursement.
  - f. A student identification card may not be used by anyone other than the person to whom it is issued. Students who use another person's identification card or students who allow others to use their identification card may be charged with fraud.
  - g. Proper attire, including shirts and shoes, must be worn in the cafeteria for all dining. Students who fail to dress appropriately will be denied access.
  - h. Students must present their identification card when entering the cafeteria. Only valid identification cards, cash or credit cards will be accepted in the cafeteria.

**Attire.** Listed below are examples of attire considered inappropriate:

Sheer garments  
 Midriff blouses  
 Sagging pants  
 Shirts displaying profanity/indecent messages  
 Hair rollers or bedroom slippers  
 Display of underwear  
 Doo-rags, hats or caps  
 Form fitting shorts or boxing shorts

### **Identification**

Students are required to present a valid JCU identification card when they enter the dining Hall. JCU cards will be confiscated if presented by anyone other than the responsible student. A replacement fee of \$20.00 (this fee is subject to change) will be charged for all lost, stolen or damaged cards.

### **Food Fights**

Throwing food or utensils in the Dining Hall can be dangerous and is disrespectful to other diners. The Office of Fiscal Affairs will seek disciplinary action against any student observed throwing food and utensils in the Dining Hall. Fines and fees associated will be used to cover any damage incurred. The individual(s) will also be subject to the appropriate disciplinary action as deemed appropriate by the Office for Student Affairs.

### **Courtesy**

Students are expected to be courteous to fellow students and dining personnel.

### **Self-Busing.**

All students and guests are required to clear their table and deposit tableware in the proper location before leaving the Dining Hall.

## TITLE IX

### I. Policy Statement

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination under any education program or activity receiving federal financial assistance (i.e., any academic, extracurricular, athletic, housing, or any other program or activity). This protection extends to conduct that occurs both on and off campus. This policy also addresses the requirements of the Campus Sexual Violence Elimination Act, or Campus SaVE Act, a 2013 amendment to the federal Jeanne Clery Act.

It is the policy of Jarvis Christian University to provide equal employment and educational opportunities to students, parents, employees, and any parties having business with the University. Jarvis is committed to maintaining a positive learning, working, and living environment that promotes personal integrity and respect in an environment free of discrimination and harassment, particularly on the basis of sex, which includes all forms of sexual discrimination, sexual harassment, or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion, and sexual exploitation or misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity, and Jarvis Christian University considers sex discrimination in all its forms to be serious. The University does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender identity, marital status, ethnic origin, covered veteran status, disability, or any other basis protected by law.

To ensure compliance with Title IX and other federal and state civil rights laws, the President has designated a Title IX Coordinator as the primary contact responsible for developing, adopting, and/or assuring the dissemination of policies and procedures that prohibit sex discrimination in all of its forms; however, each member of the University shares common responsibility to maintain an environment free from discrimination and harassment. This policy was created to address issues of student sex discrimination, employees who feel they have been treated unfairly based on sex, and/or third parties that feel they have experienced some form of sex discrimination.

### II. Mandatory Reporting

Jarvis Christian University encourages any student or employee, who believes that he/she has been subjected to discrimination or sexual harassment, to report the incident(s) to the Title IX Coordinator. Students may feel more comfortable seeking assistance initially through the Office of Student Affairs to seek all available assistance, and where appropriate, to pursue criminal prosecution of the offender; however, the incident(s) must ultimately be reported to the Title IX Coordinator.

The University encourages timely reporting of any incident(s) of this nature. All employees must promptly report any information they have about alleged or possible sexual harassment, sex-based discrimination, or sexual misconduct involving students or employees to the Title IX Coordinator. The exception would be those employees who are statutorily prohibited from reporting such information, including licensed health-care professionals and members of the clergy. The

University is committed to investigating all alleged and/or suspected violations of this policy to the fullest extent possible and will respond promptly, equitably, impartially, and fairly.

Jarvis Christian University takes complaints very seriously and will work with complaining parties to ensure their safety and to remedy the situation. See *Student Handbook* or the *Administrative Handbook* for more information.

### **Reporting Allegations**

If you have ***supervisory responsibilities*** and possible harassment or other violations of this policy are reported to you, whether or not the person making the report is personally affected, you are obligated to immediately advise the Title IX Coordinator, either verbally or in writing, or both. Emails are acceptable.

If you are a ***faculty member*** who receives information from a person who believes that he/she is being or has been sexually harassed, you must immediately advise the Title IX Coordinator.

If you are a ***student, contractor, or employee*** without supervisory responsibility who has been harassed, witnessed someone else being harassed, or became aware of harassment, you should contact the Title IX Coordinator, a supervisor, or a faculty/staff member for assistance with the situation, who should then report it to the Title IX Coordinator immediately.

### **Reporting Process**

1. The student or employee who files a complaint alleging sexual discrimination, sexual harassment, or sexual misconduct, (the “complainant”), may submit a written statement of allegations which clearly and concisely describes the alleged incident(s), when and where it occurred, and the desired remedy sought, or they must complete the form attached, *The Notice of Sex or Gender-based Misconduct, Discrimination, or Harassment*. If the complainant does not submit a written statement, the person receiving the complaint shall prepare a written report of the facts that describes the alleged incident(s), when and where it (they) occurred, and the desired remedy sought. This statement should be approved and signed by the complainant, and it should be submitted to the Title IX Coordinator immediately.
2. This reporting will be reported to the President immediately.
3. Trained Title IX Investigators will be notified by the Title IX Coordinator of the suspected or alleged violation of this policy, and they will form a committee (the “Committee”) and conduct the investigation to determine if a violation has occurred and recommend resolution(s).
4. The complainant and the alleged person accused of misconduct, (the “respondent”), will be informed of the investigation and notified of their interview times. They may offer a list of witnesses at this time.
5. The Committee will meet with the complainant and the respondent, along with other witnesses identified throughout the investigative process.

**NOTE:** Audio or video recording of any proceedings is prohibited by any party other than the

University throughout the investigative process.

6. The Committee will make a determination of whether an alleged violation of policy occurred or not, based on the preponderance of the evidence (i.e., it is more likely than not that a violation occurred).
7. A written report will be prepared and submitted with a determination of “violation” or “no violation” of policy, as well as recommended corrective action(s) and/or remedies appropriate for the determination, if warranted.
8. Typically, an investigation will be completed within 60 days from the date on which the complaint was filed or the date the University became aware of a suspected violation of this policy. Within seven (7) business days of the conclusion of the investigation, both the complainant and the respondent will be informed of the outcome of the investigation.
9. Depending on the finding(s), a Review Team may be asked to review the case and present their findings.
10. Appropriate sanctions for violation of policy will be imposed.

**NOTE:** Graduation, study abroad, internships, or other extenuating circumstances do not, in and of themselves, constitute exigent circumstances, and the accused may not be able to participate in those activities during the investigation process.

### **Making an Appeal**

The complainant, respondent, or University may appeal the findings and/or sanctions by petitioning the Title IX Coordinator in writing within five (5) business days of receiving the results of an investigation. Appeals must include relevant new information for consideration, which should include information that was unavailable at the time of the decision, concerns about procedural errors, or concerns about the level of sanction imposed according to the policies of the University. Disagreement with the findings of an investigation is not sufficient grounds for an appeal. All appeals received will be dated and time stamped.

### **The University as Complainant**

If the University becomes aware of conduct which may violate this policy, the University will commence its own investigation and/or remedial actions. In matters alleging sexual harassment and/or sexual misconduct, the Title IX Coordinator will investigate the allegations to the extent possible, even without the cooperation of the party against whom the alleged harassment or conduct was directed.

In situations where the student or employee does not want to file a complaint or does not request that the University take any action, if the University has knowledge of possible sexual harassment

or sexual violence, it will investigate the matter promptly to determine what occurred and then take appropriate steps to resolve the situation.

The complainant's interest in confidentiality and the reputation of the accused are of equal importance at every stage of this process in considering information disclosed during this process.

### III. Confidentiality

All inquiries, complaints, and investigations are treated with the utmost discretion, and all information (i.e., documents, correspondence, and notes of interviews and discussion related to the investigation of a complaint will be maintained, on a need-to-know basis, to the extent permitted by law or policy. However, during the investigation process, the identity of the complainant is usually disclosed to the person(s) accused of such conduct and to relevant witnesses to investigate meaningfully, take corrective action, comply with the intent of this policy, and/or fulfill the University's legal obligations. Publicizing information about alleged sex discrimination or sexual violence is strictly prohibited and is considered a violation of University policy. The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files.

Campus Security officials have a duty to report violations of this policy for federal statistical reporting purposes. However, all personally identifiable information is kept private, but statistical information must be passed along to Campus Security officials for publication in the annual Campus Security Report regarding the type of incident and its general location (i.e., on or off-campus or in the surrounding area); however, no addresses are given. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

### IV. Definitions and Terms

**Complaint** – an allegation of discrimination, harassment, or misconduct made under this policy

**Complainant** – any person making or filing a claim of discrimination, harassment, or misconduct under this policy, which may include faculty, staff, students, applicants for employment, or any other individual participating in campus sponsored activities, events, projects, or programs

**Consent** – a knowing and voluntary agreement between participants, expressed by words or by actions, to engage in sexual activity.

*Examples of consent are listed below:*

- Consent to participate in sexual activity is freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions, but in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- Consent cannot be given by a person under the age of 17.
- It is the responsibility of the initiator of sexual contact to make sure they understand fully what the other person involved in the activity wants and does not want sexually.

- Consent to one form of sexual activity does not imply consent to other forms of sexual activity, and past consent to sexual activity does not imply present or future consent.
- Previous relationships do not imply consent.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Consent cannot be given by mentally disabled individuals, or persons incapacitated as a result of consumption of drugs or alcohol, other intoxicants, sedatives, or “date-rape” drugs. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or drug use, unconsciousness or blackout), you are in violation of this policy.

**Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; or the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, or the frequency of interaction between the persons involved in the relationship

**Discrimination** – conduct that excludes an individual from participation in or denies an individual the benefits of employment, education, or participation in a University program or activity, based on an individual’s age, race, color religion, sex, sexual orientation, gender identity, covered veteran status, or any other basis protected by law.

**Domestic Violence** – a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Harassment** – acts that are prohibited by this policy that are based on an individual’s age, race, color, religion, sex, sexual orientation, gender identity, national origin, ethnic origin, disability, covered veteran status, or any other basis protected by law. Harassment can be verbal, visual, physical, or communicated in writing or electronically. It can occur in one single incident or over a period of time and can occur under the guise of humor and even when one person does not have authority over the other.

**Gender identity** – the way in which someone expresses his/her gender characteristics in terms of behavior, appearance, speech or movement.

**Incapacitation** - a state where one cannot make a rational, reasonable decision because they lack the ability to understand the “who, what, when, where, why, or how” of their sexual interaction.

- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use, and/or distribution of any drugs to another student or employee, for the purpose of inducing incapacity, will be considered a violation of this policy.
- Use of alcohol or drugs will never function to excuse behavior that violates this policy.

**Respondent** – the person against whom a complaint is made; the accused

**Relationship Violence** – abuse or violence between partners or former partners involving one or more of the following elements:

- Battering that causes bodily injury;
- Purposely or knowingly causing reasonable apprehension of bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage; or
- Repeated telephonic, electronic, or other forms of communication —anonymously or directly— made with the intent to intimidate, terrify, harass, or threaten.

**Sexual Assault/Sexual Violence** – a particular type of sex discrimination that includes, but is not limited to, non-consensual sexual contact, non-consensual sexual intercourse, or other physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual assault/sexual violence also includes, but is not limited to, physical assaults of a sexual nature, such as rape, sexual battery, domestic violence, dating violence, stalking, or attempts to commit these acts.

**Sexual Contact** – intentional contact with the breasts, buttocks, groin, or genitals of another person, or touching another person with any of these body parts; making another person touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, even where the touching does not involve contact with, of, or by the breasts, buttocks, groin, genitals, mouth, or other orifice; intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (i.e., mouth to genital contact or genital to mouth contact).

**Sex Discrimination** – making a distinction in favor of, or against, a person on the basis of sex rather than on individual merit; or behaviors and actions that deny or limit a person’s ability to benefit from, and/or fully participate in, the educational programs or activities or employment opportunities because of a person’s sex.

*Examples of sex discrimination* under Title IX include, but are not limited to, sexual harassment; sexual assault; failure to provide equal opportunity in education programs, activities, and co-curricular programs, including athletics; discrimination based on pregnancy; and employment discrimination.

**Sexual Exploitation** – taking advantage of the sexuality of another person without consent or in a manner that extends the bounds of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other purpose; or taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit.

*Examples of sexual exploitation* include, but are not limited to, invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping, broadcasting, or sharing of sexual activity; sexual activity with someone whom one should know to be, or based on the circumstances, should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other drug ingestion, unconsciousness, or blackout); sexual activity with someone whose incapacity results from mental disability, sleep,



involuntary physical restraint, or from the taking of drugs; going beyond the boundaries of consent (e.g., letting your friends hide in the closet to watch you have consensual sex); engaging in voyeurism; or knowingly transmitting an STD or HIV to another.

**Sexual Harassment** – unwelcome sexual advances; requests for sexual favors; visual, verbal, or physical conduct of a sexual nature, including sexual assault, when such conduct is made a term or condition of employment or used as a basis for education decisions affecting the individual; or conduct so severe, persistent, or pervasive as to objectively interfere with a student's (or employee's) educational, living, or work performance or environment.

*Examples of sexual harassment* encompass a wide range of conduct, such as:

- Promising, directly or indirectly, a reward to a student or an employee if he/she complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against a student or an employee if he/she refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, a student or an employee an education or employment related opportunity if the student or employee refuses to comply with a sexually oriented request.
- Engaging in unwelcome sexually suggestive conversation or inappropriate physical contact or touching of a student or an employee.
- Engaging in indecent exposure.
- Making repeated or persistent sexual or romantic advances toward a student or an employee despite the student's (or the employee's) rejection of the advances.
- Engaging in unwelcome physical contact such as touching, blocking normal movement, physical restraint, or assault that is sexual in nature or because of the victim's sex.
- Retaliating against a student or an employee for filing a harassment complaint or threatening to report harassment.
- Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a position of greater authority than the harasser, individuals in positions of lesser or equal authority can also be found responsible for engaging in prohibited harassment.
- 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 separately would not rise to the level of harassment.

**Sexual Misconduct** – a broad term encompassing any sexual behaviors that violate Jarvis Christian University's Title IX Policy. In general, any harassing behavior or non-consensual physical contact of a sexual nature may constitute sexual misconduct. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student disciplinary action or employee termination/dismissal under University policy.

*Prohibited conduct under this Sexual Misconduct Policy includes:*

- **Non-consensual Sexual Contact** – any intentional sexual touching, however slight, with any object or body part, by a man or a woman upon a man or a woman, without consent.
- **Non-consensual Sexual Intercourse** – any sexual intercourse (i.e., anal, oral, or vaginal), however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.

- ***Forced Sexual Intercourse*** – unwilling or non-consensual sexual penetration (i.e., anal, vaginal, or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant (the accused) was aware or should have been aware.

**Stalking** – purposely and repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that deliberately or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

## V. Support Services

There are various supportive measures available for those who have experienced sex discrimination, harassment, or sexual misconduct. These support sources include, but are not limited to, the following:

***Title IX Coordinator.*** The Title IX Coordinator is responsible for implementing and monitoring compliance of this policy on behalf of the University and serves as the central reference person for information about reporting and the investigative procedure. The Title IX Coordinator will ensure consistent application of this policy to all individuals and allow the University to respond promptly and equitably to eliminate the harassment, prevent its recurrence, and address its effects.

***Counseling Services.*** Students and employees, who have experienced any form of sex discrimination, including sexual misconduct, may receive free and confidential counseling at Jarvis Christian University Student Counseling Services.

***NOTE:*** *The University encourages all individuals to seek assistance from a medical provider and/or law enforcement agency as soon as possible following an incident that poses a threat to their safety or physical well-being. This is to provide physical safety, emotional support, and medical care to the complainant. This will also ensure preservation of evidence, which may only exist for a limited period of time, and to begin a timely investigative and remedial response. If a claimant requires assistance with reporting crimes to local authorities, he/she may request assistance from the Title IX Coordinator.*

## VI. Reassignment/Accommodations

All students or employees affected by personal experience of gender-based misconduct may request accommodations to support their safety, well-being, and access to education or employment opportunities. When the complainant and the accused students are in the same courses, reside in the same residence hall or in a certain proximity of each other, or participate in the same activities (e.g., sports teams), the complainant may request that the other person be reassigned and/or moved. Consultation with the Provost/Vice President for Academic Affairs may be necessary in making a determination regarding alternative classroom assignments for the accused student and/or the complainant who has experienced a sex offense, or with the Vice President of Student Affairs, in making a determination regarding alternative housing assignments.

University administrators will work with the student(s) to provide reasonable accommodations where possible.

When a student employee makes an allegation of sexual misconduct and the accused individual works in the same department, alternative work assignments may be made by the appropriate administrator upon request by the student employee filing the complaint.

Employees of the University who need assistance regarding reassignments may contact the Human Resources Office/the Title IX Coordinator for information regarding counseling options. See *Administrative Handbook* for more information.

## **VII. Prohibition of Retaliation**

The law prohibits retaliation against anyone making a complaint of discrimination, harassment, or misconduct; for participating, testifying, or assisting in an investigation of such; or for opposing the types of practices prohibited by this policy. Retaliation includes intimidation, threats, harassment, and any other adverse action threatened or taken against any complainant or third party because of the complaint or participation in the investigation and/or hearing process. Anyone who believes that he/she has been subjected to such unlawful discrimination or harassment should feel comfortable with reporting their concerns without fear of retaliation. Any student or employee who violates this policy will be subject to disciplinary action and/or sanctions up to and including expulsion or termination from the University. Jarvis is committed to take the necessary steps to prevent the recurrence of any harassment and to correct its discriminatory effects on a complainant and if applicable, the University community.

## **VIII. Special Provisions**

### ***A. Attempted Violations***

In most circumstances, the University will treat attempts to commit any of the violations listed in this policy as if those attempts were completed.

### ***B. Filing of False Reports***

The University will not tolerate intentional false reporting of incidents. Intentional false reports may also violate state criminal statutes and/or civil defamation laws. Any person who knowingly and intentionally files a false complaint of sex discrimination, sexual harassment (including sexual violence), or sexual misconduct is subject to disciplinary action, up to and including dismissal from the University.

### ***C. Parental Notification***

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk(s) to the student or to the University community, as well as a change in student status or conduct situation, particularly alcohol and other drug violations. Where the student is not-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

***D. Notification of Outcomes***

The outcome of a Title IX investigation involving students is part of the educational record of the students involved, and is protected from release under FERPA, a federal law. However, the University observes the legal exceptions that allow for notification of the parties involved and others the University determines to inform based on the law and this policy.

Students who bring any sort of sex discrimination complaint against faculty or staff shall be informed of the outcome of the investigation and the resolution at approximately the same time as the respondent.

The University may release the name, nature of the violation, and the sanction for any student who is found in violation of a University policy that is a “crime of violence,” including: sex offenses, arson, burglary, robbery, criminal homicide, assault, destruction/damage/vandalism of property, and kidnapping/abduction. The University will release this information to the complainant in any of these offenses regardless of the outcome.



## Notice of Sex or Gender-based Misconduct, Discrimination, or Harassment

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reported To: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** *Anyone who believes that he/she has been subjected to sex or gender-based discrimination, harassment, or gender-based misconduct is encouraged to report these incidents by filling out this form and returning it to the Title IX Coordinator. Please continue your comments on the back of this sheet, if more space is needed.*

1. List the individual(s) who allegedly committed the harassment, discrimination, or misconduct.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Describe the nature of your complaint (*What happened?*). Include dates, times, and as much information as possible. Continue on the back, if necessary.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. List the witness(es) of this conduct or those who have knowledge of this incident.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Are there documents that contain information supporting the **alleged** incident(s)? \_\_\_\_\_ Yes  
 \_\_\_\_\_ No

\_\_\_\_\_ Letters or notes

\_\_\_\_\_ Emails

\_\_\_\_\_ Texts

\_\_\_\_\_ Other.

Please explain \_\_\_\_\_

5. Is there any other evidence that supports your **alleged** claim? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Have you missed any class time/work time as a result of this alleged incident?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Continue on the back of this sheet.*

7. As a result of these allegations, have you received any counseling or medical treatment?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list when and where services were rendered. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Have you previously mentioned this incident to anyone else? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list who and when. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. What do you want to happen as a result of filing this complaint? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Is there anyone else you want the University to contact who may have information regarding these allegations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list persons. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **ACKNOWLEDGEMENT**

Jarvis Christian University takes these types of situations very seriously and will work with all parties involved to ensure their safety and remedy the situation.

To investigate this case, it will be necessary for University representatives to interview you, the alleged wrongdoer(s), and any other witnesses who may have knowledge of these allegations.

The University will notify all those involved in this investigation that it is confidential and that any unauthorized disclosures of any information concerning the investigation could result in disciplinary action, up to and including expulsion from the University or termination of employment.

I acknowledge that the information provided in this notification is true and correct to the best of my knowledge.

I am willing to cooperate fully in this investigation and provide whatever evidence the University deems relevant.

**Person Submitting this Notification:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Contact Information:**

Cell Number \_\_\_\_\_

Email address \_\_\_\_\_

Address (On Campus) \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

**Form Received by:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

**GENDER-BASED AND SEXUAL MISCONDUCT POLICY**

**I. Gender-Based Misconduct Policy**

## **Introduction**

Members of the Jarvis Christian University community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University believes in zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

## **Overview of Policy Expectations with Respect to Physical Sexual Misconduct**

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity or any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission – cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violated this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why or how) because they lack the capacity to reasonably understand the situation. Under this policy, “NO” always means “No” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

## **Overview of Policy Expectations with Respect to Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The University does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with goals and policies of the University. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are



unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

### **Sexual Violence – Risk Reduction Tips**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “**NO**” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to a possible sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **DON'T MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you **DO NOT** have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.

- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the University never assumes a student is in violation of University policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and right of both the complainant and the person accused of sexual misconduct.

#### **Sexual Misconduct Offenses Include, But Are Not Limited To:**

1. Sexual Harassment
  2. Non-Consensual Sexual Contract (or attempts to commit same)
  3. Non-Consensual Sexual Intercourse
  4. Sexual Exploitation
1. **Sexual Harassment:** Unwelcomed, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that is unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the University’s educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to offensive, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

2. **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or

themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. **Non-Consensual Sexual Intercourse:** Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. **Sexual Exploitation:** Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another student
- Non-consensual video or audio-taping of sexual activity
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Engaging in voyeurism
- Knowingly transmitting an STD or HIV to another student
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

### **Additional Applicable Definitions**

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the condition of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”)

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that

they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond the point can be coercive.

- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be - - or based on the circumstances should reasonably have known to be - - mentally or physically, incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).  
This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

### **Sanction Statement**

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for violating the policy on Non-Consensual or Forces Sexual Intercourse will face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

### **Examples**

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00 p.m. until 3:00 a.m., Bill uses every line he can think of to convince Amanda to have sex with him but she

adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never had done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. **Bill is responsible for violating the University’s Non-Consensual or Forced Sexual Contact policy. It is likely that a University hearing would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.**

2. Jiang is a junior at the University. Beth is a sophomore. Jiang comes to Beth’s dorm room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation?

**Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one’s partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.**

3. Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it’s a lot. After the party, he walks Amy to her room, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says yes. Clothes go flying, and they end up in Amy’s bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can’t help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean. **This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Amy**

**was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of student.**

#### **Other Misconduct Offenses (Will fall under Title IX when Gender-Based)**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

#### **Confidentiality, Privacy and Reporting Policy**

Institutions must clearly articulate who are “responsible employees” under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the University and upon University policy.

When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the University nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these University officials without starting a formal process that is beyond the victim’s control, or violates her/his privacy.

#### **To Report Confidentially**

If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors, campus health service providers or off-campus rape crisis resources who can maintain confidentiality. East Texas Crisis Center counselors are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

### **Reporting to those who can maintain the privacy of what you share**

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the University has not specifically designated as “responsible employees” for purposes of putting the University on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If you’re personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

### **Non-confidential Reporting Options**

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The University considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

### **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reports for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

## **JARVIS CHRISTIAN UNIVERSITY MISSING STUDENT POLICY**

### **Purpose**

The purpose of this policy is to establish procedures for the University's response to reports of missing students, as required by the Higher Education Opportunity Act.

A student will be considered missing, if a roommate, classmate, faculty member, family member, or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

### **Missing Student Policy and Procedure**

At the beginning of each academic year, Jarvis Christian University will inform students residing in on-campus housing that Jarvis will notify either a parent or individuals selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- *Students age 18 and older and emancipated minors* – Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the University “in case of emergency.” In the event a student is reported missing, University personnel will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student.
- *Students under the age of 18* – In the event a student who is not emancipated, is determined to be missing pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

### **Official notification procedures for missing persons**

- Any individual on campus who has information that a residential student may be a missing person must contact a member of the residence hall staff within that student's residence hall as soon as possible. Residence hall staff will then notify Campus Security. Note: If a commuter student is believed missing, the reporting person should immediately notify



local law enforcement authorities. The campus safety office will assist outside agencies with these investigations as requested.

- Residence life staff and the campus security officer will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.
- If the above actions are unsuccessful in locating the student within four hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the campus security officer will contact the Hawkins Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
- No later than 24 hours after determining that a residential student is missing, the Vice President for Student Affairs and/or designee will notify the emergency contact (for students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

#### **Campus communication about missing students**

In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain public assistance in the search for any missing student. The Director of Public Information or designee is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the University will be directed to the Director of Public Information.

### **STUDENT DEATH RESPONSE POLICY**

The policy is to assist those dealing with the crisis to respond appropriately in a timely manner; provide coordination with external individuals and agencies; provide communication within the University community; assist with the post-crisis support and resolution; and provide an empathetic and caring voice from the University to family and friends of the deceased.

#### **Procedures**

When a student death occurs on campus, the first responder will contact the Campus Security. Campus Security officers will respond and be in charge of the scene of the incident until all appropriate actions have been taken. A ranking University official will be available, as appropriate. At the first opportunity, Campus Security will contact the Vice President for Student Affairs. The Vice President for Student Affairs will contact appropriate staff members and coordinate their efforts. If the student was a resident of campus housing, the Vice President for Student Affairs will contact residential housing staff.

Anyone who is aware of the death of a student which has occurred off-campus will contact the Vice President for Student Affairs with the information. The Vice President for Student Affairs will contact the President of the student's death. The Office of Public Information will coordinate with the media. The Vice President for Student Affairs will notify, via email, the deceased student's instructors and campus employer of the death.

It is the Coroner's responsibility to notify the family in consultation with the Chief of Police. Only then will the Vice President for the Student Affairs contact a member of the deceased student's family. The Vice President for Student Affairs will serve as the primary campus contact for the family of the deceased student and will meet with family members should they decide to come to campus. When appropriate, the Vice President for Student Affairs will assist the deceased student's family in making arrangements to come to campus, reserve local housing, and other assistance as needed.

The Vice President for Student Affairs will provide information to the Office of the President, who will then write a letter of condolence from the President and the University Community to the family of the deceased student, as appropriate. Next upon being notified by the Vice President for Student Affairs, the Registrar will close the student's academic record. Before closing, the Registrar will forward the name and address of the next of kin to the Vice President for Student Affairs.

The Vice President for Student Affairs will request a copy of the Death Certificate from the family or some verification of the student's death. Copies of the death verification will be distributed to the Director of Financial Aid and/or other appropriate offices, when such verification is required; and the Vice President for Student Affairs will retain a copy. Federal Health and Human Services Regulations and NACUBO Guidelines require the Death Certificate, if student is receiving financial aid.

Upon being notified by the Vice President for Student Affairs, the Director of Financial Aid will finalize any remaining wage payments and close any employment records. The deceased student's financial aid situation will also be reviewed and the proper steps taken so that any federal student loans can be forgiven.

Upon being notified by the Vice President for Student Affairs, the Director of Library will determine if the deceased student had library materials checked out of the library. If the deceased student did have materials check out of the library, the Vice President for Student Affairs will inform the family.

When appropriate, the Vice President for Student Affairs will ensure that the families of any students with the same full name as the deceased student will be notified that their student was not the student involved. Then the Vice President for Student Affairs will inform the Residence Hall Managers and the Student Government Association (SGA) leadership of the death of any student who was an on-campus resident.

The Residence Hall Managers will facilitate the return to the family of any of the deceased student's property which may have been in the Residence Hall. Upon being notified by the Vice President for Student Affairs, the Business Office will process any allowable refund of tuition and fees. Generally, the student is withdrawn from all course work registered for in that semester and provided full tuition and fees refunds. The refund check is made payable to the student's estate and mailed separate from the University's condolence letter.

At a time after the death of a student, a meeting may be called by the Vice President for Student Affairs to ensure that all appropriate measures have been taken in response to the student's death.

This meeting will include the following: Residence Hall Managers, Campus Security, Registrar, Business Office staff member, Director of Financial Aid, Director of Religious Life, Director of Library, and SGA President.

### **Emergency Management Plan**

The Jarvis Christian University Emergency Management Plan has been developed to provide guidance to University officials in mobilizing an effective, efficient and timely response to crisis situations that may occur. All members of the University community should be familiar with it – an effective response depends on having an informed campus community familiar with expectations and procedures for crisis preparedness and response.

The plan is to be implemented in the event of a major emergency or disaster as declared by the President of the University.

The purposes of this Plan are:

- To protect the lives and property of the Jarvis Christian University community during emergencies.
- To preserve the orderly functioning of the University community during emergencies.
- To establish clear lines of authority and communication among University departments and with external constituencies during an emergency.
- To coordinate decision making and effective use of available manpower and resources in the event of an emergency.
- To identify the University's role in coordinating emergency operations with outside agencies.

Events which adversely affect the normal operations of the University are inevitable. In all emergency situations, the highest priority is given to the safety and security of the members of the University community. Although the protection of the University's buildings and property is an important consideration, the University's commitment is to first provide for the well-being of our students and employees.

## **EMERGENCY RESPONSE PLAN MISSION STATEMENT**

To the maximum extent possible, Jarvis Christian University is dedicated to providing a safe and secure environment through the development and implementation of a comprehensive Emergency Response Plan. Preparedness information will be available and disseminated to ensure the entire University community will be armed with knowledge needed to respond appropriately. Campus Security will work cooperatively with all members of the Campus community to achieve these goals.

## **TYPES OF EMERGENCIES**

The Jarvis Christian University community may face many types of emergencies, including the following, but not limited to:

Active Shooter

Bomb Threat

Death of a Student

Natural Disaster

Hazardous Material Incident

Hostage Situation

Student Protests

Loss of Dining Facility

Residence Hall Destroyed by Fire

Tornado

Loss of Power/Utilities

Widespread Illness

## **INITIAL EMERGENCY RESPONSE NOTIFICATION**

Individuals witnessing or involved with an emergency situation at Jarvis Christian University can notify Campus Security by dialing (903)730-4890 ext. 2775.

Upon receiving a report of an emergency, the Director of Campus Safety or designee, will make an initial judgment as to the level of response required and will communicate with all appropriate personnel.

If the situation is labeled as a non-containment emergency, the Campus Security will contact appropriate outside emergency agencies prior to contacting administrative personnel. If an emergency situation begins to escalate, appropriate institutional administrative personnel will be notified and necessary action will be initiated to respond to conditions as they unfold. Once outside emergency agencies arrive on the scene, i.e., fire department, law enforcement, etc. the heads of these agencies will assume coordinated command of the scene.

### **EMERGENCY PREPAREDNESS: EQUIPMENT AND TESTING**

Jarvis Christian University emergency equipment should be checked and tested regularly as follows:

Fire alarms in on-campus residences are tested at least two times per semester. Note: These are full fire drills with complete evacuations; response and evacuations are both timed and recorded.

Fire alarms in all non-residential buildings are tested at least once a semester.

Outside lighting is checked, at a minimum of once a week.

A Fire Safety "walk-through" is conducted in the residence hall randomly throughout the academic year. This program is conducted through the Director of Residence Life.

Residential Managers perform safety checks on other items such as lighted exit signs, daily as a part of routine patrols. Any malfunction of, or damage to this equipment is noted, logged and forwarded to the maintenance/facilities services department. Follow-up on repairs is essential.

### **Campus Emergency Response Team (CERT)**

The Campus Emergency Response Team (CERT) is a University -wide committee consisting of representatives from several departments at Jarvis Christian University. The committee's mission is to collaborate on emergency management strategies and initiatives designed to enhance preparedness and improve the University's ability to respond to all threats. This committee will analyze emergency management initiatives and evaluate their effectiveness for emergency preparedness, response, recovery, and mitigation at Jarvis Christian University. The (CERT) committee will consist of:

### **President's Successive Designees for Determination of University Emergency:**

- Vice President of Student Affairs
- Provost/ Vice President of Academic Affairs
- Vice President of Finance Administration
- Public Relations
- Jarvis Campus Security
- Jarvis Christian University Building Supervisors
- Director of Food Services

### **General Duties of the Campus Emergency Response Team:**

**A. Emergency Director – President of University or designee**

- The president or designee is responsible for the overall direction of the University's response to disasters.
- The president works with CERT and others in assessing the emergency and preparing the University's specific response.
- The president declares and ends the campus state of emergency when appropriate.

**B. Emergency Coordinator – Vice President of Student Affairs**

- The coordinator is responsible for the overall coordination of the University emergency response.
- The coordinator initiates immediate contact with the president and University administrators and makes an assessment of the condition of the University.
- The coordinator notifies the members of CERT, advises the nature and scope of the emergency.
- The coordinator ensures that appropriate notification is made to off-campus staff as necessary.
- The coordinator performs other related duties as directed by the nature and scope of the disaster.

**C. Damage Control – Vice President of Finance Administration**

- Provides equipment and personnel, performs shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the CERT for emergency use.
- Obtains the assistance of utility companies as required for emergency operations.
- Furnished emergency power and lighting systems such as generators as might be required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.

**D. Campus Public Safety – Jarvis Campus Security**

- Assists in maintaining the Emergency Command Center in a state of constant readiness.
- Notifies and utilizes police, public safety and, if necessary, student aides in order to maintain safety and order.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect lives, property and to safeguard records as necessary.
- Obtains assistance from the city, county and federal government for radiological monitoring and first aid that might be required.
- Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Provides and equips an alternate site for an Emergency Command Post.
- Maintains liaison with the Vice President for Finance and Administration.

- Notifies and contacts appropriate outside organizations such as fire, police, emergency management services, etc.

**E. Public Information – Director of Public Relations**

- Establishes liaison with the news media for dissemination of information as requested by the President or the Vice President for Institutional Advancement and Development.
- Establishes liaison with local radio and TV stations for the public announcements
- Advises the President or designee of all news concerning the extent of disaster affecting the campus.
- Prepares new releases for approval and releases to media concerning the emergency.

**F. Food Services – Director of Food Services**

- Will provide food services for any relocates.
- Work with the Director of Residential Life in setting up alternative server areas if present areas are affected.
- Will take necessary action should the ability to store food safely be adversely affected for a long period of time.

## **DIRECTOR OF CAMPUS SAFETY**

This person will be responsible for assessing the severity of the emergency and for assisting in coordinating the efforts of outside agencies. The Director of Campus Safety will also assist emergency agencies in the communication of instructions to the community.

University Communications is a vital aspect of this plan. During any emergency situation, the Director of Public Relations and the Vice President of Student Affairs must work in close coordination to assure appropriate release of information. Other duties may consist of but are not limited to:

- Insure that all appropriate personnel have been notified per emergency notification procedure.
- Assure that the scene has been secured, if appropriate ER agency is not yet on scene.
- Confer with Director of Residential Life on possible relocation needs if housing areas affected.
- Appoint designee to meet and coordinate with responding outside emergency agencies.

## **DIRECTOR OF FACILITIES SERVICES:**

The Director of Facilities will be notified when any area of the Jarvis Christian University Facilities is involved in the emergency. It will be the responsibility of The Director of Facilities to assist outside agencies with such items as floor plans, blue prints, and any other information needed regarding the Facility Services that may be required to assist. Other duties may consist of but are not limited to:

- Work with the Director of Residential Life in establishing relocation facilities.
- Work on the After Disaster Plan to access damages and identify recovery needs.
- Will assist in possible evacuations.

## **THE DEAN OF STUDENT LIFE/ DIRECTOR OF RESIDENCE LIFE:**

This office will be notified whenever a student is ill or injured, and requires professional medical care either at the scene or when transferred to the hospital. Also included in this office's responsibilities will be the availability of professional counselors when needed. These counselors will be available for Critical Incident Debriefing involving University personnel and students, as needed. Other duties may consist of but are not limited to:

- With consultation from the President or Provost, the ability to locate alternative housing for relocates, if necessary.
- Work with food services to insure students and emergency responders have proper meal service.
- Assist Student Health Services in establishing after care counseling if needed.
- Maintain a roster of housing assignments and assist with census to ensure students are accounted for, especially in a situation where an evacuation is initiated.

## **DEFINITIONS OF EMERGENCIES**

The following definitions of an emergency are provided as guidelines to determine the appropriate response:

**MINOR EMERGENCY (Level III):** Any incident, which will not seriously affect the overall functional capacity of the University, such as minor water damage to a building basement. These types of incidents are normally handled by University resources and don't require the activation of the Emergency Response Plan.

**MAJOR EMERGENCY (Level II):** Any incident that affects an entire building or buildings, and which will disrupt the overall operations of the University. Examples might be a building fire or HAZMAT spill. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during times of crisis. The Emergency Response Plan may be activated by the President.

**DISASTER (Level I):** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Emergency Response Plan will be activated.

## **DECLARING A CAMPUS STATE OF EMERGENCY**

**The authority to declare a campus state of emergency rests with the President of the University or in his designee.**

**During a State of Emergency Jarvis Christian University, with the President or Provost's authorization, shall place into immediate effect the appropriate procedures necessary to meet the emergency and to the extent possible safeguard persons and property. The Director of**



**Campus Safety or his/her designee shall immediately consult with the President or Provost regarding the situation and the possible need for the declaration of a campus state of emergency.** The Director of Public Relations is responsible for the release of all information outside of the campus.

When the declaration is made, only students, members of the administration, faculty and staff and emergency personnel are authorized to be on campus. Those who cannot provide proper identification proving their legitimate business on campus will be asked to vacate the premises.

Only those members of the administration, faculty and staff who have been assigned emergency response responsibilities by **the President** – will be allowed to enter the designated emergency area.

In the event of fire, flooding, storms, or other major disasters on or near the campus, or involving University property, Campus Security will be dispatched to provide an initial report of damage to any University property.

Campus Security will provide notification of the emergency situation to all appropriate University administrators.

## **EMERGENCY LEVEL DEFINITIONS**

### **LEVEL I EMERGENCY**

**DEFINITION:** An unplanned event that may adversely impact or threaten life, health or property on a large scale at one or more locations within the Jarvis Christian University campus. Control of the incident will require outside resources in order to maintain the situation.

**EXAMPLES:** Major fire in an on-campus residence effecting over 20% of the building, water main break affecting the entire residential building, loss of heat or power to multiple buildings, a chemical release causing the evacuation of one or more buildings.

### **LEVEL II EMERGENCY**

**DEFINITION:** An unplanned event that may adversely impact or threaten life, health or University property within a single area. Control of the incident is beyond the capabilities of employees. Outside agency assistance is necessary.

**EXAMPLES:** Residence room fire, water main break involving most of a building or one, which threatens critical services, an odor requiring evacuation, loss of heat or power to a building.

### **LEVEL III EMERGENCY**

**DEFINITION:** An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of University employees and the duration of the incident is short term.

EXAMPLES: Automatic fire alarm, localized water pipe break affecting a portion of a building, a localized undetermined odor problem, inclement weather, missing student, medical/illness outbreak.

### **Emergency Command Center**

The Fellowship Hall of the Smith-Howard Chapel will serve as the primary Emergency Command Center. Should the telephone system fail, the Emergency Command Center is the location where runners should be sent with information and requests for assistance. The CERT meeting place will also be in the Emergency Command Center.

In case of severe inclement weather conditions, specific areas of temporary retreat are designated for each campus building.

### **University Notification System**

The University has implemented two mass notification systems as the primary means to alert the University community of emergency situations: The Vice President for Student Affairs send alerts through Telecommunications and/or Communications by dialing 500. The President of the University will be notified.

The Information Technology Department will also send emergency notification alerts via Jarvis Christian University email and SMS messages that are on file within our Jenzabar system.

***NOTE: In an emergency, in which campus security cannot be reached, call 911. When calling, stay calm and carefully explain the problem and location to the Campus. Do not hang up until told to do so. Keep others calm.***

### **Anticipated Risk and Crisis Assessment**

It is the responsibility of the CERT to identify, assess and as needed, conduct pre-emptive intervention strategies against risks that have the potential of adversely affecting the members of the University community. Such risks include the forecasting of severe weather conditions, the presence of controversial or high profile presenters, or visitors to campus, societal unrest in the community, major increases in local crime, city-wide health risks, or major utilities or communication failures.

### **Periodic Evaluation, Planning and Training**

The members of the CERT and designated auxiliary members should meet at least once in the fall and spring semester to:

- Review and revise the document
- Assess and discuss situations that may have occurred at other educational institutions and consider actions that the University would have taken.
- The CERT should also meet immediately following any emergency to review its performance and consider strategies for improvement
- This Emergency Management Plan is to become part of the Campus Safety and Emergency Management System. All security officers are to be trained in its usage. Each member of the president's cabinet is to retain a copy of the plan and should familiarize themselves with the contents.

### **Campus-based Sources of Assistance during Emergencies**

- Campus Security – If dialing from on campus, the number is extension 2775. Campus security officers are on duty 24 hours a day.
- Maintenance Operations – After 5:00 p.m., please contact campus security at extension 2775. Skilled workers are available from the Office of Physical Plant always during normal working hours and as notified during an emergency to aid in the areas of utilities, equipment and transportation.
- Business Office – Emergency procurement of materials and services can be arranged in direct support of any contingency.
- Receiving –The Central Emergency Command center will serve as a receiving point.
- Emergency Shutdown Procedures – In the event of a natural disaster that causes major structural damage, it is advisable to turn off hazardous utilities such as electricity and natural gas.

## EVACUATION INFORMATION

Situations requiring evacuation could include but are not limited to the following:

Natural gas leak - Flammable liquid spill/and or release - Active shooter

Bomb threat - Hostage situation - Hazardous chemical spill/and or release

Tornadoes - Flooding

In the event of a fire alarm, Jarvis Campus Security is to report to the location of the alarm to lead the evacuation effort. In the event of fire, elevators are not to be used.

### **Campus Buildings:**

<b>Building</b>	<b>Extension/ Phone Number</b>
Alumni Heritage House	2775
Barton-Zeppa Maintenance Building	3102 or 3110
Charles A. Meyer Science and Mathematics Center	2101
Charles and Sarah Berry Student/ Parent Housing Complex	2252
Emma B. Smith Administration Building	2451 or 2701
E. W. Rand Health Center	2520 or 2521
Faculty/ Staff Apartments	2704
Ida VanZandt Student Center	2252
Men's Residential Halls	2252
Olin Library and Communications Center	2171 or 2173
Women Residential Halls	2252
Community and Technology Building	3600
Ronald Hays Student Affairs Center	2252
Security Information Center	903-730-4890 ext. 2775

- G.** If the emergency occurs during non-office hours, the individual(s) assuming the most responsibility will be in the following descending order:
- A member of the President's Administrative Cabinet
  - Chief of Security
  - Director of Residential Life
  - The highest ranking official from the Campus Security Team
- H.** The first member of the Campus Emergency Response Team (CERT) to arrive on the campus assumes responsibility for directing activities after reporting to the Security Supervisor on duty until the President or designee or senior officer arrives. Alternates or staff of other senior officers will report to the CERT member and/or senior officer on the scene. Once notification of the President or designee has occurred, full responsibility for directing University efforts rests with the President or designee and the CERT

## **RELOCATION/EVACUATION OPERATING PROCEDURES FOR RESIDENCE HALL**

The following represents a general strategy to be employed in the event a student residence hall becomes uninhabitable due to events such as fire, flood, contamination or loss of critical services. The type of response will be determined by the extent of the emergency.

### **EVACUATION PROCEDURES**

Units first on the scene must decide whether immediate evacuation is necessary or not. This decision can be made independently, or in consultation with other University administrators. Immediately designate the area to be evacuated. The evacuation will require a door-to-door check of the facility. **IMPORTANT NOTE:** If a working fire, smoke or other evidence of combustion is present, under no circumstances will anyone except fire service personnel equipped with self-contained breathing apparatus (SCBA) enter any structure. Should any occupant refuse to evacuate, continue the evacuation and time permitting return to the refusal site, obtain name and advise disciplinary action will be taken. Move all evacuees to a staging area, and begin a census, to establish that the evacuation is complete.

**NOTE:** It is standard policy that a general evacuation takes place in each event of a fire alarm.

### **EVACUATION OF THE PHYSICALLY CHALLENGED**

In the event that physically challenged individuals are involved in an evacuation effort, the Campus Security Officers at the scene will make every attempt to lead them to safety. As a precaution, wheel chair users are housed on the ground level floor.

### **SHORT TERM EVACUATIONS**

Students are moved to the nearest safe designated assembly area.

Auxiliary support services are employed (emergency food, showers, medical or disability related needs are arranged as needed with other campus services.)

## MEDIUM TERM EVACUATIONS

Students are assigned to other University public area spaces that can be satisfactorily arranged.

Students are assigned to vacant spaces in an unaffected housing area.

Students are evacuated to local hotels.

## LONG TERM EVACUATIONS

Evacuations are only initiated when a substantial portion of the University isn't assessable.

In the event that the University classes remain in sessions and a significant portion of the residence facilities are inaccessible, arrangements will be made with local hotels or motels for student housing.

## EVACUATIONS TO OFF-CAMPUS FACILITIES

In most cases evacuees, will be relocated to another shelter on campus, if necessary, evacuees will be transported off campus by private vehicle.

***Important: After an evacuation, all persons are to report to their designated area assembly point. Stay in that area until an accurate head count is taken. The Building Coordinators will call the names of all persons in their areas and assist in accounting for all building occupants. No one will be allowed to re-enter an evacuated area until the all clear signal is given or when permitted by the proper authorized officials such as the fire official, police officer or campus security personnel.***

## TYPES OF EMERGENCIES

### NATURAL:

**SEVERE WEATHER** (Tornadoes, Thunderstorms/Hail). Tornadoes are the most violent weather systems on earth. The potential for large losses of life and property, coupled with extremely vulnerable populations at outdoor venues like baseball, softball, and soccer games, leads to its placement as the number one hazard facing the East Texas.

**FLOODS.** Flooding is the most common cause of weather-related deaths in Texas. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas around the campus that are located above designated flood plains. The frequency of extreme weather events fluctuates from year to year.

**WINTER STORMS.** This area is much more likely to receive frozen precipitation in the form of ice rather than snow. Generally, these storms strike between late January through early March. The lack of equipment and the susceptibility of overhead power lines to damage from the weight of ice compound the difficulty of the situation.

**EARTHQUAKE.** Earthquakes have been felt in some parts of Texas in the past and remain a geological possibility. There is also some risk to people from earthquakes that may occur outside of Texas. Although earthquakes are not a likely event, they have the potential to cause extensive damage to un-reinforced buildings.

## **TECHNOLOGICAL:**

**Fire.** Fire represents the most likely disaster to affect the University. Fire detection methods are excellent. Most buildings on the campus have detection systems as well as fire suppression systems.

**Hazardous Materials Accidents** could impact the University. Fuels and chemical spills are the most widespread materials likely to create problems. Chemicals used in science experiments, cleaning, and water treatment, are also sources of possible HAZMAT incidents along with the possibility of a criminal/terrorist utilizing various chemicals and/or substances to perpetrate a crime or attack.

**Aircraft Crashes** can happen anywhere in the country. Small private planes and large commercial aircraft are common in air space over this area seeing that we are centered between Shreveport and Dallas-Fort Worth main airports. A commercial airliner crash remains a potential threat for creating mass casualties.

## **MAN-MADE:**

**CIVIL DISORDER:** Planned or unplanned demonstrations may become large and uncontrollable. In some cases, participants could get violent causing the destruction of property and injury or even death to themselves or observers.

## **ADDENDUMS**

These Addendums outline duties and responsibilities for specific University departments. Not all departments will be asked to provide assistance for all campus emergencies. However, each department is expected to maintain internal written procedures, which will allow it to respond to an emergency when necessary.

### **ADDENDUM A - ATHLETIC DEPARTMENT**

If deemed appropriate by emergency personnel, the Director of Athletics or designee will report to the Athletic building.

Training room facilities may be made available as emergency rooms for the treatment of minor injuries.

The Director of Athletics or designee will alert all trainers to be on standby should their assistance be needed.

The Athletic Department will maintain a sufficient supply of emergency medical supplies and bandages to provide emergency first aid.

Authorization for the use of athletic training rooms and trainers for emergency treatment will be made by the

Director of Athletics and coordinated with the Director of Student Health Services.

### **ADDENDUM B - FOOD SERVICES**

Upon alert, food service managers and supervisors should report to their respective operations and await instructions from the Director of Food Services.

The Director of Food Services will be responsible for having at least the following food items on hand, in sufficient quantities to provide at least two daily meals daily to persons on campus during the emergency:

Instant coffee – Cookies - Instant tea - Canned soup - Assorted Condiments - Canned meats  
Powdered non-dairy products - Sliced cheese - Plastic flatware - Canned vegetables  
Paper cups - Canned fruits - Paper plates and napkins - Distilled water - Individual packs of crackers

The delivery of food items to remote sites will be coordinated with the Dean of Students and the Director of Residential Life.

### **ADDENDUM C - STUDENT HEALTH SERVICES**

Upon declaration of an alert, the DEAN OF STUDENT LIFE/DIRECTOR OF RESIDENCE LIFE will ensure that Health Services staff is available to provide emergency medical treatment. The Student Health Services commitment would not normally include the administration of first aid at locations other than the Health Center. However, a medical professional should be available for calls to the site of a severe injury or a group of casualties.

Should it be necessary to utilize the training rooms at the Athletic Facility for first aid assistance, the Director of Student Health will coordinate treatment and make every attempt to provide medical staff.

Mass casualties resulting from a major catastrophe may preclude effective medical assistance and triage at the site of the catastrophe. In such event, the Director of Student Health will assist in coordinating efforts with outside medical support organizations and prepare to receive casualties.

The Director of Student Health has the authority to request assistance from outside medical facilities. Should this become necessary, the Director should advise Campus Security to assist in the coordination.

### **ADDENDUM D – HOUSING**

The Dean of Students/Director of Residence Life or his/her designee will be present on campus.

The Dean of Students/Director of Residence Life will ensure the presence on campus of such personnel under their supervision as the emergency may warrant, or will ensure that necessary help is available when required.

Prior to the designation of an alert, the Department of Residence Life will ensure those individuals residing in residence halls and apartments are familiar with appropriate emergency actions to take should such an alert be necessary.

Upon notification of an alert, Department of Residence Life personnel will make every effort to have Residence Hall and apartment occupants who live within the Hawkins, Tyler, Big Sandy, Gilmore, Longview, Lindale, Mineola, and Gladewater area leave the campus and proceed to their homes for the duration of the alert.

The relocation and evacuation plans of Residence Halls and the Student Apartments will be coordinated with Campus Security to ensure the security of personal effects left in the facilities. Residence Hall Assistants should be directed to obtain names of all individuals at evacuation sites during the alert and provide this list to the Campus Security and appropriate administrators.

#### **ADDENDUM E - HUMAN RESOURCES**

Upon notification of an alert during operational hours, the Vice President for Business and Finance Administration and the Director of Human Resources will ensure that appropriate individuals are available to assist in necessary personnel activities. If required, the Director of Human Resources will coordinate with the Vice President for Business and Finance Administration, and the Office of the President, to facilitate the appropriate release of personnel from their workstations.

Should the alerted event pose a threat to personnel records in the University Human Resources Office, the Director of Human Resources should coordinate the removal of appropriate documents with the Director of Facilities Services. The Director of Human Resources and the Director of Facilities Services will designate an appropriate storage location at the time of the alert.

#### **ADDENDUM F - FACILITIES SERVICES**

Upon notification of an alert, the Director of Facilities Services will ensure that appropriate personnel are on campus and available to carry out the duties already designated in this operational plan.

The Facilities Services Department has one of the most responsible and visible functions during an alert. To facilitate their operation, the Director of Facilities Services Campus Security will work in close cooperation to make sure all operational aspects are accomplished.



Facilities Services personnel will ensure that operational vehicles and necessary emergency equipment assigned to their department are filled with gasoline and available for evacuation and the relocation of equipment on or off campus when necessary.

Director of Facilities Services will maintain updated internal written procedures to ensure that physical personnel can adequately respond to emergency situations.

## **ADDENDUM G – CAMPUS SECURITY DEPARTMENT**

Upon declaration of an alert, the Campus Security will declare the Campus Security on alert status and all members of the department will be placed on standby status for emergency recall to duty.

If necessary, Officers will be divided into teams. Each team will be assigned to work twelve-hour shifts under the supervision of a shift supervisor.

Officers who are not on duty will remain available via telephone or may be required to remain on campus. If it appears that the emergency situation will be of a long duration, the Director of Campus Security will see that food and sleeping arrangements are made for all emergency personnel. Those officers who wish to remain during their off-duty time will be allowed to do so.

Specific details of the Campus Security operation during an emergency will be outlined in Campus Safety procedures.

### **Infrastructure Failures**

#### **Electrical Failures**

- Turn off equipment to reduce the potential for damage caused by power surges.
- Evacuate laboratories because of the inability to operate fume hoods.

#### **Plumbing Failures / Pipe Ruptures**

- Buildings will need to be evacuated if water or sewage systems cannot be restored within a reasonable time.
- Turn off electrical equipment to minimize the potential for electrocutions and equipment damage.

#### **Natural Gas Leaks**

- Open windows, if possible, to increase ventilation and let gas escape.
- Turn off all possible ignition sources.
- Do not turn on lights or any electrical equipment.
- Do not use the phone for any other reasons
- Activate building alarms if you believe there is potential danger to building occupants.
- Do not start vehicles within areas of gas leaks.

## **Elevator Failures**

- Persons trapped in elevators should use emergency telephones in elevators to call the Campus Security.
- Do not attempt to crawl through escape hatches or force elevator doors open. Only trained mechanics, elevator technicians, and fire/rescue personnel are permitted to conduct elevator rescues.

## **Hazardous Materials – HAZMAT**

HAZMAT incidents may be:

- Indoor and outdoor fuel spills;
- Solvent or other chemical spills in shops;
- Chemical or biological spills in buildings and laboratories;
- Chemical odors in buildings;
- Natural gas smells and leaks; or
- Fires in laboratory or other facility involving highly toxic chemicals, infectious substances or radioactive materials.

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away.

If you are the HAZMAT user:

- Leave the area of the spill first and go to a safe location nearby.
- Determine if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection.
- Manage the generated waste appropriately.
- Consult your supervisor as necessary.
- Isolate the spill area to keep everyone away and post signs as necessary.

## **Additional Actions for HAZMAT**

1. Close all doors and windows to the outside.
2. If there is a chemical, biological or fire hazard, do not use elevators.
3. Turn off all machinery.
4. If in laboratories, reduce all operations to safe conditions as quickly as possible, pull down sashes on chemical fume hoods, and discontinue laboratory processes that may create hazards if chemical fume hoods, bio safety cabinets, or building ventilations systems were turned off.
5. Limit the use of telephones so that emergency communications will not be hindered by non-essential calls.
6. Do not go outside or attempt to drive unless you are specifically directed to evacuate.
7. Remain in place until University or emergency management officials tell you it is safe to leave

## **Bomb Threats**

### **Upon Receiving a Bomb Threat by Phone:**

1. Remain calm.
2. Listen carefully.
3. Do not interrupt the caller:
4. Try to keep the caller talking;
5. Keep the caller on the line as long as possible;
6. Do not anger the caller;
7. Write down exactly what the caller says.
8. Try to determine
  - a) Time device is set to detonate;
  - b) Device location;
  - c) Description of device;
  - d) Type of explosive utilized;
  - e) What will cause the device to detonate;
  - f) If the caller is responsible for placing the device;
  - g) Why the device was placed;
  - h) Name, address, and phone number of caller;
  - i) Organization represented by the caller;
  - j) Exact wording of threat;
  - k) Time and length of call and number call was made to;
  - l) Age, gender, and voice characteristics of caller; and
  - m) Background noises in the calls.
9. **Notify Campus Security – (903)730-4890 ext. 2775**
10. Do not erase threats if they are left on voice mail.
11. Notify your supervisor.
12. Meet and cooperate with responding Campus Security personnel.

## **Workplace Violence/Criminal Behavior**

### **Workplace Violence**

Individuals who become violent at work or threaten to become violent have usually displayed behaviors long before they take any action. Individuals prone to workplace violence may:

1. Be chronically disgruntled;
2. Be inflexible;
3. Cause trouble on the job;
4. Frequently changing jobs;
5. Be quick to perceive unfairness or malice in others;
6. Be unwilling to take responsibility for problems – it's always someone else's fault;
7. Often challenging management's requests, either passively or actively;

8. Have a deep sense of entitlement;
9. Have a past history of violent acts or threats;
10. Have complaints that often appear to be of a paranoid nature; i.e., blown out of proportion and taken personally, especially when action was not intended that way;
11. Have recently experienced stressful events;
12. Have access to weapons or fascinations with weapons (They will often mention this to others.);
13. Abuse alcohol or other substances;
14. If there have been allusions to violent acts committed by others and an expression of empathy with those who resort to violence.

### **On- the- Spot Managing of Violence**

1. Remain calm.
2. To the extent that you can, try to continue to communicate with the individual calmly and confidently.
3. Call the Campus Security at EXT. 2775. If you cannot call, instruct others to call. Report your name and location and information on "who, what, where and when."
4. Do not physically attempt to get the suspects to leave. Do not touch them.
5. If violent behavior is occurring, escape, hide if not already seen, or cover up if injury is likely.
6. Make every possible effort to get others out of the immediate area.
7. Never attempt to disarm or accept weapons from suspects.
8. Don't argue, threaten, or block suspects' exit.

### **Criminal Behavior**

Immediately call the Campus Security EXT. 2775 from any on-campus phone and be prepared to report information that may include:

1. Your name and present location;
2. Nature of incidents;
3. Locations of incidents;
4. Descriptions of persons involved;
5. Description of property involved; and
6. Where suspects were last seen and their direction of travel.

### **Active Shooter**

In the event of an active shooter, quickly determine the most reasonable way to protect your own life. Active shooter situations are very unpredictable, evolve quickly, and are often over in 10 to 15 minutes. Before law enforcement arrives on the scene, faculty, staff, and students must be prepared both mentally and physically to deal with an active shooter incident.

#### **I. Evacuate**

**If there is an accessible escape path, attempt to evacuate the premises. Be sure to:**

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind

- Help others escape, if possible
- Keep your hands visible
- Follow the instructions of any Police/ Security Officer
- Generally, do not attempt to move wounded people
- Call Jarvis Campus Security or 911 when you are safe

## **II. Hide-Out (Shelter in Place)**

**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:**

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement

**To prevent an active shooter from entering your hiding place:**

- Lock the door
- Blockade the door with heavy furniture

**If an active shooter is nearby:**

- Lock the door
- Silence your cell phone
- Turn off any sources of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

**If evacuation and hiding out are not possible:**

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

## **Take Action Against the Active Shooter**

**As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling and committing to your actions

## **Emergency Management for Athletic Events (Athletic Emergency Plan – AEP)**

Emergency situations may arise at any time during events. Immediate action must be taken to provide the best possible care to the sport participants of emergency and/or life threatening conditions.

Jarvis Christian University has the responsibility to develop and emergency plan that may be implemented when necessary and to provide appropriate standards of emergency care to all sporting participants. This system should involve proper coverage of sporting events,

maintenance of appropriate emergency equipment and supplies, and utilization of appropriate emergency medical personnel.

### **Athletic Emergency Team Personnel**

The first responder to an emergency is typically a member of the sports medicine staff, most commonly a certified athletic trainer. The first responder in some instances may be coach or other institutional personnel. An athletic emergency team may consist of a certified athletic trainer, student athletic trainers, coaches, managers, and possible bystanders.

### **Roles within the Athletic Emergency Management Team**

Roles of these individuals within the Athletic Emergency Team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head trainer. There are four basic roles within the emergency team:

1. Establish scene safety and immediate care of the athlete by the athletic trainer or physician
  - First establish safety of the scene and immediate care of the athlete. Acute care in an emergency should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
2. Activation of the Athletic Emergency Plan (AEP)
  - The Athletic Emergency Plan (AEP) activation, may be necessary in situations where emergency transportation is not already present at a sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. This is the most critical factor under emergency conditions. Activating the AEP may be done by anyone on the Athletic Emergency Team. However, the person chosen to make the call should calm under pressure and who communicates well over the telephone. This person should be familiar with the location and address of the sporting event.
3. Emergency equipment retrieval
  - Equipment retrieval may be done by anybody on the Athletic Emergency Management Team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role.
4. Directions of emergency transportation to the scene
  - Making sure emergency transportation can be directed to the scene of the emergency is very essential. One member of the team should be responsible for meeting the emergency transportation personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, manager, or coach may be appropriate for this role.

### **Activating the Athletic Emergency Plan (AEP)**

#### **Making the call:**

- Call 911 (if available)
- Notify campus police at (903)730-4890 ext. 2775
- Telephone numbers for local law enforcement, fire department, and ambulance service

#### **Providing Information:**

- Name, address, telephone number of caller

- Nature of emergency, whether medical or non-medical
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

### **Emergency Procedures**

The following are guidelines for emergency situations at Jarvis Christian University

#### **Injury Occurring During Practice/Game:**

- The coach should send for the Certified Athletic Trainer. The coach should hold the athlete motionless until the athletic trainer arrives
- The coach should brief the athletic trainer on the mechanism of the injury, symptoms, and any other pertinent information
- The athletic trainer will conduct the evaluation and decide as to the disposition of the injury, and the appropriate course of action.
- If the situation is an emergency, the athletic trainer will activate the Athletic Emergency Plan (AEP)

#### **If the Certified Athletic Trainer is Unavailable, the Following Procedures Should be followed:**

- Stabilize the athlete. Check for breathing and pulse. If both are not present, the coach should have another responsible person to call EMTs, and initiate CPR if certified to do so.
- The coach or assistant should obtain the athlete's insurance information and take to the hospital with the athlete
- When the ambulance arrives, allow EMTs/Paramedics to work on the athlete and clear the area. Make sure the athlete's parents are contacted as soon as possible

#### **For Non-Life Threatening Injuries:**

- The coach should send for the athletic trainer or call him/her on the phone, indicating a potential injury. The coach should give the location, and remain with the athlete until the athletic trainer arrives
- The coach should brief the athletic trainer on the mechanism of the injury, and any other pertinent information
- The athletic trainer will conduct the evaluation of the athlete, and decide as to the extent of the injury, and take the appropriate action.

#### **If the Certified Athletic Trainer is Unavailable for a Non-Life Threatening Injury, The Following Procedures Should be Used:**

- The coach should make note of the injury, instructing the athlete to see the athletic trainer the next day for further evaluation. The coach may also leave a message on the answering machine with the name and injury of the athlete
- The coach should only give the athlete ice for pain and swelling. Never give the athlete any type of medication or ointments.

#### **Procedures for Athletes from a Visiting Team Traveling Without a Certified Athletic Trainer**

- The Jarvis Christian University Athletic Training Staff will assist the athlete with any injuries and will decide what course of action to take.
- If the situation is a medical emergency, an ambulance will be notified through the Athletic Emergency Team (AEP) and the athlete will be transported to the nearest emergency room. The visiting team is responsible for contacting the athlete's family and for providing proper insurance information
- All other non-life threatening injuries will be treated using first aid protocols, and the visiting coach will be instructed to have the athlete be seen by the Certified Athletic Trainer at their institution.

#### **Non-Medical Emergencies**

For the following non-medical emergencies: fire, bomb threats, severe weather, and violent or criminal behavior, refer to the Jarvis Christian University Emergency Management Plan (EMP) and follow the instructions given.



I, \_\_\_\_\_, have received a copy of the  
(Printed Name)

Jarvis Christian University Student Handbook and understand that it is my responsibility to read the rules, regulations, and guidelines set forth in this handbook. After reading this book, I understand that if I have any questions or concerns, I may discuss them with the Vice-President for Student Affairs accordingly.

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date

**(Please sign and return to the Office of Student Affairs)**

## STUDENT COMPLAINT FORM

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Major: \_\_\_\_\_

Classification: \_\_\_\_\_

Time of Visit: \_\_\_\_\_

Issue(s) and/or Concern(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Student's Signature Date

Attachments and/or Addendums: (please list attachments): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
University Official Signature Date

## FACULTY/STAFF COMPLAINT FORM

Date: \_\_\_\_\_

Faculty/Staff Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Major: \_\_\_\_\_

Classification: \_\_\_\_\_

Time of Visit: \_\_\_\_\_

Issue(s) and/or Concern(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

/

Faculty/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachments and/or Addendums: (please list attachments): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expected Results: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendation(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

/

University Official Signature \_\_\_\_\_ Date \_\_\_\_\_

## Jarvis Christian University Fight Song

Go Jarvis, Go Jarvis  
Raise Your Colors High  
JCU Is Backing You  
So Let's Pass All Others By- Go Blue

Go Jarvis, Go Jarvis  
Loyal We Will Be  
Fight For The Bulldogs  
Cheer For Victory

*Lyrics By Danielle Yon & Tijah Thomas*

