Greetings friends! I am so excited to welcome you here to Howard Payne University. HPU is an incredible place that has been a home for me these past three years, and I am delighted that you are joining us for the 2014-2015 year, whether as a freshman, transfer, or returning student. Your presence is important, and I am extremely glad that you have chosen to be at Howard Payne!

As you are arriving on campus and preparing to start the busy year ahead, I would like to remind you of a promise found in Deuteronomy, which states:

“It is the LORD who goes before you. He will be with you; he will not leave you or forsake you. Do not fear or be dismayed.” -Deuteronomy 31:8

The years you spend at college are some of the most transformative of your life; there will be many challenges for us all over the upcoming year, but in whatever difficulties or opportunities you encounter at the University, I encourage you to seek the Lord and His strength. Allow God to use your experiences at Howard Payne to grow you, utilize your talents, and most importantly, to bring you closer to Him. From personal experience, I can say that there are few better environments to grow and learn than that of Howard Payne.

HPU is a family, with professors and faculty that want to invest in you and all our incredible students; one of the best ways to make better connections is to get involved during your time here. There are many wonderful organizations and activities for you to choose from, as is evidenced by the Student Planner and Handbook.

One of these is the Student Government Association. SGA is a great opportunity for students to use their abilities to make a difference on campus by speaking up about issues that concern students, working on committees to plan activities, and serving their fellow students. The purpose of SGA is to utilize student leaders who speak on behalf of the student body and are the link between it and the faculty and administration. This provides a unique chance for students to have a direct impact on the direction of our University and work to make a difference.

While I hope you will choose to be involved in SGA by running for a freshmen class senator position, I encourage you all to participate regardless by speaking to us about your concerns, ideas, and suggestions for change. You are welcome to attend weekly SGA meetings, and I would love for you to contact me any time by email or by stopping by the SGA office in Veda.

It is my sincere desire to get to know you better and serve you alongside the rest of SGA. From all of us in the Student Government Association, have a fantastic year. Blessings!

Katie Rose Bonner
President, Student Government Association
2014-2015
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INTRODUCTION

The Howard Payne University (HPU) Student Handbook is a part of a series of publications developed by the University to help students become successful members of the HPU community, which emphasizes intellectual, social, physical, cultural, and spiritual growth.

Students, by virtue of admission to and enrollment at Howard Payne University, agree that they are responsible for complying with HPU behavioral standards, academic regulations and campus policies as stated in these publications.

In addition, the University reserves the right to modify the requirements for admission and graduation, and to change any other rules, regulations, and provisions, including those stated in this handbook and other publications, without prior notice. The University may determine when and how all changes become effective.

Howard Payne University Mission, Vision, and Curriculum

Mission Statement
Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity. (Approved by the Howard Payne University Board of Trustees, July 27, 2010)

Vision Statement
Founded in 1889 for the purpose of preparing students for Christian ministry, Howard Payne University remains dedicated to honoring Christ and serving His Church by providing an educational experience that integrates faith and learning. While remaining true to its historic vision, the university has expanded its original scope to include a full array of undergraduate and graduate programs. Students, faculty, staff, and administration work together under the shared values of academic excellence, service to others, and Christian integrity. The university also offers selected graduate and undergraduate course work by electronic means and at extended learning centers responsive to the academic needs of the communities served.

Curriculum
The educational program of the university is presented to residential and commuting students at its main campus in Brownwood, Texas, and to commuting students in New Braunfels and El Paso, Texas. The instructional programs are presented through a variety of media, including traditional face to face lectures, laboratory experiences, and through electronic delivery.

The university operates one distance learning program, the Master of Education degree. Various academic programs engage in service learning that includes a public outreach component. These are addressed in the learning outcomes of individual programs.

Howard Payne University is not a research institution and does not include research in its Mission Statement.

Student Body
Howard Payne University strives to have a diverse student body. While the University recruits primarily in Texas and the Southwest, the student body is comprised of men and women from many states and from other countries. Seeking to be an advocate of human equality, the University welcomes students from a wide range of socioeconomic, cultural, and ethnic backgrounds, including both traditional and nontraditional students with varying academic interests and abilities.

Faculty
In its pursuit of excellence in academic endeavors, Howard Payne University employs as its faculty individuals who exemplify a commitment to Christian ideals and who are dedicated to the search for and dissemination of truth. Howard Payne University seeks gifted
teachers from throughout the United States and the world who are dedicated to teaching, advising students in a professional context, serving the communities of the University and its locale, and continuing to grow in their profession as scholars and teachers.

HISTORY

Founded on June 20, 1889 at Indian Creek, Howard Payne University has become one of the most distinctive, private, liberal arts universities in Texas. The pastor of Brownwood’s First Baptist Church, John D. Robnett, was instrumental in establishing the college by securing a sizable gift from his brother-in-law, Edward Howard Payne. The trustees then named the college in his honor in November, 1889. A.J. Emerson was president when the initial session began on September 16, 1890. The first academic degree was conferred in 1895.

In 1953, Daniel Baker College, originally a Presbyterian college and later the Episcopal College of the Southwest, was consolidated with Howard Payne. The Douglas MacArthur Academy of Freedom, established during the presidency of Dr. Guy D. Newman, is located on the old DBC campus.

Howard Payne College became a university in 1974. HPU seeks to prepare students to live quality lives while pursuing careers that will enable them to achieve the things their education teaches them to appreciate.

Traditions

Howard Payne University is blessed with a rich heritage and many wonderful traditions. Intangibles of college life, traditions contribute to what the University community and its alumni call the spirit of Howard Payne. HPU traditions are deeply rooted and cherished aspects that contribute to its distinct institutional personality. Some of these traditions include:
• The University community faces Old Main Park when the Alma Mater is played or sung.
• Friendliness on campus is so widespread and spontaneous that it is widely acknowledged to be one of the most remembered traditions at Howard Payne.
• Chime In is a ceremony in which the new students are prayerfully welcomed into the University family. Chime In takes place during Jacket Journey just prior to the start of the fall semester.
• Chime Out is a ceremony in which seniors pass a garland representing responsibility to members of the junior class. All members of the University are invited to attend. Chime Out is held under the J. Howard Hodge Bell Towers on the Friday night before graduation in the spring semester.
• Homecoming
• The President’s reception for new students in the fall.
• Campus Revival (Encounter) in the fall semester
• Resurrection Week in the spring semester
• Family Weekend
• Spring Sing
• Jacket Journey, HPU’s new student orientation

School Colors

Navy Blue and Old Gold

Alma Mater

High above old bayou’s waters out on Center’s heights, stands our noble Alma Mater towering in her might. Keep her colors ever floating, sing her praises due. Hail to thee our Alma Mater, hail the gold and blue.

Fight Song

Simmons’ got some Cowboys we are going to beat - Howard Payne’s got some Jackets who’ve never met defeat - And when we get together there’s gonna be a scrap - We’ll wipe those Cowboys right off the map - We’re gonna ramble, ramble - Ramble up and down and all around the town - We’re gonna ramble, ramble - Ramble ‘til those Jackets get ‘em down!
UNIVERSITY LIFE STATEMENT OF
GENERAL POLICIES

Non-Discrimination Policy
For the purposes of this publication the use of gender specific pronouns is intended to be inclusive of either gender.

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Howard Payne University does not unlawfully discriminate on the basis of age, sex, disability, race, color, or national origin in the administration of its educational policies, programs, or activities or in its admission process. Under federal law, the University may discriminate on the basis of religion in order to fulfill its purposes. The Dean of Students has been designated to handle inquiries regarding the non-discrimination policies. Any student who believes he or she has been illegally discriminated against by a student, employee, or third party associated with the University should immediately report the matter to the Dean of Students. The Dean’s office is located in the Office of Student Life, second floor Mabee University Center. The Dean may be contacted by telephone by calling (325) 649-8017, e-mailing slife@hputx.edu, or through the mail at 1000 Fisk Street, Brownwood, TX 76801.

Questions about Title IX may be directed to the University’s Title IX Coordinator, Deputy Coordinators, or the U.S. Dept. of Education Office for Civil Rights (OCR).

Vacant at Publication, V.P. for Student Life & Dean of Students
Deputy Title IX Coordinator
Office of Student Life
Mabee University Center
1000 Fisk Street
Brownwood, TX 76801
325-649-8017
slife@hputx.edu

Francie Clark, Director of Student Activities
Deputy Title IX Coordinator
Office of Student Activities
Mabee University Center
1000 Fisk Street
Brownwood, TX 76801
325-649-8305
fclark@hputx.edu

U.S. Department of Education
1999 Bryan St. Suite 1510
Dallas, TX 75201-3136
Telephone: 404-974-9450
Fax: 214-661-9594

Informal Complaint Procedures
It is the wish of the University to provide an education and services of high quality to its students and to provide equity and harmony in the application of policies and procedures. When a student has a complaint which does not involve sexual violence or assault, the University would encourage resolution be sought through informal communication with the appropriate instructor, school dean, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written complaint is initiated.

Formal Complaint Procedures
This Complaint Policy does not supersede specific policies involving special cases such as grade appeals, illegal discrimination, sexual violence or assault, sexual harassment, appeal and due process, etc.

- Lodging a Formal Student Complaint: A student who wishes to lodge a formal complaint with the University must complete and submit
the formal complaint form to the appropriate cabinet level officer. A form is available in the Office of Student Life and Office of Academic Affairs, as well as online.

• Administrative Complaint Acknowledgment: Formal student complaints will be forwarded to the administrator most immediately responsible for the area to which the complaint pertains. The administrator will send a written acknowledgment to the student within five working days of receiving the complaint indicating that: (1) the formal complaint form has been received, (2) the nature of the complaint, and (3) the student will receive a written response after deliberation within fifteen working days. Copies of the written student complaint and the acknowledgement letter will be sent to the cabinet level officer over the area.

• Administrative Deliberation and Response: If the administrator to whom the complaint is forwarded determines that the nature of the complaint is beyond his/her area of supervision or expertise, the next level administrator in the area should be consulted and may be requested to respond to the student. Administrative disposition of the complaint will generally consist of investigation into the source of the complaint, previous efforts to resolve the issue, and any contingencies that will aid in the deliberation and disposition of the problem. The responding administrator will send to the student a written statement of attempted resolution to the problem. A copy of the deliberation response will be sent to the appropriate cabinet level officer. All formal student complaints will be forwarded upon resolution to the President’s office by each cabinet officer where a log will be kept.

• Student Appeal Process: Upon receiving a deliberation response to the written complaint, the student has the right of appeal to a senior administrator who oversees the area about which the complaint was lodged. This appeal must be made in writing within five working days of receiving the Administrative response. In each case, the student will receive an acknowledgement of the appeal within five working days and a deliberation response within fifteen working days from the date of the acknowledgment letter.

• Administrative Levels for Student Complaints: The appropriate cabinet level officer for student complaints will be as follows:
  - Provost and Chief Academic Officer – academic, accreditation, information technology, institutional research, library, registrar, and retention issues
  - Vice President for Finance and Administration – auxiliary services (bookstore, dining hall), facilities, financial aid, human resources, and student accounts issues
  - Vice President for Development – alumni, development, and fundraising issues
  - Vice President for Student Life/Dean of Students – athletics, public safety, residence life, spiritual life, student activities, student organizations, and student services issues
  - Associate Vice President for Enrollment Management – admission and extension campus issues
  - Assistant Vice President for Marketing and Communications – media, publications, and public relations issues

In the event that the original Administrative response was sent by one of the cabinet level officers listed above, the student's appeal should be directed to the Student Life Appeals committee. The appeal timeline stated above applies. Following its investigation and deliberation, the committee will send to the student a written statement of decision. The decision of the committee will be final.

Texas Higher Education Coordinating Board (THECB) Student Complaint Process
After exhausting the Howard Payne’s complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us, or by
mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the forms are not accepted. For more information regarding the THECB Complaint Process, visit http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Complaint Process
For information regarding the process of filing a complaint with HPU’s accrediting organization, SACSCOC, visit http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf. Note that the complaint policy only addresses significant, documented, alleged non-compliance with the SACSCOC accreditation standards, policies, or procedures. Complainants are expected to have attempted to resolve the issue through the institution’s complaint processes before filing a complaint with SACSCOC. The SACSCOC complaint process is not intended to be used to involve the Commission in disputes between individuals and member institutions or to cause the Commission to interpose itself as a reviewing authority in individual matters; nor does the policy allow the Commission to seek redress on an individual’s behalf. The primary purpose of the SACSCOC complaint procedure is to acquire valuable information regarding an accredited institution’s possible non-compliance with accreditation standards, policies, and procedures rather than to resolve individual disputes. Complaints must be tied to specific standard numbers from The Principles of Accreditation: Foundations for Quality Enhancement. To file a complaint, Complete the Commission’s Complaint Form and send two print copies to the President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097.

Discriminatory Harassment
The University values the dignity and worth of every individual. The University is committed to providing an environment in which all persons are safe from harassment and intimidation based on their race, color, gender, national origin, age, disability, or sexual orientation. Such harassment is a form of discrimination prohibited by the University. It may also be illegal. Harassment can include, but is not limited to, physical conduct or verbal innuendo that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, national origin, age or disability, or that of his/her relatives, friends or associates, and that has the purpose or effect of unreasonably interfering with an individual’s academic or job performance. Such harassment is contrary to the Christian standards of conduct expected of all members of the University community. Those who engage in harassment may be subject to civil and criminal penalties as well as disciplinary action by the University.

Sexual Harassment & Sexual Violence
What is sexual harassment?
The University strives to create a campus environment that is free of sexual harassment for all of its students and employees. “Sexual harassment” is unwelcome conduct of a sexual nature. One kind of sexual harassment occurs when decisions about a student’s grades, educational opportunities, or employment depend on the student’s response to sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. This type of sexual harassment is always a violation of the university’s employment rules or code of conduct.

At other times sexual harassment may create an environment which is hostile to education or employment. Sexual harassment creates a hostile environment whenever it is sufficiently severe or pervasive to interfere with a person’s work or educational performance or to deny or limit a student’s ability to participate in or benefit from the University’s programs, benefits, services, or opportunities. Even a single instance may be sufficient to constitute a hostile environment (for example, in the case of a sexual assault). Any student or employee
whose actions create a hostile environment is violating the University’s rules and is subject to disciplinary action. Students are encouraged to report any sexual harassment before such conduct becomes severe or pervasive so that the University can take appropriate steps to prevent the harassment from creating a hostile environment. When appropriate, sexual harassment which is not so severe or pervasive as to create a hostile environment may be resolved through informal resolution or addressed by means other than disciplinary measures.

While sexual harassment typically involves people of opposite sex, it can also occur between two people of the same sex, provided that the unwanted sexual attention is based on the target's gender or perceived sexual orientation. Harassment often involves an abuse of power or authority by an individual who has control over the employment or academic status of another. However, harassment can occur between peers (e.g., student-against-student harassment).

Examples of Sexual Harassment
Sexual harassment may take many forms, including but not limited to:

• **Verbal Conduct** such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments. Other examples include such conduct as persistent, unwanted sexual or romantic attention, discussion of and rating sexual attributes and attractiveness, or asking or commenting about someone's sexuality or sex life.

• **Visual/Electronic Conduct** such as derogatory posters, cartoons, calendars, drawings, pictures, or text, whether disseminated through hard copy or electronically through e-mail, internet, or other mediums.

• **Physical Conduct** such as assault, blocking normal movement, or interference with work that is sexual in nature and directed at an individual because of his/her gender.

• **Threats and Demands** to submit to sexual requests in order to keep a job, or academic status, or to avoid some other loss, and offers of job benefits or academic opportunity in return for sexual favors.

• **Retaliation** for having reported the harassment.

Sexual Violence, Dating Violence, Domestic Violence, Stalking, Sexual Misconduct, and Consent
“Sexual violence” refers to a broad range of physical sexual acts perpetrated without a person’s consent, including where a person is incapable of giving consent due to an intellectual or other disability or to the victim’s use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment.

“Stalking” is engaging in a pattern of threatening conduct that would cause a reasonable person to fear for his or her own safety; the safety of a family member; the safety of someone the person is dating; or the safety of property belonging to any of those persons. Stalking violates the University’s code of conduct and is a felony under Texas law. Stalking may also be a form of sexual harassment.

“Dating violence” is a felony or misdemeanor crime of violence committed by a person:

• Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

• Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  o The length of that relationship
  o The type of relationship
  o The frequency of interaction between the persons involved in the relationship.

Dating violence violates the University’s code of conduct as well as state law.

“Domestic violence” is a felony or misdemeanor crime of violence committed by a person who is:

• A current or former spouse of the victim

• A person with whom the victim shares a child
in common
• A person who is cohabitating with or has cohabitated with the victim as a spouse
• A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction
• Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction

Domestic violence violates the University’s code of conduct as well as state law.

Regarding “sexual misconduct,” the University requires students to conduct themselves in accordance with its Statement Regarding Human Sexuality outlined in another section of this Handbook, and all conduct of a sexual nature must be with the consent of the persons involved.

“Consent” is an active agreement to engage in a certain act or be exposed to a certain situation. Sexual activity without meaningful, explicit, and ongoing consent is a violation of the University’s code of conduct and may be a violation of state and local law. This includes forcing, threatening or coercing an individual into sexual contact under duress and/or against his or her free will. When consent is requested verbally or physically, the absence of any explicit verbal or physical response constitutes lack of consent. Consent can be withdrawn at any time, but once consent has been established a person who changes his or her mind should communicate the withdrawal of consent through words or actions.

Off-Campus Conduct
Students and employees are expected to comply with the University's policies on discrimination, sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking whether on or off campus. Any student who is a target of this conduct on campus or off-campus by someone who is a member of the University community should report the matter by filing a grievance as described below.

Reporting a Sexual Assault
Any resident-student feeling threatened or in danger of physical harm should seek immediate assistance from a member of the residence life staff, from HPU’s Dept. of Public Safety, or from any other University official. If danger is imminent, a student should dial 911 for emergency assistance. Students living in off-campus housing should dial 911 for assistance in a physical attack or any other threatening situation. Students studying at extension centers should seek similar assistance by dialing 911 and should also notify the senior administrator at the extension center, who can help connect the student to appropriate resources on the Brownwood campus and/or in the local area. Similarly, study abroad students should contact the HPU study abroad coordinator who can assist the student in finding appropriate local resources and in communicating with appropriate personnel on the Brownwood campus.

Any student who is the victim of sexual assault, dating or domestic violence, stalking, or other conduct which may constitute a crime is encouraged to report the matter to law enforcement authorities, including the HPU Department of Public Safety or to the Brownwood Police Department. A Crime Incident Report Form can be used to report criminal activity. Such conduct should also be reported to the Dean of Students or Title IX Coordinator as described below in the Grievance Policy.

Students are strongly encouraged to report alleged sexual violence immediately in order to maximize the University's ability to respond promptly and effectively. The University will in no circumstances allow an impending graduation to compromise its adjudicative process. The conferral of a degree may therefore be held, if necessary, until proper resolution of any sexual violence charges, provided that a hearing opportunity is scheduled for the earliest practicable date that can accommodate the parties and their witnesses.
**Grievance Policy for Discrimination or Sexual Harassment**

Any student who has knowledge about or has experienced illegal discrimination, sexual harassment, sexual violence or assault, dating violence, domestic violence, or stalking should report the matter by filing a grievance under the following procedure. The University will take appropriate action to prevent a recurrence of any harassment and to correct the discriminatory effects of any harassment.

**Reporting Sexual Harassment or Illegal Discrimination to University Authorities**

Harassment is unlikely to stop unless it is confronted. In some cases, particularly when the harassment is unintended, this may simply mean informing the person directly that his or her actions are offensive or unwelcome. Other situations may require an informal consultation with the accused by a supervisor, faculty member, or Student Life official. Sometimes a conduct hearing and appropriate sanctions may be required, up to and including the dismissal of an employee or the expulsion of a student. The University does not expect students who have been sexually assaulted to confront the offending party.

Complaints about illegal discrimination or sexual harassment should be promptly reported to the University’s Title IX Coordinator or Deputy Coordinators:

- **Bill Fishback**, Assistant V.P. for Business & Human Resources
  Title IX Coordinator
  Packer Admin. Bldg. 210
  1000 Fisk Street
  Brownwood, TX 76801
  325-649-8012
  bfishback@hputx.edu

- **Francie Clark**, Director of Student Activities
  Deputy Title IX Coordinator
  Office of Student Activities
  Mabee University Center
  1000 Fisk Street
  Brownwood, TX 76801
  325-649-8305
  fclark@hputx.edu

The complaint may be made by telephone, email, regular mail, or in person. A student has the right to make an anonymous complaint; however, it may be more difficult to prove the misconduct which is the subject of the complaint and to take action against the perpetrator without the evidence and information which the reporter may have or be able to provide. Students may also submit complaints to the U.S. Department of Education Office for Civil Rights.

The University may learn about an alleged sexual assault or other form of sexual harassment/violence through various means, such as information shared with a faculty or staff member, residence life staff, or even more indirectly such as through a community member, social networking site, law enforcement, or the media. Regardless of the source, the Title IX Coordinator or Deputy Coordinators are compelled by law to investigate, so ‘responsible employees’ as defined by OCR must notify the Title IX Coordinator/Deputies of any information received.

The University will take appropriate steps to eliminate illegal discrimination or sexual harassment as quickly as possible. In some cases interim measures may be taken before the investigation and disciplinary process has been completed in order to eliminate or diminish the opportunity for additional discrimination or harassment or to alleviate the effects of the
conduct which is the subject of the complaint. Any interim sanctions will respect the rights of all students to be treated with fundamental fairness.

The Investigation Process
The University will resolve complaints submitted under this grievance policy promptly and fairly. Investigation of complaints will be as confidential as possible to acquire the information needed and will respect the rights of both the accuser and the accused.

In the course of the investigation, the University may seek to use voluntary informal discussions or mediation for resolving some types of sexual harassment complaints. However, the complainant has the right to end the informal process at any time, in which case the investigation shall continue to its conclusion. In cases involving allegations of sexual assault, mediation is not appropriate. Any agreed resolution of a complaint should fully and effectively address safety, fairness, and other appropriate concerns of the complainant, the accused, and the University as a whole.

Every complainant has the right to present his or her case. The University will conduct and conclude an adequate, reliable, and impartial investigation of the complaint within 60 days after the complaint has been received. An investigation may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks. Both the complainant and the accused will have an equal opportunity to present witnesses and other evidence. The complaint will be decided using a preponderance of the evidence standard (i.e., Is it more likely than not that sexual harassment or violence occurred?).

Both parties will be promptly notified in writing of the outcome of the complaint. With respect to complaints of sexual harassment or sexual violence, the University will disclose to the complainant information about any sanctions imposed on the accused when the sanction directly relates to the complainant, such as an order that the harasser stay away from the complainant or that the harasser is transferred to other classes, suspended, removed from a residence hall, expelled, etc. In order to comply with the Clery Act, both parties will also be informed of all sanction information if the offense involved is a sex offense.

Appeals
Either party may appeal the initial decision by providing a written notice of appeal to the Dean of Students within 10 days after written notice of the decision has been given. Both the complainant and the accused will be given notice of the appeal and an opportunity to respond. A vice president level administrator selected by the president will consider the appeal and issue a written decision within 20 days after receiving the appeal. A decision on the appeal may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

Interim sanctions, including sanctions previously imposed and any additional appropriate sanctions, may be imposed or continued during the appeal. The University shall respect and protect the rights of both parties until the appeal is resolved. Both parties will be promptly notified in writing of the outcome of any appeal, which shall be final. The accused will be notified of any changes to the sanctions, and the complainant will be given any notice of sanctions or changes in sanctions to which he or she is entitled, as described above.

Retaliation is Prohibited
No University employee or student shall retaliate in any way against a person for making a complaint, testifying, assisting, or participating in any manner in an investigation or grievance proceeding. Retaliatory actions which are prohibited include intimidation, threats, coercion, or discrimination against any such individual. Any person may report retaliation to the University’s Title IX Coordinator or Deputy Coordinators via the contact information shared in previous sections. Complaints of retaliation will be investigated by
the University under the same grievance processes and standards outlined above for other complaints of sexual harassment, sexual violence, or other illegal discrimination.

Support and Counseling
The University Counselor’s office provides resources to assist students with any personal difficulty including the repercussions of a sexual assault. Counseling is confidential. Seeking assistance does not require that a student report an assault; however, the counselor is compelled by law (the Clery Act) to report that an alleged sexual assault has occurred. The report does not need to identify the victim, nor does it usually need to identify the accused perpetrator. As it encourages the reporting of any assault, the University also strongly encourages any student involved in this type of situation to seek professional support.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) INFORMATIONAL GUIDELINES

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

* 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 written requests to the Office of the Registrar and identify the record (s) they wish to inspect. The staff of the office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained in the Office of the Registrar, the student will be notified of the correct official to whom the request should be addressed.

* The right to request an amendment to the student’s education records that the student believes are inaccurate or misleading.

    Students who wish to ask the University to amend a record should write the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of the hearing.

* The right to provide written consent before the university discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

    One exception which permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (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. Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the
school's annual notification states that it intends to forward records on request.

* The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5920

FERPA allows institutions to disclose information designated as "directory information" without a student's consent. At Howard Payne University directory information includes a student’s: name, address, telephone number, parent’s or guardian’s name, spouse’s name, marital status, major field of study, dates of attendance, current enrollment status (full-time/part-time), classification, receipt or non-receipt of a degree, and academic awards received (dean’s list, honor roll), past and present participation in official recognized sports and activities, physical factors (height, weight for athletics, date and place of birth.)

Under FERPA, disclosure of information without a student's consent is permitted in the following situations:

* to school officials who have a legitimate educational interest,
* to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs,
* in connection with financial aid; including Veterans’ benefits,
* to organizations conducting studies for or on behalf of educational institutions,
* to accrediting organizations,
* to parents of an eligible student if the student is a dependent for IRS tax purposes,
* to comply with a judicial order or
* lawfully issued subpoena,
* in a health or safety emergency,
* information the university has designated as directory information,
* to an alleged victim the final results of a disciplinary proceedings with respect to an alleged crime of violence or a non-forcible sex offense.
* to the general public, the final results of a disciplinary proceeding, subject to the requirements, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.
* to parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

FERPA protects students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. Students who have applied but have not attended an institution and deceased students do not come under FERPA guidelines. Parents of students termed as “dependent” for income tax purposes may have access to the student’s education records. A copy of the parent’s most recent Federal Income Tax return, where the parents declared the student as a dependent, must be submitted to the Office of Student Records to document “dependency.”

With certain exceptions, an education record is any record (1) from which a student can be personally identified and (2) maintained by the university. A student has the right of access to these records.

Education records include records in any medium (handwritten, print, magnetic tape, film, diskette, etc.) that are in the possession of any
school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

Records that are not defined as "education records" include the following:

* sole possession records or private notes held by school officials that are not accessible or released to other personnel,
* law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit,
* records relating to individuals who are employed by the institution (unless contingent upon attendance),
* records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment,
* records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution, i.e., alumni records.

To authorize the release of a transcript, students must submit, by mail or fax, a signed written request or by completing and signing a transcript request form available in the Office of the Registrar. Due to the signature requirement, transcript requests cannot be accepted by email; however, printed, signed, and scanned request forms attached to an email is acceptable.

The increasing technology will have an impact on FERPA. The use of computerized record-keeping systems is increasing at a fast pace. We can anticipate that the distribution of electronic data will eventually replace most paper documents and provide much information about students to school officials through desktop terminals. It is the responsibility of each school official to understand their legal responsibilities under FERPA. The same principles of confidentiality that apply to paper records also apply to electronic data.

For more information about FERPA, see the Family Compliance Office Web site at www.ed.gov/fpco.

Contact the Office of the Registrar at: Office: 325-649-8011 — Fax: 325-649-8909 or Howard Payne University, Office of the Registrar, 1000 Fisk Street, Brownwood, TX 76801.

CLASS ATTENDANCE

In-Residence Attendance Policy - There is no system of free absences at Howard Payne University. To ensure that students do not miss significant instructional material that jeopardizes their success in class, students are expected and urged to attend all class sessions. Students have full responsibility for accounting to their instructor for absences. Absences are counted from the first day the class meets, not from the date the student registers. A student must attend class a minimum of 75% of the sessions in order to receive credit for the course. Students who exceed the allowable absences will be assigned a grade of F. However, given extenuating circumstances, a student may request an opportunity to rectify the deficiencies created by their absences. In such cases, the faculty member may approve a plan to complete missing assignments.

The instructor in each course is expected to state an attendance policy in the course syllabus. Each student is expected to familiarize himself or herself with this policy at the beginning of each course. EACH INSTRUCTOR MAY ESTABLISH A MORE STRINGENT ABSENCE POLICY IF IT IS OUTLINED IN THE COURSE SYLLABUS. All absences, excused or unexcused, are counted as classes missed. Work missed for an excused absence may be made up but the absence is still considered in the total count. Students are expected to report for class on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing class attendance.
Online Attendance Policy: Online courses follow the University's attendance policy. Professors count attendance based on submission of assignments by specific due dates, by discussion board participation, or other academic-related activities (quiz, homework, sign-in sheet, etc.). A student's failure to complete a task will be considered an absence and will be treated in accord with University policies.

In-residence and online attendance policies are defined by instructors in the course syllabus. The last date of attendance in an in-residence or online class will be determined by the student's most recent participation in course activities.

CHAPEL/STUDENT ASSEMBLY

Chapel is an important part of student life at HPU and is a required element for graduation. Four (4) semesters of Chapel credits are required to graduate from Howard Payne University. A team of University administrators, under the auspices of the Office of Student Life, direct Chapel. The mission of Chapel is to promote a vibrant relationship with Jesus Christ in a praise and worship format. Occasionally, a Student Assembly will be held for the purpose of promoting cultural awareness, academic life, student activities, and world events in a student-friendly setting that integrates faith and life.

Chapel services are held on Wednesdays during the fall and spring semesters and are structured to provide students with the opportunity to hear inspirational speakers/programs that will encourage them in their spiritual journey of faith and present the gospel to those who might not otherwise have that opportunity. Students are encouraged to attend all Chapel programs and, in combination with occasional Student Assembly credits, are required to accumulate a minimum of 14 attendance credits to pass Chapel each semester. Students may track their attendance record in CampusConnect.

Attendance at Chapel is electronically monitored through the bar code attached to the official University Student Identification Card. Cards will be scanned as students enter the designated meeting location. Students will not receive credit for Chapel attendance if they do not have their ID card. Students arriving to Chapel after the doors have been closed will not receive credit for attending. Students leaving early will be subject to failure for the entire semester. It is the student's responsibility to ensure that her/his ID card is scanning properly. Damaged ID cards can be replaced in the Office of Student Life.

Requirements for Chapel are as follows:
1. Each student must pass four (4) semesters of Chapel attendance.
2. Each student will receive a Pass/Fail grade based on her/his attendance. The grade has no bearing on the student's grade point average.
3. There will be no pre-scheduled “extra credit” opportunities for Chapel credit. You must earn your 14 attendance credits by attending Chapel or through the servant leadership option highlighted below.
4. All full-time HPU students are required to attend Chapel unless they are 24 years of age or older. Students who turn 24 years old after the first class day of the fall or spring semester will be required to complete that semester's Chapel attendance requirements. Attendance requirements have been lowered over the years and viable alternatives developed so that no student should have excuse for not fulfilling the necessary requirements.
5. For every 15 hours of transfer credit accepted by HPU, a student will receive a semester of Chapel credit.
6. Should a student fail to accumulate the required number of semester credits to pass Chapel, s/he will not be permitted to graduate. There are no make-ups for missed semesters of Chapel.

Alternative Means to Earn Chapel Credits

In lieu of attending regularly scheduled Chapel sessions, students are offered an alternative method to fulfill Chapel requirements: Servant Leadership opportunities.
The goal of the Servant Leadership option is to encourage students to become involved in volunteer opportunities as an outflow of their Christian lifestyle. To earn credit through the Servant Leadership option, students must attend an Orientation Meeting at the beginning of the semester (1 credit), volunteer in an approved program* for at least 12 hours per semester (not to exceed 2 hours in any one week), and complete an End-of-the-Semester Reflection requirement (1 credit). Completing these 14 hours of Servant Leadership would satisfy the Chapel requirement for the semester in which the volunteer service was completed. Students may not mix-and-match Servant Leadership hours with Chapel attendance to reach the required 14 attendance credits. All 14 hours must be earned through the Servant Leadership program exclusively.

*Service opportunities are coordinated by the Baptist Student Ministry office and must be pre-approved.

Questions about Chapel policies or records should be directed to the Office of Student Life, 2nd Floor, Mabee University Center, (325) 649-8017, slife@hputx.edu

STUDENT LIFE

Philosophy
Howard Payne is committed to the idea that a university experience should provide students with a wide range of opportunities to learn both inside and outside of the classroom. Residence halls, organizations, activities, and social experiences should combine to encourage deeper learning in areas such as practical Christianity, democracy, personal health and wellness, self-esteem, current events, and life concerns. Accepting the underlying premise that the more students know and understand, the better choices they will be able to make, the University commits its resources toward a philosophy that encourages optimum growth and maturation in the social, spiritual, emotional, and physical areas of college life in concomitant support of their intellectual training.

Coupled with learning that takes place inside the classroom, learning that takes place outside the classroom walls encourages students to grow, mature, and reach their maximum potential. The philosophy underlying this concept fits the mission and ideals of Howard Payne University.

Student Life Mission Statement
The mission of Howard Payne University Student Life is to provide an engaging, Christ-centered environment in which students experience holistic growth and ongoing personal development. As committed professionals, we strive to educate, mentor, and support students in order to positively impact their world.

Structure of Student Life
Student Life is comprised of the following offices/services for students:
• Athletics
• Baptist Student Ministry
• Chapel/Student Assembly
• Cheerleading
• Clubs/Organizations
• Counseling
• Health Services
• Intramurals
• Jacket Journey
• Mail Services
• Public Safety
• Residence Life
• Student Activities/Programs
• Student Conduct
• Student Government
• Student Handbook
• Wellness Center

STUDENT INVOLVEMENT

Student Participation in Decision-Making
Students are involved in the decision-making process through their inclusion in University-wide committees such as Curriculum, Library, and Chapel. Students do not attend Board of Trustee meetings except by invitation.
Student Organizations
Following the philosophy of student development that much of one’s learning happens beyond the classroom, clubs and organizations are an important part of campus life at Howard Payne University. They afford students the opportunity to develop leadership skills and to become involved on campus in a variety of ways. The system of student organizations at HPU is operated under the auspices of the Office of Student Life. Any club, organization, or group functioning in an organized manner must be approved by the University, adhere to its policies and procedures, and respect the values and mission of the University. Certain student organization oversight functions are delegated to the Student Government Association.

University Expectations of Organizations
Organizations of the University are to abide by all policies of the University. Members of organizations should behave as integrity-filled leaders and are to adhere to all University regulations. Violations committed by the organization as a distinct campus group or by individual members may result in the disciplining of the organization. The University prohibits illegal discrimination by student organizations. For example, the University requires that student organizations be organized, admit to membership and participation, and in all respects function without regard to a student’s race, national origin, age, or disability. Only when the law permits discrimination by student organizations on the basis of gender, for example in the membership of sororities and fraternities, will the University allow sex discrimination in student organizations. The following are a few of the expectations of each campus organization:

• **IOC involvement**: Organizations are required to send a representative to Inter-Organizational Council (IOC) meetings, held at the beginning of each semester. Failure of a University organization to do so, or failure to make prior arrangements with the Director of Student Activities for an absence from the IOC, will result in an indefinite delay in processing all organization event/activity requests. Holds will be withdrawn only upon consent of the Director of Student Activities after such time as the organization president fulfills a scheduled appointment to review the matter. If the organization fails to resolve the matter, signifying the group’s noncompliance, that organization may be placed on probation.

• **Rosters**: Organizations are required to submit an accurate roster via OrgSync by the second week of each semester, and a New Member Roster Form at the beginning of each new member education period. Failure of an organization to submit a membership or a new member roster by the assigned due date will result in a hold on group activity requests. After written notice of the organization’s oversight, a time limit will be set for the roster’s submission; if a second date is given and missed, the group may be placed on probation. To remain an active, University-recognized student organization, minimum membership requirements are set forth based on organizational classification (see subsequent section, “Organization Structure,” for details). The minimum requirements must be met by active members, though organizations may count one honorary and one “sweetheart”-type member; membership requirements must be met at all times during the academic year. Additions to an organization’s roster after the specified roster due date are subject to approval by the Director of Student Activities.

• **Officers**: Organizations are required to submit their officers via their OrgSync roster at the beginning of each semester. Organizations are also required to inform the Director of Student Activities when there is a change of officers by notifying the Director of Student Activities.

• **Ineligible members**: Ineligible members may not participate in any activity or event held in the name of their organization, including but not limited to meetings, pledging activities, events, formals (not even as a guest of a member), etc. (See subsequent section, “Organization Policies,” for an explanation of membership eligibility.) If an organization permits an ineligible member or a new member, about whom they have received notification, to participate in the group’s activities, that organization may be placed on probation.

• **T-shirts**: All T-shirt designs must be approved by the Director of Student Activities before
placing the order. This approval is done via the T-shirt approval form on OrgSync. If groups are planning to use Buzzsaw or any official HPU logos or artwork, the Assistant Vice President for University Communications must also approve the design. Intramural and athletic team shirts must be approved by the Intramural program director or the Director of Athletics, respectively. If an organization produces unapproved T-shirts or other apparel, the items will be subject to confiscation by the Director of Student Activities and the organization subject to probation or suspension. Please allow at least 3 business days for approval of designs.

- **Risk Management Training:** A risk management training program is required for designated student organization leaders and advisors. A subsequent section of this handbook provides additional details regarding this requirement.

- **Sanctions:** Possible sanctions for an organization found to be in violation of University policy include:
  
  **Probation:** Probation of an organization is a formal censure by the Office of Student Life which governs campus organizations. During this time a group must adhere to all University policies pertaining to organizations and its members. Any noncompliance with these regulations will be viewed seriously and may lead to the suspension of the organization.

  **Suspension:** Suspension of a University organization due to flagrant violations of policy may last from one semester to a permanent suspension. Suspension will remove the group from all University listings, prevent meetings and activities of the group and freeze University financial accounts. If the suspension is a permanent one, the organization will be disbanded.

**Organization Structure**

Organizations are classified into one of three categories at HPU: “Local Greek” (G), “Departmental/ National-Affiliated” (A, Affiliated), and “Open” (O).

The “Local Greek” category includes all socially-oriented fraternities and sororities which are open to the entire student body (of their respective gender). Organizations in this category must maintain at least 15 members.

The “Departmental/ National-Affiliated” category includes organizations which are either affiliated with the university (e.g., receive a budget from the University, run by faculty, etc.), affiliated with a national entity, or whose members must meet specialized requirements such as a major field of study. There is no minimum membership requirement for organizations in this category, though it should be noted that healthy, vibrant groups will more capably fulfill their respective missions with a sizeable group of dedicated members.

The “Open” category would include non-Greek student organizations which are not affiliated with a major or department of the university or a national entity. Organizations in this category must maintain at least 10 members. First-year students in their first semester of college at HPU are eligible to join open organizations.

**Organization Policies**

To be recognized as an official student organization, students seeking to charter an organization must be aware of and abide by the following policies:

1. Any club or organization determined by the Office of Student Life to fit the criteria of a student organization must apply for recognition with the University.

2. To receive University recognition, a new organization must submit a copy of its proposed constitution and a list of charter members (minimum roster requirements must be met) and advisors to the Director of Student Activities. The request will be processed as follows:
   
   a. Director of Student Activities approval - Following a review of the proposed constitution, Membership Roster, and Advisor Forms.
   b. Student Government Association approval - Following a one-week study of the proposed constitution and by-laws.
   c. Dean of Students approval - Notification of activation will be given by the Office of Student Life. New student organizations that are not approved must wait
until the next academic year to reapply for recognition.

3. All organizations must maintain an up-to-date copy of their constitution and by-laws on file in the Student Activities Office. Constitutional amendments must be reported to the Director of Student Activities for approval.

4. Only recognized student organizations may use University facilities, be listed in HPU publications, or use the University name in any of its activities.

5. All organizations must abide by University regulations and must conform to administrative direction as instructed by the Office of Student Life.

6. Failure to comply with all rules or University directives will result in the discipline, suspension, and/or revocation of the charter of an organization.

7. Students who hold an elected office must be free of disciplinary violations both prior to and during their term in office.

Membership: Only full-time undergraduate students (minimum enrollment of 12 credit hours) currently enrolled at HPU may participate in campus organizations (except in unusual circumstances), and a cumulative grade point average (g.p.a.) of at least a 2.0 must be maintained. Organizations may require a higher g.p.a. standard. Students on academic or disciplinary probation may not participate in campus organizations. Students not making satisfactory progress toward their degree (as determined by the Registrar Office) are not eligible to participate in student organizations for the duration of the time period they are listed on the "nonsatisfactory progress" roster. Exceptions to the academic probation and nonsatisfactory progress participation rules may be granted for students who are enrolled and actively participating in the University’s academic recovery program. Students who drop below 12 credit hours during the academic semester may not participate in athletics, student organizations, or intramural sports. Graduate students and nontraditional students taking less than 12 credit hours must appeal to the Director of Student Activities for approval to participate in student organizations; approval will be granted on a case-by-case basis. Students may participate in Baptist Student Ministry non-leadership capacities regardless of g.p.a. or satisfactory progress, and may be allowed or required to participate in certain departmental organizations based on academic major without regard to these criteria. Organization membership and officer rosters must be updated each semester and submitted to the Director of Student Activities, and advisor/officer changes are to be immediately reported for approval by the Director of Student Activities.

Activity Approval: All organizational activities, including meeting times, parties, trips, and other related events, whether they will be held on or off campus, must be approved and placed on the University calendar. Event request forms on OrgSync must be completed at least five working days prior to the event. Subsequent changes must be approved in the same manner.

Student Government Association Attendance: “Local Greek” and “Open” organizations must be represented at Student Government Association (SGA) meetings in accordance with the SGA constitution. It is advisable for “Departmental/ National-Affiliated” organizations to attend SGA meetings, though not required; however, in order to be granted voting rights for the semester or to be eligible for SGA funding (for those organizations that qualify under SGA funding guidelines), “Departmental/ National-Affiliated” organizations must indicate their intent to participate in SGA at each semester’s Inter-Organizational Council meeting. Once a “Departmental/ National-Affiliated” organization has opted in for SGA attendance, it will be subject to the standard SGA attendance requirements for that semester.

Policy for Organizations Falling Below Membership Requirements: If a “Local Greek” organization falls below 15 members or an “Open” organization falls below 10 members, the following policies will take effect:
1. To petition for provisional active status, student organizations whose membership has fallen below the required threshold must submit a written appeal to SGA and be prepared to appear before the assembly if requested.
2. For the written appeal to be considered, it must contain the following information as a condition of receiving provisional active status for one academic year:
   • A recruiting strategy that details a recruitment timeline and goals;
   • A calendar of proposed events for the academic year; and,
   • A list of fundraisers that the organization will accomplish during the provisional period.
3. Student Government can only waive the membership requirement for one academic year, after which those organizations not meeting the requirement will automatically be recommended for charter revocation to the Office of Student Life without further consideration by the SGA.

REACH: The Greek REACH (Recognition of Excellence and Achievement) annual accreditation will be completed by all local Greek chapters as well as Nationally affiliated Greek letter organizations. This accreditation will serve as a basis for Greek Chapter awards and create truth in advertising so that achievements within this community can be recognized. This document is submitted annually to the Director of Student Activities and revised annually by the Greek Council.

Organization Financial Accounting
Each organization is responsible for its financial obligations and is expected to fulfill all financial commitments. The University is in no way responsible for the financial obligations of the organizations. The University Business Office must be the depository for all funds of those organizations that receive a budget from HPU or desire to utilize the University’s tax-exempt status. For off-campus banking, checking accounts must be set up to require two signatures: the organization advisor's and treasurer's, and monthly statements must be submitted to the Director of Student Activities. An organization may choose to maintain an on-campus and an off-campus account at the beginning of the semester, but must fill out all of the proper paperwork with the Director of Student Activities. To maintain compliance with state fundraising and occasional sales laws, all monies generated through fundraising efforts must be deposited and maintained in an on-campus account. Organizations may deposit non-fundraised monies (e.g., dues) in an off-campus bank account if desired.

Solicitation of Funds
Solicitation of funds and donations on or off campus must be approved by the Dean of Students and the Chief Development Officer. A Student Organization Fundraising Approval Form on Orgsync must be submitted at least two weeks prior to the proposed fundraising event. A copy of the approved or denied form will be sent back to the primary contact person once the fundraising project has been reviewed. Potential donors must not be contacted before fundraising approval is granted. Space must be reserved for every on-campus fundraiser through the Activity Request Form on OrgSync.

The following guidelines must be followed for all student organization fundraising:
1. The organization advisor is responsible for payment of goods.
2. Any donations, goods, money, or services must be reported to the V. P. for Development, 803 Center Avenue, Brownwood, Texas 76801.
3. Funds raised should be for the organization, not for individual students.
4. To raise funds on behalf of the university, students should carry a letter from HPU giving the student permission to solicit. This letter can be signed by the organization’s advisor or the Dean of Students.
5. Fundraising should not be self-serving.
6. Raffles are not permitted.
7. If the fundraiser is a sale (e.g., bake sale, t-shirt sale, etc.), only one may be conducted per organization per month. There is no limit on the number of service fund-raisers (e.g., car wash, babysitting, etc.) allowed.
8. The student organization is responsible for sending thank-you notes or letters to each donor once funds are received.
Risk Management
At least once per academic year, the Director of Student Activities will coordinate a risk management training program for student organization leaders and advisors for selected organizations. The training is required for up to four officers (e.g., president, vice president, social/events chair, new member educator) and advisors. All must sign a statement of acknowledgement, confirming that training has been provided and the group will take adequate steps to minimize risks. The trained officers and advisors must report on the training program’s contents at a meeting of the full membership of their student organization. Failure to meet the training attendance requirements will result in loss of recognition as a student organization.

The risk management training may include any topic deemed appropriate by HPU but must address the following topics:
1. Alcohol and illegal drugs – possession, use, and penalties
2. Hazing
3. Sexual abuse and harassment
4. Fire and other safety issues, including possession/use of firearms, weapons, explosives
5. Group travel outside the surrounding area
6. Behavior at parties and other organization-sponsored events
7. Adoption by student organizations of a risk management policy

This policy is derived from Texas Education Code, SECTION 1. Subchapter Z, Chapter 51, Section 51.9361.

New Member Education Regulations
1. Students wishing to go through the new member process must have a 2.0 cumulative grade point average (g.p.a.), may not be on academic or disciplinary probation, and must be making satisfactory progress toward their degree as defined by the Registrar Office.
2. A student must have completed at least 12 semester hours at HPU to participate in new member education. Students who have graduated high school within six (6) months of the start of a recruitment process may not participate in that semester’s new member education process.
3. Transfers meeting minimum standards may begin their new member education process but may not hold office until completion of one semester. Standards include having completed at least 12 verifiable semester hours at another institution (not dual credit from high school) and must have earned at least a 2.0 cumulative g.p.a.
4. Provisional students who wish to join a Greek organization must receive written permission from the head of the Provisional Program prior to participating in any new member education activities.
5. Organizations are required to certify that all new members qualify in every way. They are to submit a New Member Roster Form to the Director of Student Activities for final certification of eligibility, along with a signed Greek Life New Member Form for each prospective new member. Improper certification of a new member may result in sanctions against the organization.
6. New member education will be restricted to the hours of 8:00 a.m. to midnight, Monday through Saturday.
7. New member education activities, either group or individual, will not be allowed in classes.
8. New member education activities are not allowed in Chapel/Student Assembly.
9. New member education activities are not allowed in the cafeteria.
10. New member education activities should not exceed six (6) weeks in length. The new member education period may be shorter than six (6) weeks, however.
11. Organization presidents, new member educators, and advisors must collaboratively complete and submit a New Member Activity Calendar supplied and collected by the Director of Student Activities, explain their events in as much detail as possible.
12. Prior to participating in the new member education process, prospective new members must attend a mandatory meeting coordinated by the Director of Student Activities where these guidelines will be explained.
13. New Members who do not complete the new member education process must meet with
the Director of Student Activities and take their name off of the chapter’s roster.

14. Students may not complete the new member process with two organizations within the same semester.

15. Students who discontinue new membership education at any point during the process may not go through the process with another organization for one full calendar year.

Prohibition of Hazing

Under state law (V.T.C.A., Education Code, Sections 4.51 through 4.58), individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the 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 for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

1. any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement to 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 food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the students to an unreasonable risk of 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;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the Dean of Students first-hand knowledge that a hazing incident is planned or has occurred. A person’s consent to a hazing activity does not legalize the activity.

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Dean of Students and immunizes that person from participation in any judicial proceeding resulting from that report. The penalty for failure to report is a fine of up to $1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and includes fines from $4,500 to $10,000 and/or confinement for up to two years.

The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

Howard Payne provides an anonymous hazing submission form for students to report incidents to the Director of Student Activities.

Copies of the entire hazing bill enacted by the Texas legislature are available from the Office of Student Life or the hazing bill may be viewed in its entirety at the “Texas Legislature Online” website at: http://www.legis.state.tx.us/

The hazing bill is found in the Texas Education Code, Chapter 37, sections 37.151 through 37.157.

Advisor Responsibilities

Each organization is required to have at least two faculty or staff advisors, registered and approved by the Director of Student Activities by the conclusion of the first meeting. Organization advisors must be employed by the
university at least half-time and may not serve more than one social fraternity/sorority concurrently. The advisors role is as follows:

1. To act as a consultant in the areas of setting goals, problem solving, policy making, and upholding guidelines and purposes.
2. To attend organization and officer meetings as determined appropriate.
3. To attend all events where an Activity Request Form was submitted and approved through Student Activities.
4. To attend, as the University representative, all off-campus and overnight activities providing guidance and support and assuming leadership in the event of an emergency. In cases where an event is not for the entire membership (such as small service projects, group Bible studies, group cook-outs, etc.), the advisor may use discretion about whether or not advisor attendance is required. The University strongly encourages each advisor to occasionally check on various events to ensure transparency between chapter leaders and advisors.
5. To review and approve all activity requests and return them to the Director of Student Activities in a timely manner.
6. To provide continuity for the organization from year to year.
7. To provide guidance for understanding and adhering to University policies, including those regarding new members (pledging) and membership.
8. To supervise financial arrangements making certain that a purchase order is obtained and available before signing the requisition. Invoices should be submitted to the Business Office promptly.
9. To attend an initial risk management training coordinated by the Director of Student Activities and help ensure advised organization complies with sound risk management protocols. Advisors are encouraged to attend annually for updates.
10. At least one advisor per organization attends the Student Organization Advisor meetings when scheduled with the Student Activities Director.
11. Float Building and Spring Sing practices:

Advisors are not expected to be present during float construction or rehearsals for Spring Sing at off-campus locations, though they are asked to go to the location occasionally to check progress and provide encouragement to the organization members. Advisors must approve the final Spring Sing production to ensure appropriate conduct. Advisors must also ensure that the building where the float is constructed is used respectfully.

Organization Responsibilities to Advisors

Student Organizations must give the following considerations to their advisors:

1. The leaders of the organization are expected to consult the advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity that they believe is not consistent with the university mission, policy, or procedure, or is not in the best interest of the organization and/or its members.
2. The organization is expected to keep the advisor informed of all organization business. It is an expectation that advisors are welcome to attend any meeting (committee, new member, or executive council included) at any time.
3. The organization is expected to pay babysitting fees for advisors who need this service in order for them to attend an activity for the organization; food, travel, and lodging must also be paid for advisors and spouses when attending required events off-campus or out-of-town.
4. Students are expected to recognize the major responsibilities of an advisor and show them their appreciation throughout the year.

OFFICIAL HPU ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION – The Student Government Association (SGA) consists of all students who are enrolled in a degree program at HPU. Meetings are held weekly at a published time and location and are
open for all students to attend. The group of officers and representatives, who are elected by the student body, function as the official voice of the student body and act as a liaison between the students and the administration of the University.

Student Government Association also includes a Student Supreme Court. The Supreme Court consists of five students who are nominated by the SGA. The members of the Supreme Court hear cases pertaining to elections and organizational complaints. Additionally, they may hear cases of student discipline forwarded by the Dean of Students or his designee.

Campus elections are conducted seasonally by the SGA to fill various offices. Those students who wish to run for an office must have a cumulative grade point average of 2.0 and be in good standing with the University. Please see the Student Government Association Constitution for more information about SGA. The Student Government Association constitution is available on the HPU website.

**INTER-ORGANIZATIONAL COUNCIL** – The Inter-Organizational council is made up of all organization presidents and organization advisors. This body meets at least once a semester to plan organizational cooperation with campus activities and is directed by the Director of Student Activities.

**“Local Greek” (G) Organizations**

*CHI ALPHA OMEGA* – A sorority that emphasizes school spirit, Christian fellowship, and lasting sisterhood.

*DELTA CHI RHO* – A social service organization dedicated to serving the school and community.

*GREEK COUNCIL* – A governing body for Greek chapters made up of two representative from each chapter.

*IOTA CHI ALPHA* – A men’s service organization created to serve HPU and the surrounding community and to exemplify the likeness of Christ by placing Him first.

*SIGMA THETA PHI* - A men's social spirit organization intended to promote and enhance Christian fellowship throughout the university.

**ZETA CHI** – A social, spirit organization dedicated to promoting University spirit and Christian fellowship through brotherhood.

**“Departmental/ National-Affiliated” (A, Affiliated) Organizations**

*ALPHA PSI OMEGA* – Honorary dramatic fraternity to promote an honor society for those working in theater/arts.

*BETA BETA BETA* – An honor society for the life sciences.

*CHEERLEADERS* – A group of students supporting the varsity athletic program, serving as ambassadors for HPU, and competing in the sport of cheerleading.

*CRIMINAL JUSTICE CLUB* – A club to further acquaint and teach members about the different aspects of criminal justice, and to get members involved and acquainted with professionals in the field.

*EXERCISE & SPORTS SCIENCE CLUB* – A club designed to better ourselves in preparation for professions dealing with health, fitness, and recreation.

*GAMMA BETA PHI* – A national educational service organization dedicated to encouragement of scholastic effort, reward of academic merit, and promotion of worthy character and leadership.

*JACKET AMBASSADORS* – A group of students devoted to promoting HPU and strengthening the student body by empowering current students to engage with prospective students. This campus service organization will encourage student leadership and advance institutional enrollment goals.

*KAPPA DELTA PI* – An honor society for junior and senior students in education.

*KAPPA KAPPA PSI* – A national service fraternity for band students.
MINISTERIAL ALLIANCE – Engaged in deepening the spiritual being of men and women preparing for the Gospel ministry.

PI GAMMA MU – A national honorary organization for junior and senior students in the social sciences.

PSI CHI - An international honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.

PHI BETA LAMBDA – An international business society.

SIGMA BETA DELTA – An international business honor society.

SOCIAL WORK CLUB – Honorary organization for social work majors.

STUDENT ACTIVITIES COUNCIL - The Student Activities Council is the University's student-operated campus programming organization. It plans, coordinates, and produces numerous events in an effort to provide the Howard Payne student body with quality entertainment and stimulating cultural programs.

TAU BETA SIGMA – A national service sorority for band students.

BAPTIST STUDENT MINISTRY – A student-led ministry under the guidance of the BSM director. This ministry seeks to follow the vision of I Thessalonians 2:8, summed up in saying that we will share the Gospel and our lives with those around us. The BSM is divided into three main areas of focus: Missions/Evangelism, Prayer/Discipleship and Worship/Church Life.

Missions & Evangelism – Serving the least of these in our world and community through a variety of creative student-led initiatives and exploring together how we might make a difference for those in need. Students are also given the opportunity to apply and serve through Go Now Missions, a collegiate mission sending agency of the Texas Baptists. (see gonowmissions.com) Providing students opportunity to know Christ’s love and make that love known on our campus, in our community, and throughout Texas through evangelism training, ministry to children, youth and the elderly, outreach events and more.

Prayer & Discipleship – We seek to help students grow deeply in their relationship with God and others as they know God better. Opportunities are available for students to read and study the Bible with their peers, worship and pray as they live out their faith at Howard Payne.

Worship & Church Life – The BSM at HPU exists because churches exist. We are always seeking ways to connect our students to local churches by getting them involved. Students can participate in a campus worship experience, but are also encouraged to find a local church home. Students can also serve as disciple now leaders in area churches, lead fifth quarters, and help us give back to our local churches in service.

For more information, call 325-649-8319, e-mail kplatte@hputx.edu, or visit the BSM office in The Hub, just across the street from the Mabee University Center, between Veda Hodge Hall and the on-campus duplex student housing.

“Open” (O) Organizations

ANIME, GAMING, TRADITIONAL (AGT)- The purpose of this organization is to make and strengthen friendships through a medium of entertainment not expressed by other organizations of HPU.

ARCHERY CLUB – An organization to promote the sports of archery for both hobby and competitive events, to teach the skills needed to safely do archery events, to share the sport with youth, and to use archery as an avenue to share the gospel of Jesus Christ.
FELLOWSHIP OF CHRISTIAN ATHLETES – A program to confront students, student-athletes, and coaches—and through them the youth of the nation—with the challenge and adventure of following Christ through the fellowship of the church.

non-TRADITIONAL LEARNING COMMUNITY – An organization to help increase the participation of non-traditional students in campus activities, providing and establishing a family-friendly atmosphere. nTLC helps students, faculty, and staff to understand the special needs of the non-traditional students.

el CLUB de ESPAÑOL – A club to promote peace through understanding among all people of different ethnicities, to celebrate Hispanic culture and endorse interest in the study of Spanish, and to engage in cultural activities and participate in services to our community.

HPU RUNNING CLUB – A club to promote community connectedness and personal well-being through organizing group running events, pursuing competitive races, and providing an atmosphere where runners can develop healthy fitness patterns and lasting relationships.

NEW AGE DISCIPLES – A club that seeks to promote Christian fellowship and University spirit by stepping and dancing.

STUDENT ACTIVITIES

The purpose of student activities is to enhance student development by meeting the physical, spiritual, intellectual, and social needs and interests of the student body through student programs and activities. Leadership, independence, and responsibility are also developed through the implementation of these programs and activities. The University is concerned for the total development of each student; therefore, in addition to the formal curriculum, a wide range of activities are designed to help the student become a more mature, aware, and enlightened individual. The Office of Student Life seeks to enrich the educational experience through life-changing programs and services resulting in an integrated education known for leadership, service, Christian faith, and the total development of students.

Student activities at Howard Payne are designed to provide recreation, to develop social skills, to help the student learn to work better with others, to give spiritual and intellectual stimulation, to allow the pursuit of individual interests, and to lead to a better understanding of the world and of one’s self.

Howard Payne encourages students to be active participants in the activities provided and in campus organizations. However, over-involvement can be academically devastating. It is the student’s responsibility to achieve and maintain the appropriate balance of personal interests, needs, and abilities.

Intramural Sports

The University intramural program is designed to provide organized sport competition and recreational activities among students, faculty, and staff. HPU Intramurals offers a variety of team and individual recreational sport and activity competitions including flag football, soccer, volleyball, basketball, ultimate Frisbee, softball, table tennis and tennis. Special activities are offered based on student demand. The HPU Intramural program is implemented with the help of HPU Student Directors as well as student coaches and officials. All students are encouraged to be a part of one, if not all intramural sports and activities. For details regarding specific intramural activities, guidelines and policies, and starting a team, please contact the Director of Intramural Sports, or log on to the OrgSync program.

Student Publications

SWARM – A yearbook published by HPU and edited by a staff appointed by the student editor. The main purposes of the yearbook are to emphasize college spirit and to provide a record of activities and events.

THE YELLOW JACKET – A bi-weekly newspaper published by the University covering campus news.
All student publications are subject to approval by a faculty/staff advisor.

**Student Events**

Howard Payne University seeks to provide a wide range of approved activities for its students. There are, however, some activities which are not allowed by the University because of their illegal nature, because of their potential for harming other individuals or University property, or because they are contrary to the religious or ethical convictions of the University. Activities that are approved by the University include but are not limited to:

- Chime Out
- Day 1
- Daze of Payne
- Family Weekend
- Homecoming
- HPU Fest
- Impact
- Jacket Journey
- S.W.A.R.M.
- Yellow Jacket Monday

See the University Calendar of Events online (www.hputx.edu) for more opportunities to get involved.

**Posting Policy**

For posting flyers on campus, an approval stamp is required from Student Activities (2nd floor, Mabee University Center). Activities/events must first be approved through the Event Request Form on OrgSync before any advertising is displayed. Approved advertisements by registered student organizations should be posted for a period not longer than one month. Advertisements should be removed by the posting organization when expired. When posting, do not cover up existing flyers or take down other flyers unless they are clearly expired. Additional guidelines for posting flyers, banners, handbills, or posters include:

1. Only 20 flyers may be posted on campus per event. Within the residence halls, only two flyers per facility are allowed. It is preferable to have an original copy stamped and then make copies to be posted.

2. Posting on automobiles is forbidden.

3. No glitter is to be used on any flyer, banner, handbill or poster.

4. Students should allow sufficient time in the event planning timeline to have advertisements approved, accounting for weekends and University breaks.

5. All flyers, banners, handbills, or posters must include the date, time, place, and the name of the sponsoring organization.

6. Advertising materials will not be stamped if they are laminated or if the stamp cannot be clearly seen from the front.

7. Post on designated bulletin boards only – not on doors, windows, light posts, walls, trees, outdoor furniture, etc. Help keep the Howard Payne campus attractive and free from clutter.

8. Off-campus organizations, businesses, churches, etc. must have flyers approved and stamped in the Office of Student Life.

9. University departments are not required to obtain approval stamps for postings.

**Campus Chalking Policy**

1. Chalk on sidewalks is permitted for use by registered student organizations and University departments to publicize campus events. It is also permitted for SGA candidates according to the campaign guidelines furnished by Student Government.

2. Use of chalk for any purpose other than announcing the time and place of an event and the specific topics or title of the event is prohibited. Failure to abide by this standard will result in disciplinary action and removal of the chalked messages.

3. Requests must be made through the Intent to Chalk Form in OrgSync and submitted to the Director of Student Activities at least three (3) business days prior to chalking.

4. Messages must be written at least 30 feet from the entrance to any building.

5. Messages must be written on horizontal sidewalks and fully exposed to the weather elements.

6. Chalking is not permitted on brick paving surfaces.
7. Messages shall not be written on any vertical surface which includes buildings, signs, walls, pillars, posts, benches, planters, doors, windows, fountains, gates, bridges, trash receptacles, steps, and light posts.
8. Chalking is allowed for five (5) business days. Clean up must be conducted by the responsible party at the conclusion of the 5th working day. If chalking is not totally removed, there will be a charge for clean-up.
9. Water-soluble chalk must be used.

Music Policy for University-Sponsored Events
As a Christian institution of higher education, Howard Payne University remains dedicated to honoring Christ and serving His Church by providing an educational experience that integrates faith, learning, and living. The music selected for play at University-sponsored events, including but not limited to athletic events, cheerleading/drum team performances, and Spring Sing, should reflect the character of the institution and its dedication to honoring Christ. As such, music selected should not contain lyrics or messages that are explicit, such as those containing sexual content, foul language, or racist connotations. Songs in which the original lyrics are explicit but for which edited versions are available are also prohibited; this prohibition includes re-written lyrics for a song that would otherwise be disallowed under this policy.

Policy on Student Transportation in Open Pickup Beds
While the University discourages the use of truck beds for transporting people, Texas state law has made provisions for this practice. Based upon an interpretation of state law, the following guidelines for pledging activities or other student activities involving the transportation of students in open pickup beds are provided:
1. Organizations must verify that all students to be transported are 18 years of age or older before the time of the event.
2. All students being transported in pickups must be seated or lying down flat in the truck bed.
3. At no time should the speed of the transporting truck exceed 40 mph.
4. A licensed driver shall be operating the vehicle, free of any intoxicants or medicines with drowsiness as a noted side effect.
5. An officer or advisor of the organization shall be in the truck cab while transporting students.
6. Roadways must be dry and free of debris to avoid skidding and hydroplaning; otherwise, the organization shall seek alternate, safer transportation.

For more information on this law, consult Texas Transportation Code, Chapter 545, section 414.

THE COLLEGIUM
Howard Payne University is dedicated to personal and academic growth of every student. The Collegium is composed of a variety of academic success services dedicated to equipping students for success during their university experience and into the future through ongoing learning activities both in and outside the classroom. Services such as tutoring, academic testing, academic advising, career counseling and career services, and learning assistance are offered to facilitate personal, academic, and professional growth.

Academic Services
Nothing is more important to HPU than student success. We have a centralized tutoring center to better accommodate our students. We utilize a peer-tutoring approach; our student tutors excel in the subjects they tutor and are available at various times throughout the week. Students are strongly encouraged to establish regular tutoring sessions by appointment. Students can find a schedule of available tutors in the tutoring center on the 3rd floor of the Thompson Academic Center (TAC).

Academic Testing Services
The University offers a variety of academic tests to meet the needs of our students. The College
Level Examination Program® (CLEP) exam is one major test that we offer. CLEP is a nationally recognized, subject-specific test that is used to gain credit for college level classes. A full list of CLEP tests that are accepted for credit at HPU is available in the University catalog. CLEP testing is offered by appointment and students may call 325-649-8620 to set up an appointment to take a CLEP® exam. HPU Testing Services also serves as an official testing location for ACT®, SAT®, and TExES/ExCET/TOPT exams. For assistance or information regarding academic testing, students may call 325-649-8620.

**Academic Advising**
The University understands that navigating the requirements of any degree can be overwhelming at times, so we have created an academic advising program to facilitate and guide students to develop and implement appropriate educational plans that are consistent with their academic, personal, and career goals. For more information regarding advising, please call 325-649-8620.

**Career Services**
Career Services assists students in many career and employment opportunities. Students desiring part-time or seasonal employment while attending school and students seeking help to write résumés and prepare for job interviews upon graduation should contact Career Services for assistance. Workshops and job fairs are facilitated throughout the year to provide students with opportunities to prepare for life beyond their university experience. Career assessments, exploration, coaching, résumé building, and interview skills are available. For more information regarding career services, please call 325-649-8620.

**Early Alert Program**
The Early Alert Program is another way the University seeks to support positive, effective study skills and encourage students to reach their highest academic potential. When instructors observe that a student needs assistance with academic support, study skills, or other issues which might impede their successful progress in the course, he or she can contact the Collegium through email with that concern. Our staff will then seek to work one-on-one with that student to establish a study skills plan, make appointments for academic support through tutoring, or connect them with other campus services as needed. The ultimate goal is to intercede as soon as possible to help support student growth toward academic success. Timely, confidential, communication between faculty, Collegium staff, and the student help to make that goal a reality.

**Learning Assistance and Disabled Student Services**
It is the policy of the university to provide reasonable accommodations pursuant to all applicable laws for students with disabilities, including students with learning disabilities, health impairments, and other impairments that substantially limits one or more major life activities. For more information on services offered, please go to the HPU website, all information pertaining to Learning Assistance and the required forms are found under The Collegium. As soon as a student is admitted to the University, he/she should submit all relevant information and current documentation (within the last 3 years) to the following department:

Office of Learning Assistance
Howard Payne University
1000 Fisk Avenue
Brownwood, TX 76801
(325) 649-8620

In accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990, the Office of Learning Assistance provides equal access to educational programs and safeguards against discrimination for qualified students with disabilities. Admission requirements for disabled students are the same as for all other students. University programs and activities are conducted in such a manner...
that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any such program or activity. Notifications and inquiries regarding disabled student services should be directed to the Office of Learning Assistance. The disability documentation submitted by the student must contain all of the elements detailed below:

- Administered or completed by a licensed or credentialed examiner.
- A diagnostic statement identifying the disability (note: a condition does not automatically qualify as a disability).
- A description of the diagnostic methodology.
- A description of the current functional limitations.
- A description of the expected duration and progression of the condition.
- A rationale and justification for all requested accommodations.

Academic accommodations for each student are determined by the Office of Learning Assistance on an individual basis, with input from qualified professionals. If the documentation provided by the student is determined to be insufficient by the Coordinator, Howard Payne University reserves the right to request additional documentation considered reasonably necessary to determine appropriate and effective accommodations on the college level. Accommodations are intended to level the playing field for students with disabilities, while maintaining the academic integrity and standards set by the University. Admission to the university and accommodations do not guarantee success. Therefore, in addition to accommodations, the university encourages utilization of auxiliary services available to all students to maximize opportunities for success. Students are strongly encouraged to develop self-advocacy skills; however, the Office of Learning Assistance may act as a liaison between the student and faculty/staff members.

The student needs to make an appointment with the Learning Assistance Coordinator after submitting the required documentation and completing the Learning Assistance Request Form. Accommodations will be discussed, and if the student qualifies, an accommodation letter will be provided each semester to the student to give to his/her professors. Students need to allow 6 to 10 days for completion of requested accommodations. The first two weeks at the beginning of each semester are an ideal time to set up an appointment.

In cases where the student feels the accommodations granted are not sufficient, a student may appeal those accommodations by adhering to the following guidelines:

Informal process:
Before a formal appeal may be filed, the student must meet with the instructor to request changes and also contact the Learning Assistance Coordinator. If the student is not satisfied with the outcome, he or she must meet with the Dean of General Education to determine if a resolution can be reached. If the student is not satisfied with the action taken at the informal level, the student may file a formal complaint in accordance with the following procedures.

Formal Process:
If a resolution is not reached and the student desires to pursue the appeal, the student will state specifically the basis of the appeal in writing to the Provost and Chief Academic Officer of the University. The Provost will determine if the appeal does or does not meet the requirements of the policy; he/she will communicate the ruling in writing to the student. The decision rendered by the Provost will be final.

It is the responsibility of the student who requests educational accommodations to provide documentation prepared by a qualified professional based on the previously stated disability documentation. The university does not offer students with disabilities the
following:

- Diagnostic evaluation for disabilities;
- A reduced standard for academic performance;
- Exemption from essential graduation requirements; or
- Credit for effort in place of demonstrated competence in the content.

Financial Aid:
Students who are physically disabled and are enrolled or will be enrolled at Howard Payne University should contact the Texas Rehabilitation Commission regarding financial aid for the disabled. In addition, students in this category will be considered for other financial assistance by the Office of Financial Aid provided the necessary forms have been submitted.

Temporary Disabilities:
Students needing to discuss the availability of short term accommodations due to a temporary disability should contact the Office of Learning Assistance.

Confidentiality:
The Office of Learning Assistance will adhere to its confidentiality policies regarding its responsibility to maintain confidentiality of the evaluation and will not release any part of the documentation without the student’s informed consent or under compulsion of legal process.

STUDENT SUPPORT SERVICES

Bookstore Policies

The HPU Bookstore is powered by eCampus Virtual Bookstore and may be accessed by visiting the school website or www.ecampus.com/hputx. Links to the bookstore are provided at both the bottom of the HPU webpage and under the “Current Students” menu.

The Bookstore will accept returns for a full refund with 30 days from the course start date under the following conditions:

- Items must be returned in the condition in which they were received.
- Shrink-wrapped items cannot be returned if the wrapping is broken unless the items are defective.

Items with open diskette or CD-ROM packages with broken seals, or access codes/cards that have been opened are non-refundable.

For specific return instructions, please see the bookstore website.

As a service to the students, representatives from eCampus Virtual Bookstore will be on campus for 2 days at the end of each semester and will pay cash for books. Students may also sell their books back and return their rentals online at any time by visiting the bookstore website. Book buybacks will operate under the following conditions:

- The price offered for a used book is based on its future use. Up to half of the purchase price may be offered for books that will be re-used in upcoming semesters.
- Although students can sell their books back online at any time, the highest price will be offered at the end of each term.
- Buyback items may contain highlighting, writing or margin notes throughout, but not to excess. Items must be generally clean in appearance with no torn pages and with the cover and spine still intact.
- Items listed on the buyback page as package editions must arrive with all items intact or they will not be accepted.
- Teacher’s editions, instructor’s editions, and international editions will not be accepted.
- If students choose to sell their books back or return their rentals online, they will be furnished with a free shipping label. Students may sell their books back online and receive a check, direct deposit, or in-store credit. If the student chooses in-store credit, a 20% bonus will be added to the book price. The full credit amount is good towards a future order on
the bookstore website and has no expiration date.

For Frequently Asked Questions please select the Help Desk link at the bottom of the bookstore website.

**Check Cashing**
Checks amounting to $50.00 or less may be cashed at the Cashier Window (second floor Packer Administration bldg.), limit one check per student per day. A $25.00 charge will be made for each returned check. A returned check may result in check cashing privileges being revoked. A person knowingly giving a bad check may be prosecuted. No checks will be cashed other than those made out to Howard Payne.

**Counseling**
Counseling services are available for HPU students. A licensed counselor is on staff to provide “short-term” counseling sessions. At times, additional counseling services are available through interns working toward their Licensed Professional Counselor certifications. Such interns work under the supervision of the University Counselor. All counseling sessions are confidential except where a legal requirement to report is mandated or where there is an indication that the student may be "a harm" to himself, herself, or others. Those in need of long-term counseling will be referred to appropriate sources where these services may be secured by the counselee.

Medical diagnosis and/or pharmacological assistance are not provided through the HPU counseling program. There is no charge for counseling sessions for current students. Issues addressed through this University-sponsored program may include goal-setting, relationships [roommate, dating/marriage, parenting etc.], self-esteem, grief, sadness and depression, spirituality, sexual topics, alcohol, and drug abuse.

The counseling sessions are conducted in a professional counseling environment with a Christian perspective. Students are encouraged to utilize this service in times of difficulty but also as an opportunity for personal growth. Seminars and workshops may be offered to enhance personal growth by dealing with emotional/relational issues and integrating faith and life issues.

For more information on counseling services, please contact:
Dr. Athena H. Bean, Asst. Professor of Psychology and University Counselor
Licensed Professional Counselor abean@hputx.edu (primary contact), 325-649-8810 (secondary contact)
Office: Girling Center for Social Justice, 203

A time may be scheduled with the University Counselor during the hours of 8:00 a.m. through 5:00 p.m. Monday – Friday during the fall and spring semesters. If you call and receive a voicemail greeting, please leave a message with your name and how you would prefer to be contacted.

In the event of an emergency, students should contact the HPU DPS Office at 649-8609.

**Financial Aid Office**
The primary purpose of the student financial aid program is to provide assistance to qualified students who, without some aid, would be unable to attend HPU.

Financial aid consists of loans, grants, scholarships, and student employment. A financial aid application must be submitted to assist in determining eligibility. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal, state, and some institutional forms of Financial Aid. Recipients are selected on the basis of need, academic achievement and future promise. Students are required to be making Satisfactory Academic Progress to be eligible for financial aid. This includes the opportunity to work through the federal, state, or institutional work programs. Additional information may be found in the University catalog and in the Office of Financial Aid.
Financial Information –
All information related to financial affairs, student accounts, etc. can be found in the University catalog.

Refunds –
Refunds of tuition will be considered in cases where students find it necessary to withdraw from the University or drop a course prior to the end of the fourth week of the regular semester. Details can be found in the University catalog.

Health Services and Insurance
The University employs a nurse who is available for consultation on minor ailments and first aid. In addition, the nurse will approve individual health readiness of students to return to school after an illness. However, each student is responsible for his/her own health care, medical expenses and treatment if needed. The nurse’s office provides some over the counter medications free of charge to students.

Each student may select his/her own physician and hospital when such services are needed. The University does not provide a health insurance policy for students. All students are responsible for securing their own accident and health policies. Students wishing to purchase their own insurance should shop the open market for policy options. Students should consult with the attending physician’s office to determine the acceptance of insurance coverage. If students will continue to be covered on their family insurance policy, they should consult that company regarding coverage in the local area regarding in-plan physicians and the process of filing insurance paperwork.

Each student must have a copy of the HPU Student Health Form and shot records on file with the University Nurse. Also, students must notify the University Nurse of any changes in medical status that would be regarded as updates to the health form.

Vaccination Requirements
On and after January 1, 2012, all first-time students, including transfer students, must present a certificate to the institution demonstrating they have been vaccinated against bacterial meningitis. The certificate must comply with the rules of the Texas Higher Education Coordinating Board (THECB). A student may be exempt from the requirement if he or she presents a physician’s certificate indicating the vaccination would injure the health of the student or if he or she signs an affidavit declining the vaccination due to reasons of conscience including religious belief. The latter provision does not apply during a public health emergency, terrorist attack, hostile military or paramilitary action or extraordinary law enforcement emergency. Students residing on campus must obtain the Texas Department of State Health Services affidavit at http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions Students residing off campus may utilize the THECB affidavit form at http://www.thecb.state.tx.us/

The University Health Center is located on the first floor of Veda Hodge Hall and is generally open from 10 a.m. until 4 p.m. Monday – Thursday and from 9:30 a.m. until 12 p.m. on Friday during the fall and spring semesters. Summer hours are limited.

A new student is defined by state law as a first-time student of an institution of higher education or private or independent institution of higher education, including a student who transfers to the institution from another institution, and a student who previously attended such institutions of higher education before January 1, 2012, and who is enrolling in
the same or another institution following a break in enrollment of at least one fall or spring semester. The bill exempts a student who is enrolled only in online or other distance education courses or who is 22 years of age or older.

New and former HPU students to whom this requirement applies will not be permitted to schedule classes until compliance with this law is demonstrated by submitting the necessary paperwork (i.e., shot record, state affidavit, or physician's certificate). The vaccination or a booster must have been received within five years of the student's first day of classes. Additionally, a booster will be required if the first dose was received prior to the student’s 16th birthday to ensure protection during the student’s college career or at least until 22 years of age or older.

Identification Cards
A student’s identification card is his/her official University identification; it should be carried at all times. Loss should be reported to the Office of Student Life. Replacements are made in the Office of Student Life (second floor, Mabee University Center) at a cost of $15. Students must first pay for a replacement card at the Cashier Office (second floor, Packer Administration building) and then present their receipt in Student Life for a replacement card to be made.

Library
Walker Memorial Library has available on its shelves: print books, journals, and government documents. It also has many electronic books and journals one can access through the library’s website. The barcode on the back of your student ID allows you to access all the online materials from any computer anywhere. There are many areas in the library for quiet study or for group work. In addition, there are special libraries for music and education students. Wireless access is available to those who bring their personal laptops, or you may choose to use one of the many computers located throughout the library. The friendly library staff encourages you to come visit your campus library.

Lost and Found
The lost and found is located in the Office of Student Life. Lost articles can be reported to the Office of Student Life and every attempt will be made to return the item to its owner if found. Students searching for lost articles might also check with HPU's Department of Public Safety or the secretary's office if the item was lost in an academic building. Unclaimed articles will be disposed of after 60 days. The University is not responsible for lost, stolen, or damaged items.

VETERAN'S AFFAIRS
Veteran's Education Benefit Program
Students eligible for educational benefits from the Veteran's Administration may contact the VA Certifying Official in the Office of the Registrar, Packer Administration Building - Room 209 or at 325-649-8011. Howard Payne University's programs are approved for those who wish to attend and receive benefits under Chapter 30 - Montgomery G.I. Bill - Active Duty, Chapter 31 - Vocational Rehabilitation and Employment, Chapter 33 - Post 9/11 G.I. Bill, Chapter 35 - Survivors/Dependents Education Benefits, Chapter 1606 - Montgomery G.I. Bill - Selected Reserve, and Chapter 1607 - Reserve Education Assistance Program. Veterans applying for admission to HPU follow the same procedures as other applicants, but they should also contact, as early as possible, the VA Certifying Official in the Registrar's Office to expedite handling of VA forms needed to qualify for benefits.

Certification of Enrollment
A VA student may not receive payment for courses previously completed, for courses that are in excess of degree requirements, for courses not required for the student's approved degree, course repeats in which a grade of "D" or better was earned, unless a higher grade is required for a particular course of study (example, a "C" required for all courses in a
major), or courses from which the student withdraws without mitigating circumstances. The fact that a "D" will not transfer to an upper-level school is NOT a consideration.

The official letter of eligibility or Certificate of Eligibility received from the Veterans Administration by the veteran or veteran dependent must be submitted to the VA Certification Officer before certification of their enrollment may be submitted. The enrollment of students receiving VA Education Benefits will be certified when their registration is "finalized;" however, certification cannot be submitted more than 30 days in advance of the beginning of the semester. Benefits take 4 to 8 weeks after the certification has been submitted to begin arriving at the student's home or banking institution.

Students must notify the certifying official in the Office of the Registrar of any changes in their status caused by their failure to enroll, any increase or decrease in their training time, or if they stop attending class.

**Progress Policy Guidelines**

The academic standards for a student who is receiving VA educational benefits will be governed by the Academic Probation, Academic Suspension, and Satisfactory Progress policies for all students as stated in the University catalog. Students who fail to make satisfactory progress, who are placed on academic suspension, or whose cumulative grade point average does not meet the required level for two consecutive semesters will be reported to the Veterans Affairs Regional Office.

**Information Links**

- GI Bill Website - www.gibill.va.gov/
- Veterans Administration - Muskogee Regional Office - Phone: 1-888-442-4551
- VA Certifying Official at HPU: 325-649-8011 - Fax - 325-649-8909

**STUDENT FREEDOM**

The philosophy of HPU concerning student freedom is summed up in the following statement: Howard Payne University believes in individual freedom, both as a right and as a responsibility. The University’s traditions and principles, accepted by each student in his/her act of voluntary registration, evolve from the core of this individual concept of freedom and responsibility. Therefore, it is presumed that the student who elects to come to HPU does so with the intent of being in fact and spirit a cooperating member of this community.

HPU also expects its students to abide by local, state, and federal laws as well as the generally accepted moral standards of society. Although the University’s role is not to duplicate civil law enforcement or judicial actions, it may exercise authority for reasons indigenous to its functioning as an educational institution. Compliance with civil law is the minimum standard for acceptable behavior for any student who wishes to become or remain a part of HPU’s academic and social community.

**Student Gatherings**

Public assemblies on University property must be approved at least three working days in advance by the Office of Student Activities via the activity request form. Any student or group of students who seek to disrupt the normal operation of the University will be subject to disciplinary action.

**Political Activity**

The University is a nonprofit institution of higher education and is a charity regulated by Section 501(c)(3) of the Internal Revenue Code. As such, the University is prohibited from participating or intervening in any political campaign of a candidate for public office. Students are expected to act in harmony with this restriction upon the University, and avoid the appearance of policy, practice, or conduct by the University which is inconsistent with this restriction.

Students are free to express their individual
and collective political views provided they make clear that they are not speaking for or in the name of the University, and provided they abide by other University policies as they express their views. However, endorsement of a particular candidate by a recognized student organization is not permitted. Student expressions of their personal endorsement of political candidates to others in the University community should be made with respect for the opinions of others, should be guarded so as not to be intimidating or harassing, and should in all respects be professional.

The appearance of a candidate for public office on campus must be for an educational purpose. Such appearances may only occur upon the approval of the University President, who will ensure that opportunities to appear are extended to all viable candidates for the office. No event shall be conducted as a campaign rally, and any event shall begin and end with a clear statement that the University does not support or oppose the candidate.

No literature or materials in support of or in opposition to a candidate may be posted, displayed or distributed on the campus or at any University sponsored event or any event sponsored by a University-approved student organization. Students may have such materials in their dormitory rooms, but may not post them in windows and make them otherwise visible to persons outside the room. Students may wear small campaign buttons and students and employees may place campaign bumper stickers on their automobiles brought onto the campus.

The University's facilities and services may not be used by or on behalf of an outside organization or individual whose purpose is to further the cause of a particular candidate or political party. No political activities on behalf of or in opposition to a candidate, including services and materials, may be paid for with University funds. Funds or contributions for a political candidate, or the recruitment of campaign workers, may not be solicited in the name of the University, or on the campus, or at any event sponsored by a University-approved student organization.

University-approved student organizations, administrators, and faculty may use campus communications to announce political forums and discussions sponsored by the University or approved student organizations.

Voter Registration
Students at Howard Payne University are the beneficiaries of many freedoms and privileges and are encouraged to promote good citizenship at the federal, state, local, and institutional levels. One of these privileges is the right to vote. Students are encouraged to vote either absentee or in person for all federal, state, and local elections. The University encourages its students to be good citizens and to exercise their voting rights. Texas voter registration forms may be obtained from the Mail/Copy Center in the Mabee University Center.

Intellectual Property Right and Ownership
“Intellectual property” is defined as anything developed that fits, but is not limited to, one or more of the following categories: an invention, an issued patent, a copyrighted work, a legal right that inheres in a patent, copyright, trademark, or know-how or trade secrets.

Generally, employees or students have the right to patent, copyright, publish, or otherwise establish ownership of a creative work, to market any commercially valuable creative work which they produce by means of their own expertise and labor, and to receive any and all royalties which result from such a work subject only to the following conditions.

a. If a creative work is produced as an assigned duty, i.e., a specific directive to prepare such a work, the intellectual property is considered “work for hire” and ownership rights belong to Howard Payne University, unless these rights are relinquished by the University to the individual.

Note: The general obligation to engage in research and scholarship which may result in publication is not an assigned duty nor does it result in works “made for hire.
b. If a creative work is produced by employees or students by making significant use of Howard Payne University facilities and resources, ownership rights may be jointly shared between the individual and Howard Payne University. What constitutes significant use of University facilities, personnel, and resources is a question that must be answered on the basis of the facts and circumstances of each case. A University-wide formula to define “significant use” is inappropriate because of the different needs among various disciplines. Normal usage of library resources, secretarial help, word processing equipment, or other support services do not constitute a significant use. If a question arises, the creator should seek a written opinion from the appropriate school dean. If there is a disagreement, the matter should be appealed to the provost.

STUDENT CONDUCT AND JUDICIAL PROCESS

University Policies and Regulations
The University expects its students to enjoy and nurture this academic community whose purpose is to be a Christian institution of learning. They are expected to help sustain the University’s values. It is the University’s goal that all members of the community adhere to a set of ethical and behavioral standards that are reflected by the rules which apply to students. Students are thus expected to be honest, respectful of others, helpful to the University’s pursuit of its purpose, and law abiding.

The purpose of publishing a code of conduct is to give students general notice of expected and prohibited conduct. The code is not written with the specificity of a criminal statute. Some offenses are specifically described. This does not mean that these are the only offenses for which disciplinary action may be taken.

Philosophy of Student Conduct
The student at HPU is considered an adult. As an adult it is important that one positively contribute to the University community. When actions are inappropriate within the University community, certain consequences must follow. The University attempts to help a student learn how to assume the responsibilities of being an adult member of this community. The University judicial process is not designed to act like a court of law, but rather is designed as a learning tool to assist students in understanding how their choices impact their own lives and the lives of others around them. For this reason, the University does not permit the use of legal counsel in any of its judicial proceedings.

Behavioral matters are decided based on the preponderance of the evidence, which simply means the greater weight of the evidence. This is not determined by the greater number of witnesses testifying one way or another about the issue sought to be proved, but the preponderance is that evidence which, in the minds of University administrators or their designees, more closely details the factual truth.

Understanding that students in college are experiencing an intense period of personal growth and change, it is important for the University to establish parameters within which students agree to abide. For this reason, the University has established four primary values which students agree to uphold by nature of their attendance at HPU. Students should make their behavioral choices based on these core values:

Respect for Self: Students should conduct themselves through their words, actions, and appearance in a way which is honoring to God their Creator.

Respect for Others: In recognition that God has created each of us, students should be courteous and respectful in their dealings with other individuals.

Respect for the Environment: Students should respect the environment in which they find themselves, conducting themselves in a manner that is respectful to the property of others.

Respect for Authority: Students should respect all other individuals, but in particular, those
individuals who have been placed in positions of leadership.

Routine matters of misconduct, whether in the classroom, residence hall, chapel, or elsewhere on campus, are generally handled by the instructor, resident director, or supervising staff person. When conduct issues escalate or are of a serious enough nature to warrant, they should be directed to the Office of Student Life and will be handled by the Dean of Students or his/her designee. This provides greater assurance that in serious matters of misconduct, legal parameters, and issues of civil liberties are handled consistently. Conduct leading to or rising to the level of a felony may result in suspension or expulsion by the University.

**Breach of Personal and Professional Integrity**

*Cheating* is defined as any attempt to misrepresent a student's knowledge, understanding or ability to perform or any attempt to represent as their own the knowledge, understanding or abilities of another. Instances include, but are not limited to:

- Giving or receiving unauthorized assistance in the completion of any assignment;
- Using any form of technology to send or receive information pertaining to any assignment during the administration of the assignment;
- Working with another student or students on an out-of-class assignment or assessment and presenting the group work product as one's own;
- Offering or receiving remuneration, monetary or otherwise, to or from any student, staff member or faculty member in exchange for information about examination materials or to procure or distribute academic papers, in whole or in part.

*Plagiarism* is the act of representing another person's intellectual property as one's own. Due to the serious nature of the change, no faculty member will accuse a student of plagiarism without compelling evidence. Such evidence may consist of, but not limited to, writing samples identified by proprietary and/or open internet search engines, commonality between the student's work and written/published works, the inability of the student to discuss on a rudimentary level the ideas or concepts presented as the student's own. Charges of plagiarism must be documented by the faculty member. Examples of plagiarism include, but are not limited to, the following:

- Presenting another's words or ideas without duly noting the original source;
- Cutting and pasting text from electronic sources without duly noting the original source;
- Purchasing or receiving academic work product and attaching one's name as though originating the words and ideas;
- Simply altering the work of (paraphrasing) another without duly noting the original source.

Because the University seeks to help its students become persons of personal and professional integrity, breaches of this policy will not be taken lightly as both the University and the student are damaged by lack of integrity. As circumstances will differ in all cases, the faculty member observing the breach of integrity, either cheating or plagiarism, will assess the extent of the issue. The faculty member, in consultation with the School Dean, may record the grade of F for the assignment, or for the entire course. Furthermore, the incident will be communicated in writing to the University provost who will maintain a Personal and Professional Integrity file. Repeated occurrence of a breach of integrity by the same student may result in suspension or expulsion. As with any grade, the student has a right to appeal the action of the faculty.

**Student Behavior**

Student behavior should at all times be in keeping with standards of appropriateness. The University’s expectations regarding behavior commence when a student is initially accepted by the University. They apply to the student’s conduct wherever the student may be, on or off the campus, when the student is engaged in
University-related activities and when the student is not.

**Sportsmanship Policy**
Pursuant to the integrity of higher education, HPU joins our athletic conference—the American Southwest Conference—and the National Collegiate Athletic Association in seeking to promote the highest ideals of sportsmanship among all individuals associated with HPU’s athletic department and events.

All athletic administrators, coaches, student-athletes, spirit groups, and fans shall act with respect, fairness, civility, and honesty in an effort to create an appropriate environment for athletics competition as well as a positive image for our institution. HPU students are reminded to uphold the Christian ideals upon which our University is based while attending HPU athletic events, whether the contests are in Brownwood or another location.

The following expectations will be enforced at HPU athletic events, and students found violating the sportsmanship policy may be subject to disciplinary action: (1) Cheer for HPU teams, not against the visitors; (2) Students should avoid getting personal in their comments about players, coaches, or officials; and (3) Profanity, vulgarity, and racist or sexist comments will not be tolerated.

**Prohibited Behaviors**
The University requires its students to be responsible for their actions and to respect the rights of others. The University expects its students to conduct themselves, on and off the campus, in a manner consistent with the objectives of the University and with its standards of conduct. A student who fails to act in conformity with the University’s expectations shall be subject to disciplinary action including expulsion.

Examples of prohibited conduct include:

1. The intentional infringement upon the rights of any member of the community including the persistent interruption of a reasonable level of peace and quiet. Amplification of sound shall not occur on the campus or outside a building without the consent of the Dean of Students. Amplification of sound inside a building or vehicle shall be at a volume which does not cause those outside the room or automobile to hear the sound.
2. Engaging in physical, and/or verbal abuse, fighting, domestic violence, threats, intimidation, harassment, coercion, physical or electronic stalking or any other conduct which threatens or endangers the health, safety or welfare of any person. Discriminatory harassment is the subject of further consideration in this handbook.
3. The unauthorized use of, or the abuse, destruction, or theft of property of the University or of others.
4. Knowingly furnishing false information to a University officer or agent or the failure to provide University personnel with adequate identification upon request.
5. Forgery, alteration, or the unauthorized possession or use of University documents or instruments of identification.
6. Intentionally interfering with teaching or engaging in behavior which disrupts the teaching-learning environment.
7. Unauthorized entry into or use of University property.
8. Tampering with locks in University buildings, unauthorized possession or use of University keys, or duplication of keys.
9. Lewd or indecent conduct.
10. Tampering with security and safety devices and making false reports of emergency situations.
11. Violation of any law.
12. Mischievous behavior.
13. Possessing or using firearms, explosives, fireworks, or other dangerous devises on the University’s property or at a University function.
14. Use of tobacco products inside University buildings.
15. The use or possession of drug paraphernalia (e.g., pipes, roach clips, etc.), alcohol paraphernalia (e.g., bongs, funnels, shot
glasses, empty beer/liquor containers, etc.), or tobacco paraphernalia (e.g., e-cigarettes, hookah pipes, tobacco paper, etc.).

16. The use or possession of illegal drugs, non-prescription hallucinatory drugs, or synthetic drugs.

17. The use or possession of alcohol on campus, at a University-sponsored event or trip, or in any manner that violates municipal, county, state, or federal law.

18. Any conduct which might be deemed to be hazing, including but not limited to whipping, paddling, forcing conduct, or any behavior which is detrimental to the physical, mental, or spiritual welfare, or which invades the personal rights and dignity of another.

19. The use of obscene language (whether verbal, printed, or electronic).

20. The viewing or the possession of obscene literature, pictures, clothing, music, and movies.

21. Violation of motor vehicle regulations of the University or negligent or unlawful use of vehicles on the campus or in relationship to University functions.

22. Dangerous horseplay and throwing objects within the proximity of others and near buildings on the campus.

23. Gambling or cheating.

Dress and Appearance

The purpose of the University is to conduct an education program, and the University considers this program an activity second to none in its importance and believes it should be so regarded by the students. Thus, evidence of a mature attitude should be demonstrated by the dress and appearance of the students while attending classes, eating in the cafeteria, or engaging in the other academic pursuits about the campus. The student is expected to maintain standards of dress and personal grooming that are appropriate for a Christian academic environment. Specific policies or rules regarding dress and personal grooming are difficult to draft and to enforce. For this reason, considerable discretion must be vested in the Office of Student Life to maintain these standards. Obvious violation of these standards, such as failure to cover the midriff adequately or to wear shoes to class, in cafeterias, in University offices, and at other appropriate places and times, may subject the student to disciplinary action. Clothing should be gender appropriate, though exceptions may be made for participants in approved University activities or events. Refusal to comply with reasonable requests will be grounds for disciplinary action.

No student may modify his or her manner of behavior or appearance in order to prevent recognition unless the student has received the express permission of the University to do so. Any student found guilty of violating this policy may be subject to University disciplinary action.

Statement Regarding Human Sexuality

Howard Payne University welcomes all students into a safe and supportive environment in which to discuss and learn about a variety of issues, including those of human sexuality. Howard Payne affirms the biblical understanding of sexuality as a gift from God. Christian churches across the ages and around the world have affirmed purity in singleness and fidelity in marriage between a man and a woman as the biblical norm. Temptations to deviate from this norm include both heterosexual sex outside of marriage and homosexual sex. Any student who engages in sexual conduct which violates the principles set out in the University’s Statement Regarding Human Sexuality, including sexual assault, sex outside of marriage, and homosexuality, is subject to disciplinary action up to and including dismissal from the University. Furthermore, students are not permitted to participate in advocacy groups that promote understandings of sexuality that are contrary to these biblical teachings.

The University encourages students struggling with these issues to avail themselves of opportunities for serious, confidential discussion and support through the University Counselor.
Charges of Violations of Local, State, or Federal Laws; Felony Charges
If the University (a) has information from which to conclude that a student has been convicted of, has not contested having committed (e.g., has pleaded guilty or no contest/nolo contendere), or has been charged with or arrested for a violation of local, state, or federal law involving drugs, gambling, or violence (e.g., rape, assault, destruction of property, etc.) or any felony, irrespective of the jurisdiction, or (b) has confirmed information that a student has engaged in conduct that may constitute a violation of the law as outlined above, the student shall be immediately suspended from participation in student athletics or activities until any charges have been addressed by the legal system and/or any applicable university or departmental disciplinary process has been completed. Information that may trigger the application of this policy shall include, but not be limited to, court, arrest, or other law enforcement, university or departmental records. Students are expected to immediately self-report criminal convictions.

By suspending the student's participation, the department and the university are in no way prejudging whether any crime has been committed or whether any institutional or departmental discipline is warranted. Such action is taken to protect the integrity of University life and activities.

Recreational/Stunt Devices
Personal transportation devices (e.g., razor scooters, rollerblades, skateboards, and similar devices) may be used for transportation and responsible recreation, but are not permitted to be used in a manner having the high probability to incur damage to University property. Such devices may only be used outdoors and may not be used on building porches, monuments, or other elevated areas.

Statement Regarding Pedestrians Crossing the Railroad Tracks
The Burlington Northern/Santa Fe Railroad Police will ticket anyone crossing the railroad tracks at places other than the main crossing that leads from the main campus to the Athletic Complex. Pedestrians crossing the tracks illegally are subject to a Class C Misdemeanor charge that could carry a substantial fine depending on the judicial decision (e.g., $100 - $150). A second offense is criminal trespassing, a Class B Misdemeanor. Crossing the railroad tracks illegally or unwisely can be deadly. Students should always cross the tracks at the main crossing gate and exercise caution when doing so.

Assigned Work
All assigned work given will be administered through the Office of Student Life. All time sheets and related documentation will be turned into the administrative assistant in the Office of Student Life. While completing assigned work hours an individual may practice, but may not compete, in intercollegiate athletics or intramurals. A student should never miss class to complete assigned work. Whenever assigned work is issued near the end of a semester it will be determined by the Dean of Students or his/her designee if there is time to complete the assigned work. If it is determined that there is not enough time remaining to complete the assigned work, the student will be given the opportunity to pay a fine for the hours not completed. The fine will be the existing minimum wage for each hour of assigned work not completed. Assigned work fines should be paid in the Office of Student Life. Assigned work hours issued for code of conduct violations occurring during the last three weeks of each semester will be doubled.

Notice, Hearing, and Sanctions
Under most circumstances, before a student receives any sanction for the violation of the University’s behavioral rules and policies, the student will be informed of the charges and offered the opportunity to be heard and to offer evidence in his or her defense.

Notification is a written notice, the purpose of which is to bring a specific student into a particular office for a conference with a specific
individual or group. Failure to honor an administrative notification to appear is a serious breach of conduct and will only serve to complicate the original situation.

At no point during any student conduct proceedings may legal representation be present on behalf of the student or the student organization.

The ultimate objective of the judicial process is to create a positive change in behavior utilizing those sanctions which are deemed to be most effective and appropriate in each situation.

The University judicial process consists of three levels:

**Level One**: Student conduct proceedings adjudicated at the first level are under the supervision of the Resident Directors for on-campus students and the Dean of Students for those students residing off campus.

Sanctions for level one violations may include but are not limited to, loss of privileges, restitution, changes in living assignment, assigned work, and/or behavior contract.

The following types of violations are typically handled at level one: profanity, noise violations, possession or viewing of pornography, gambling, and disrespectful behavior.

**Level Two**: Student conduct proceedings adjudicated at level two are under the supervision of the Dean of Students.

Sanctions for level two violations may include but are not limited to, loss of privileges, restitution, changes in living assignment, assigned work, behavioral contract, disciplinary probation, suspension or expulsion, and loss of institutional financial aid.

The following types of violations are typically handled at level three: repeated violations of level one or level two offenses, possession of alcohol or illegal drugs, assault, inappropriate sexual activity, possession of a firearm on campus, etc.

Students under sanctions are not eligible for any extracurricular activities as a representative of HPU, including athletics, until all sanctions are complete.

**Probation**

1. A student is placed on disciplinary probation for willful and/or continued disregard of University policies and regulations.
2. A student on disciplinary probation is not eligible to hold membership in a campus organization, to serve on a committee, to play on a college or intramural team, to sing in a choir, to play in a band, or to perform or to represent the University in any public or intercollegiate activity.
3. Counseling services may be required for students on disciplinary probation.
4. Disciplinary probation is typically issued in increments of semesters.
5. Further disregard of University policies and regulations may result in automatic suspension or expulsion from the University.

**Suspension**

1. Suspension terminates a student’s active status at the University for a specified period of time.
2. A student who is suspended from the University will not be allowed on campus.
3. A student who has been suspended will be given notification of the time within which he/she is expected to leave the campus after his or her relationship to the University has been terminated.

**Expulsion**

1. If misconduct is serious enough to warrant expulsion, a student’s status is terminated and the student is ineligible for readmission for an indefinite period of time.
2. A student who has been expelled will be given notification of the time within which he/she is expected to leave the campus after his/her relationship to the University has been terminated.

**Student Conduct Appeals Process**

In the handling of student conduct, Howard Payne University has established a process for the affected student to appeal if disciplinary action is taken. Disciplinary action taken at the lowest levels should be appealed to the Dean of Students. More serious violations of student conduct will likely begin with a conduct hearing with the Dean of Students, though the case may be referred by the Dean to the Supreme Court of the Student Government Association (SGA) for consideration. In either case, the ruling made by the Dean of Students or SGA Supreme Court may be appealed. Appeals of an SGA Supreme Court decision should be directed Dean of Students. Appeals of a Dean of Students decision should be made to the Student Life Appeals Committee. While a student may appeal any decision, an appeal might be appropriate if the student feels:

- He/she has received unjust treatment,
- All the facts in the situation were not considered, or
- The action taken was too severe for the behavior involved.

Appeals must be made in writing to the appropriate individual/committee within 48 hours, not counting weekends and holidays, of receiving the decision that is being appealed. The Student Life Appeals Committee is comprised of students, faculty, and staff. All levels of the University Appeals Process are outlined in the University Catalog.

**Withdrawal or Suspension Because of Health Problems**

Students who are no longer qualified to participate in the University’s educational programs due to physical or mental health issues may be involuntarily withdrawn or suspended from the University. Whenever possible, the University will work with students who are experiencing health problems to resolve any issues by agreement. If an agreement cannot be reached, the University will follow the process below for imposing restrictions or sanctions on students who disrupt, or are unable to participate in, the University’s programs.

As with all university policies, the university will apply this policy in a manner which does not illegally discriminate against students on the basis of race, color, national origin, sex, disability, or age.

**Physical or Mental Health Emergency Procedures**

Any student who needs help because of an immediate crisis or life-threatening situation should contact HPU’s Department of Public Safety at 325-649-8609 or dial 911.

If a student observes anyone harming, attempting to harm, or stating an intent to harm himself, herself, or another person, the student should report the matter immediately to the Dean of Students, the HPU Department of Public Safety, or another University official.

**Individual Threat Assessment**

HPU takes seriously any behavior by a student, including verbal conduct, which demonstrates a desire to inflict harm upon oneself or others.

The Dean of Students will initiate an individual threat assessment of any student if the Dean has reason to believe that the student has (a) engaged in or threatened to engage in behavior which creates a direct threat to the health or safety of another person or a high probability of substantial harm to the student.
himself or herself; (b) contracted a contagious disease or virus which creates a direct threat to the health or safety of another person or a high probability of substantial harm to the student; (c) caused or is likely to cause a substantial disruption in the university's academic or other programs; or (d) damaged or threatened to damage another's property.

The threat assessment will be made by the Dean of Students along with such other persons as the Dean may select. The assessment will be based upon the student's conduct, actions, and statements in order to create an individualized and objective assessment of the student's ability to participate safely in the school's programs. The team will consult when necessary with medical or mental health professionals to assist in collecting or interpreting any information. Unless the circumstances make it impractical or impossible, the student will be given notice that a threat assessment is being made and an opportunity to be heard before any adverse action is taken with respect to the student. Any appropriate accommodations or adjustments will be considered.

The Dean of Students will take action with respect to a particular student only if it is determined that the situation creates a high probability of substantial harm rather than merely a slightly increased, speculative, or remote risk of harm. Action will never be taken on the basis of generalizations or stereotypes about the effects of a particular disability or condition.

Responses and Interventions
The Dean of Students will notify the student of any restrictions, interventions, or sanctions imposed on the student as a result of the threat assessment, which may include:

- A required course of medical treatment or mental health counseling;
- Removal from university housing;
- Removal from one or more classes or activities;
- Removal from the campus;
- Withdrawal from the university; or
- Other or additional sanctions or precautions as may be appropriate.

Sanctions imposed on a student under this procedure are not disciplinary in nature and will not be entered in the student's educational records as arising from disciplinary violations. However, if the student violates any restrictions imposed, the violation may result in disciplinary action in accordance with the student disciplinary process.

It is the sole responsibility of the student to obtain at his/her expense any services which are necessary as a result of restrictions imposed by the Dean of Students, such as alternative lodging or academic tutoring. Any departure from university housing rules must be approved by the Dean of Students.

Appeals Process
A student may appeal the Dean of Student's decision by submitting a written appeal to the Office of Student Life within 10 calendar days after the decision. The student may submit medical evaluations, statements, or other pertinent information along with the appeal. A vice president level administrator selected by the president shall review any material provided by the student, the individual threat assessment, the decision of the Dean of Students, and such other information as it may consider appropriate. A decision on the appeal shall be made within 5 business days or as soon thereafter as practical. The student shall be notified in writing of the reviewing administrator's decision, which shall be final. Any restrictions, interventions, or sanctions shall remain in effect before and during the appeal unless the reviewing administrator determines otherwise.

Reinstatement Process
The restrictions, interventions, or sanctions imposed may be removed only with express permission from the Dean of Students. Upon the student's request for reinstatement, the Dean of Students will clearly communicate to the student a specific reinstatement process, which may include:
Evaluation by a qualified health care professional. If the situation constitutes a medical or psychological emergency, the student may use a local emergency room physician. If the student is currently under the care of a qualified health care professional, that person may evaluate the student. If the student is not currently in treatment, he or she will need to contact the qualified health care provider of his/her choice. If the student needs assistance with this process, he or she may contact the Office of Student Life.

Communication of evaluation results by the qualified health care professional to the Dean of Students. This will require written authorization by the student to the healthcare professional. Evaluation results must substantiate (1) the readiness of the student to return to residential facilities, classes, and/or activities, and (2) any recommendations for continuing treatment. For preliminary purposes, the health care professional may communicate this information verbally; however, it is mandatory that written evaluation results be provided promptly.

Reinstatement interview with the Dean of Students. The student must schedule an interview with the Dean of Students during regular office hours 8:00 a.m. – 5:00 p.m., Monday through Friday. If the Dean of Students is not available, the student may contact the University Counselor or University Nurse.

If the University official consulted determines that the student is able to resume restricted activities, the student will be provided a reinstatement letter.

PARKING, VEHICLE REGISTRATION, AND TRAFFIC SAFETY

Policy Statement and Advisement
HPU has enacted the following parking and traffic safety regulations for the safety and security of all persons, as well as to make parking and traffic flow at HPU as efficient as possible. These regulations apply to all students, visitors, staff, and faculty. Voluntary compliance with these regulations is the goal, rather than to assess fines. However, Parking and/or Traffic Safety Citations bearing fines have been authorized and enacted by the Dean of Students and the University Administration to deter violations. Whenever possible, the enforcing officer(s) shall consider unusual circumstances before taking enforcement action(s).

A violator may be issued one of two types of citations: (1) a University Citation or (2) a Texas State Criminal Code Citation by the HPU Dept. of Public Safety.

Due to space limitations, the university is unable to provide close-in parking for all vehicles, therefore parking is on a first-come basis. Purchasing a parking permit does not guarantee a parking place nor does the perceived lack of parking space justify violation of any parking or traffic safety regulation(s).

All persons who operate motor vehicles on the HPU campus should take note of the following guidelines and policies:
• Rules and regulations are enforced year round, including weekends, holidays, breaks, and summer.
• The speed limit on all University property is 10 MPH. Violators may be issued a University Citation for violations.
• The fact that a citation is not issued when a vehicle is illegally parked does not mean nor imply that the regulation or rule is no longer in effect.
• HPU is not responsible for loss or damage to vehicles parked on or in transit on HPU property.
• Any vehicle operated or parked on University property must comply with the state registration requirements and display a current vehicle registration sticker and license plates. Additionally, proof of liability insurance must be carried in the vehicle and shown to the HPU Public Safety Officers upon request. Failure to meet these requirements may result in the vehicle being banned from campus.
• Any inoperable vehicle on the HPU campus may be towed at the owner’s expense.
• Throughout the year the campus hosts several special events that require reserved parking for the patrons. This may result in some inconvenience to students, but does not authorize drivers to violate parking regulations.
• The Cashier’s Office can be contacted during business hours (8:00 a.m. - 5:00 p.m. Monday - Friday) at 325-649-8013. The Department of Public Safety (DPS) is open 24 hours a day, 7 days a week and may be contacted at any time by calling 325-649-8609.

Motor Vehicle Registration
All vehicles parked at any time on HPU property must display a current parking permit. Permits may not be falsified, transferred to another person or vehicle, forged, or altered. Student permits must be permanently affixed to the outside of the vehicle’s rear window, lower left side. (Permits for convertibles may be placed on the rear bumper, driver’s side.) Motorcycle permits must be displayed in a place upon the motorcycle which is readily visible. Faculty/staff permits should be hung from the rearview mirror.

All fees for parking permits are set by the University. All parking permits must be obtained at the Cashier’s Office.

Purchasing a new vehicle or changing from the vehicle originally registered requires a replacement permit, which may be obtained from the Cashier's Office free of charge if the remains of the original permit are returned; otherwise, a replacement fee of $5.00 is required.

Temporary permits for extenuating circumstances are available upon request at the Cashier’s Office. There is no charge for a temporary permit; however, these will be issued for a maximum of 30 days. If another vehicle is being used for longer than 30 days, a permanent permit must be purchased.

Only one current HPU parking permit per vehicle is allowed.

Parking Permits and Regulations
MAIN CAMPUS (MC) – Parking is allowed in clearly designated/lined spaces in all lots and along all public and private streets throughout the campus. No parking is allowed in any designated visitor parking space by anyone other than visitors to the campus. Visitors are defined as persons who are not students, staff, or faculty of HPU.

Special Designations and Permits
MOTORCYCLE (M) – Parking allowed in any designated/lined space campus wide (excluding visitor spaces), and at any location designated as motorcycle only parking.

HANDICAP (H) – Only vehicles with Federal or State handicap license plates or parking placards (hang tags) may park in University designated handicap spaces. The HPU Dept. of Public Safety reserves the right to inquire as to the rightful owner of disabled placards or disabled license plates and to request proof of ownership if deemed necessary (in accordance with state law). Per Texas State Statute, the individual to whom the Handicap Placard was issued MUST be in the vehicle when it is being parked for the placard to be used for parking in restricted/designated areas.

LONG-TERM VISITOR (V) – Parking Permits for Long-Term Visitors (defined as any visitor’s vehicle which shall regularly be parked on University property in excess of a 48 hour or two-day time frame) may be obtained from the University Cashier’s Office. There shall be no fee for these types of permits.

If a parking space or area is designated for Faculty, Staff, or Official Use, students MAY NOT park within these designated areas.

A student parking space is defined by a white or yellow line on both sides of the vehicle space and are affixed to the surface of the parking lot. If the area is not striped/lined as a parking space, then it IS NOT a parking space. Further, areas designated as Safety Zones (areas located at the end of a parking row as to allow fire apparatus the ability to maneuver down the row) may be designated by stripes and/or posted signs.
Handicap Parking Spaces or Access Areas shall be identified by a posted sign displaying wording so designating the restriction and/or by the displaying of the international handicap symbol ( ) and/or by striping or wording affixed to the parking lot surface.

Shuttle Service
HPU provides a shuttle service throughout the main campus and east campus. Shuttle routes, times, and stops can be obtained from the University website and posted flyers.

Campus Visitors
A visitor is defined as one who has no affiliation, association, or relationship with HPU as a student or employee.

Currently Enrolled HPU Students are never considered visitors. Students who are driving a vehicle other than the one registered to them via the University Cashier’s Office, even if on a temporary basis, must obtain a Temporary Parking Permit from the University Cashier’s Office.
- Visitors to HPU should be given parking guidance by the person or organization inviting them to campus.
- Visitors using vehicles that have a current HPU parking permit must comply with the rules and regulations that apply to that permit.
- Visitors should be encouraged to use the shuttle service when traveling to multiple HPU properties to minimize disruption of campus parking.
- Visitor lots and/or parking spaces are open from 7:00 a.m. – 12:00 a.m. every day. No overnight parking is allowed in visitor spaces unless approval is obtained from HPU Dept. of Public Safety. This regulation is enacted to help prevent non-HPU related parking within the limited parking spaces that the University is able to provide.

University Parking and Traffic Safety Fines
Students are responsible for any citation issued to their vehicle. Fines not paid by the violator (or a request for an appeal filed) within TEN (10) working/business days of the date of issuance of the citation shall automatically be charged to the registered student’s account, or in the case of an unregistered vehicle, the operator or registered owner of the vehicle shall be responsible for the violation and all fines that may be charged for the violation. Fines may be paid at the Cashier’s Office (Monday - Friday from 8:00 a.m. - 5:00 p.m., excluding University holidays).

University Parking and Traffic Safety Violations
Parking and Safety Enforcement is in effect 24 hours a day, 7 days a week. The more severe and dangerous the violation, the greater the fine amount for such violation(s). The violation for which a person is charged shall be plainly stated on the citation(s) issued for the offense(s).

$35 Failure to Display Parking Permit
$35 Display of Expired Permit or Improperly Affixed Permit
$35 Improper Parking or Not Parked in Defined Limits of Parking Space
$35 Parked After Posted Lot Closing Time
$35 Parked Overtime in Time-Limited Zone
$35 Unauthorized Parking or Stopping in a Visitor or Reserved Parking Space
$35 Other Violation--indicated by Issuing Officer
$50 Double Parking, Obstruction of Traffic, or Parking in Traffic Lane
$50 Failure to Obey Traffic Control Device--cones, barricades, etc.
$50 Parked in Designated “No Parking Zone” or “Designated Safety Zone”
$75 Reuse of Old Citation to Avoid New or Additional Citation
$75 Vehicle Traveling at Unsafe Speed or Reckless Driving on HPU Property
$100 Unlawful Parking in Fire Lane
$150 Unlawful Parking in a Designated Handicap Parking Space/Access Space

Persons in receipt of a citation should read the citation very carefully to determine if it is a “University Citation” or a citation issued for a violation of State Statute/Law. “State Citations” are those issued by Texas Peace Officers for
violations of State Statute or City Ordinance. For disposition responsibility and fines for “State Citations” the recipient must contact the Court designated on the citation.

Appeals
All University Citations issued by the HPU Dept. of Public Safety Officers may be appealed. However, if the recipient of the citation chooses to appeal, he/she must file an appeal within TEN (10) working/business days of the date of the citation, excluding University holidays.

Appeals are processed ONLY during business hours and must be filed in person at the Office of Student Life (8:00 a.m. - 5:00 p.m., Monday - Friday). A telephone call or email DOES NOT constitute an appearance.

Appeals will initially be reviewed by the Director of Public Safety/Chief of HPU DPS. Consult the Student Handbook and University Catalog for additional information regarding the appeals process. Results of the appeal will be sent via one or more of the following methods: campus mail, U.S. mail, or e-mail.

Immobile (Booted) or Towed Vehicles
Vehicles that have been charged with three or more citations may be immobilized or impounded/towed with all towing fees being the sole responsibility of the vehicle’s owner/operator. There is a $50 service charge to release an immobilized (booted) vehicle.

The University shall not, nor shall any of its authorized personnel, be liable or assume any responsibility for any loss or damage resulting from a vehicle being immobilized (booted) or towed.

The payment of fines for University Citations does not remove citations from the record. Citations accumulate during the academic year.

Vehicles illegally parked (regardless of number of violations) are subject to being immobilized or towed when parked in or obstructing a fire lane, reserved space, handicap or handicap access space, overtime in a loading zone, blocking another vehicle in a parking space, or blocking a driveway, aisle, entry or exit to any parking area.

If a vehicle has been towed or immobilized, the individual seeking release of the vehicle may obtain the necessary information from the HPU Dept. of Public Safety by calling 325-649-8609.

Disciplinary Action for Excessive Parking or Traffic Safety Related Violations
An indefinite number of University Parking or Traffic Safety related citations will not be tolerated.

Upon receipt of the fifth University Citation, parking privileges shall be immediately suspended pending a review by the Director of University Public Safety. The Director shall send a formal recommendation to the Dean of Students for final determination. If the Dean of Students elects to suspend or permanently revoke the parking privileges of the habitual violator, then the violator shall at that time be notified to surrender their parking permit.

Failure to comply with the terms of the suspension, or continued receipt of citations may result in an additional $100.00 fine along with the offense fine(s), immediate towing, and further administrative disciplinary action by the Dean of Students.

Residence Hall Move In/Out Procedures
Special loading/unloading areas will be designated for major timeframes of residence hall “move in” and “move out” by temporary signs erected by the University DPS. Visitors/parents and students are expected to show courtesy to others by moving vehicles from these zones into other authorized parking spaces as soon as possible. Vehicles are forbidden from driving or parking on sidewalks or grass at any time. Violators are subject to receiving a University Citation and having their vehicles towed at owner’s expense. Once the temporary signs are removed, regular parking rules will be enforced.

Miscellaneous Information
• All persons should lock their vehicles while parked on campus.
• Personal safety escorts to and from vehicles
are available from the DPS upon request.  

• Theft of, damage to, or accidents involving vehicles should be reported to DPS immediately.  

• Theft of or damage to personal property or property owned by HPU (while on campus) should be reported to the DPS immediately.  

• All lost and found items should be reported to and turned over to DPS as soon as possible.  

• Students may not leave their vehicle on HPU property during a semester in which they are not enrolled (including summer). Such vehicles may be towed.  

• Students may at any time enter the parking lot to make use of their private vehicles as a place to study or talk privately with others. If the vehicle is a truck or SUV, they may sit on its tailgate to study or talk with others. Students may take advantage of this privilege at any hour they wish so long as they are not engaging in criminal activity or becoming involved in inappropriate behavior. Students are not permitted to sit in/on or touch vehicles which they do not own without authorization or the owner, nor may they loiter aimlessly or suspiciously in the parking lots. Public Safety officers may question students and request to see HPU ID cards.

Special Regulations

• Special temporary disabled/handicap permits may be obtained from the Cashier’s Office with specific approval by the Director of University Public Safety. In all cases the applicant shall present for review and verification the prescribing physician’s certificate stating the disability, necessity for special privileges, and length of disability. The special permit is a University Issued Permit and ONLY allows parking in all student, faculty, and staff areas and visitor lots. It DOES NOT allow parking in designated State Handicap Spaces or Access Areas (where State of Texas Permits are required by State Statute/Law), Reserved Spaces, Fire Lanes, or Time-Restricted Parking Zones/Spaces/Areas.  

• All buses, RV’s, trailers, and boats must obtain permission from DPS before parking on HPU property. No permanent parking allowed for these types of vehicles.

DRUGS/ALCOHOLIC BEVERAGES/TOBACCO PRODUCTS

Because of the desire to protect the health and lives of everyone in the Howard Payne University community, smoking is banned in all University facilities. Smoking and use of smokeless tobacco have been documented to be injurious to one’s health and to violate the health and rights of non-smokers. Tobacco use of all kinds is prohibited in all campus buildings, and within 15 feet of any building entrance.

Howard Payne University prohibits the use of illegal drugs both on and off campus because they are detrimental to the physical, psychological, social, and spiritual well being of the individual. For the same reasons, the use or possession of alcohol on campus, at a University-sponsored event or trip, or in any manner that violates municipal, county, state, or federal law is prohibited. Abuses of substances also impede the student’s academic progress and thus work against the very purpose of the University. HPU intends to cooperate fully with the Federal Government, the State of Texas, and local authorities in the war against drug and alcohol abuse.

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Howard Payne University supports the reports prepared by the Surgeon General and asserts that drugs and alcohol have proven to be hazardous to the health and well being of students and employees.

As a practical matter of enforcement and in order to prevent disagreements regarding violations of the alcohol policy and health hazards, empty alcoholic beverage containers are not permitted on campus. Such containers, if observed by staff, will result in students being charged with an alcohol violation.
Information about a drug and alcohol counseling and rehabilitation program is available through the Office of Student Life.

Criminal convictions are not required for these sanctions to be imposed on employees and students of the University.

The University expects its students to obey the law. Therefore, a violation of alcohol or drug laws while admitted to the University, wherever that violation occurs, is a violation of the University’s Student Conduct code.

Further, it is a violation of the University’s expectations for a student to drink, possess, or be impaired by drinking, alcoholic beverages, or to possess, use, or be under the influence of, illegal drugs or non-prescription hallucinatory drugs, on campus or at any event sponsored by the University or by a University-approved student organization. Without limiting the foregoing, this prohibition specifically includes any University sponsored trip.

Students may be requested to provide proof that use of prescription drugs or other controlled substances are under the supervision of a medical doctor. Students must provide this proof immediately upon demand by a University official. It is illegal to provide prescription drug(s) to another person. Using another person’s prescription drug(s) is also illegal.

The University encourages students to notify their parents or guardians if the student is found to have acted in violation of this policy. If the University, through its judicial procedures, determines that a student has violated this policy, the University may disclose the violation to a student’s parent or legal guardian if the student is under 21 years of age at the time of the notification.

Violation of this policy may result in any sanction deemed appropriate by the University, including, but not limited to, required participation in a drug or alcohol treatment or rehabilitation program, suspension, or expulsion. The University may refer any violation of the law to the proper law enforcement authorities.

Drug Testing Policy
Designated University officials reserve the right to require a student to show proof of a drug-free condition including drug testing whenever such officials suspect or have reason to believe that a student might be engaging in drug use on or off campus. Reasonable suspicion for testing is to be determined by the sole discretion of University officials. Reasonable grounds for drug testing may include, but are not limited to: Unexplainable incoherent behavior
Repeated tardiness and/or absenteeism from class
Drug-related odors on person, clothing, and/or equipment
Sudden, unexplainable drop in academic performance
Possession of drug paraphernalia
Previous positive drug screen results
Being cited for or convicted of substance abuse violations by University or municipal authorities
Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
A report of substance abuse or use provided by a reliable and credible source
A student who refuses to submit to drug testing or to required assessment or refuses to authorize the release of test results as provided in this policy can be disciplinarily sanctioned up to and including dismissal from the University. A positive drug test may result in disciplinary action including, but not limited to, suspension or dismissal from the University. A professional drug assessment and professional counseling may be required of any student. Any charges incurred for an outside assessment or for counseling will be the responsibility of the student. Testing for drugs will be administered at a local clinic or hospital. Refusal to comply with testing when it is requested will be considered a violation of the University’s drug policy. If a student’s test results are positive for drug use, the student will be responsible for the expense of the test. If a student’s test results are negative for drug use, the University will be
The University reserves the right to use canine detection services whenever drugs are suspected on University property and are undetected by other means, as well as a deterrent to drug possession or use among students.

**Criminal Sanctions**

The University provides the following information to give notice regarding legal considerations related to drug and alcohol use, possession, purchase, etc. For the latest and most detailed versions of these various governmental statues, please refer to the original sources.

**City, County, and State Law –**

**Texas Penal Code Sec. 49.02:**
Being intoxicated in public such that one is a danger to oneself or others is punishable by a fine of up to $500.

**Texas Alcoholic Beverage Code Sec. 1.05, 101.31:**
It is illegal to possess or distribute alcoholic beverages in a dry area. Violation of this law carries a penalty of up to $1,000 and/or up to one year in prison.

**Texas Alcoholic Beverage Code Sec. 106.02, 106.04-106.05:**
The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age subjects that person to a fine of up to $500 for the first offense and up to $2,000 for the second offense. Regarding consumption and possession, a minor may avoid charges if s/he requests emergency medical assistance in response to the possible alcohol overdose of the minor or another person, was the first person to make the request, and if the minor remained on the scene until medical assistance arrived and cooperated with medical and law enforcement personnel.

**Texas Alcoholic Beverage Code Sec. 106.06:**
Furnishing alcoholic beverages to a minor is punishable by a fine of up to $2,000 and potential imprisonment of up to 180 days in jail. If charges stemmed from gatherings were participants were involved in alcohol abuse, including binge drinking or forcing/coercing individuals to consume alcohol, defendants charged for such crimes shall, in addition to standard sentences handed down by a judge, be required to perform 20-40 hours of community service (related to alcohol education, misuse, or prevention), be mandated to attend an alcohol awareness program, and have the driver's license suspended or denied for 180 days.

**Texas Penal Code Sec. 49.04:**
Driving under the influence of alcohol is punishable by a fine of up to $2,000 and/or three days to two years in prison for the first offense and up to a $4,000 fine and 60 days to five years in prison for subsequent offenses.

**Texas Alcoholic Beverage Code Sec. 106.07:**
A person under 21 years of age who misrepresents his or her age for the purpose of purchasing alcoholic beverages may be punished by a fine of up to $500.

**Texas Health and Safety Code Sec. 481.106-107:**
The illegal distribution, possession, or use of controlled substances may be punished by five years to life in prison and up to a $20,000 fine.

**Texas Health and Safety Code Sec. 481.112-120 and 481.121(c) and (d):**
The delivery or possession of controlled substances with the intent to manufacture controlled substances is punishable by a jail term of ten years to life and up to a $100,000 fine.

**Texas Health and Safety Code Sec. 481.121(a) and (b):**
The possession of marijuana may be punished by six months to 20 years in prison and/or up to
Texas Health and Safety Code Sec. 481.122: The distribution of marijuana to a minor is punishable by two to 20 years in prison and/or up to a $10,000 fine.

Federal Law –

21 United States Code 844(a):
1st conviction: Up to one year imprisonment and fined at least $1,000 but not more than $100,000, or both.
After one prior drug conviction: At least 15 days in prison, not to exceed two years, and fined at least $2,500 but not more than $250,000, or both.
After two or more prior drug convictions: At least 90 days in prison, not to exceed three years, and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years, and fined up to $250,000, or both, if:
(a) 1st conviction and the amount of crack possessed exceeds five grams.
(b) 2nd crack conviction and the amount of crack possessed exceeds three grams.
(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 United States Code 853(a)(2) and 881(a)(7):
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

21 United States Code 881(a)(4):
Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 United States Code 853a:
Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 United States Code 922(g):
Ineligible to receive or purchase a firearm.

Miscellaneous:
Revocation of certain federal licenses and benefits (e.g., pilot licenses, public housing tenancy, etc.) are vested within the authorities of individual federal agencies.

Health Risks Associated with Drug or Alcohol Use
Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation, and drunken behavior. An overdose of a depressant can result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.
Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

UNIVERSITY HOUSING

When a student enrolls at HPU the student becomes a citizen of an academic community that is likely quite different from any in which he/she has previously lived. University housing is a significant part of this community and has been developed and staffed to provide an environment that enriches academic, social, cultural, and spiritual life.

Each residence hall is under the direction of a Resident Director. The Resident Director (RD) is a professionally trained individual experienced in working with University students. The RD supervises his/her respective hall, coordinates the work of the Resident Assistants (RA), and serves as a counselor to individual students. There is an RA on each floor who will acquaint residents with the activities and regulations, and guide them in exploration and development of new interests.

University housing is maintained as part of the total education experience available to students. It provides students a supportive framework for intellectual, social, and spiritual growth. For this reason, Howard Payne University requires full-time, unmarried students between the ages of 17 and 22 who are not living with parents to live in a University residence hall for four (4) full semesters (i.e., fall and spring semesters) or until 60 verifiable credit hours are completed or the student reaches 22 years of age. Students under the age of 17 are restricted from living in University housing. Students who desire to live at home with parents and commute, or who would otherwise seek exemption from the housing requirement, may make application to live off campus. Applications for permission to live off campus can be available online at University’s website. All requests for exemption to the housing policy must be submitted to the Office of Student Life by December 1 for spring exemptions and May 1 for fall exemptions. The Dean of Students reviews all requests for exemption to the housing policy. Without off-campus approval students with less than 60 credit hours and/or four semesters of college completed are required to live on campus and purchase a residential meal plan to eat in the dining hall.
Housing Application
All students applying for admission to University housing must forward to the Office of Student Life a deposit of $100.00 (along with a Housing Application/Agreement) which will be held as security for damages. Any unused portion will be refunded on written request within one year after properly checking out. If the room deposit is not requested within one year of vacating University housing, the deposit will be forfeited into a general scholarship account. In no case will any of the deposit be refunded until the student has cleared all financial obligations to the University and requested the deposit.

Housing Agreements
A student living in University housing must sign a Housing Application/Agreement, and upon signing automatically assumes the responsibility and obligations of the agreement.

Any request for cancellation of a housing agreement should be made to the Office of Student Life. Any resident who moves off campus without official permission is held financially responsible for the full financial term agreed upon between the resident and the University. The University reserves the right to terminate the contract for disciplinary reasons. Any student who cancels his/her room reservation after June 1 for the fall semester or January 1 for the spring semester will forfeit his/her deposit.

Residents who request to privately occupy a room at less than capacity (and space is available) may be granted approval by the Resident Director and the Business Office and then pay the additional rent of $415.00 per semester.

If there is only one student occupying a room for any reason, it is the responsibility of the student to work with the Resident Director in locating a roommate. The student will then be required to move in with a new roommate or a private room charge will be incurred. Private rooms are not permitted for first-year students in their first semester of college (since graduating from high school) or in the University apartments. The University reserves the right to make changes in room assignments when deemed necessary. “Consolidation” is the process undertaken at the beginning of each semester, and other times as needed, to consolidate residents who do not have roommates. Facilitated by the Resident Director, students in the consolidation process must comply with all written or verbal requests of the Resident Director by the stated deadline. Failure to comply may result in automatic room reassignment and disciplinary action.

No one is to occupy a room until he/she has been officially checked into that room by the Resident Director or a Resident Assistant. Each student must complete and sign a Residence Hall Check-in/Check-out Form and get a key before moving into the assigned room. A student is not officially checked out of a room until the key has been turned in and a staff member has checked the room for damage and cleanliness. The Residence Hall Check-in/Check-out Form must be signed upon vacating a room for any reason. Failure to complete all of the above steps will result in charges and fines. A student may occupy only the room assigned to him/her. No moves are to be made for any reason unless first approved by the Resident Director.

The rental period for the residence halls covers two semesters, which ends the day of commencement exercises in May. It does not include Thanksgiving vacation, Christmas vacation, spring break, other holidays declared by the administration, or the days between semesters. Students must vacate the residence halls within 24 hours of their last final exam. Whenever possible, graduating seniors will be given an additional 24 hours beyond hall closing/lease ending date/time to check out. For further information about housing during break periods, contact the Office of Student Life.

All activities in the residence halls are under the supervision of the Resident Director; any unusual behavior, difficulties that arise, or anything of concern should be reported to him/her.

Housing Policies
Pets –
For reasons of health, nuisance, odor, and cleanliness, pets are not permitted in any University-owned living facility. Goldfish and tropical fish are acceptable in a tank no larger than five gallons.

Bicycles –
Bicycle racks are provided outside each
residence hall. Bicycles may also be stored in student rooms with the agreement of the roommate. Bicycles may not be stored in halls, stairways, bathrooms, or storage closets. If a bicycle is found in a hallway closet, or trash room, it will be placed outside without a lock or key. Bicycles may not be locked to HPU apartment railings. Bicycles should not be left during the summer sessions unless a student is taking summer classes. Bicycles that appear to be abandoned are subject to removal and disposal.

**Soliciting**
To protect residents from aggressive and unreliable sales people, soliciting is not permitted in the halls. Solicitors should be reported immediately to the Resident Director. Ticket sales for University or hall functions are an exception. Residents who wish to sell certain merchandise or services should contact the Resident Director for further information.

**Wing or Floor Meetings**
When mandatory meetings are called in the residence halls, all residents are required to attend. If a student is prevented from attending, he/she is to inform the Resident Assistant. Failure to attend without excuse from the Resident Assistant will result in disciplinary action. Mandatory wing or floor meetings cannot be called without permission of the Resident Director.

**Quiet Hours**
Quiet hours are observed every night from 10:00 p.m. to 8:00 a.m. All other times are considered to be courtesy hours. Students are to be considerate of the fact that they live in a community setting where not everyone has the same waking and sleeping schedules. Therefore, students need to be sensitive to the needs of others living around them. Special quiet hours are posted for the finals week time period and must be strictly followed.

**Decorations**
Student rooms should be decorated in a tasteful manner. Offensive materials are strictly prohibited. Possession and/or display of road signs or other stolen property is a criminal offense and will be dealt with accordingly. All window treatments, including drapes, sun blocking material, posters, signs etc., should not be viewable from outside the building.

**Pornographic & Obscene Materials**
Realizing that the display of certain items may be considered offensive and disrespectful to some community members, the University requires the use of discretion concerning the “content” of pictures, posters, written, and electronic materials displayed in rooms and hallways. Decorations inconsistent with University philosophy may not be displayed. This includes sexually oriented or suggestive items or depictions (including “soft pornography”) or any other material which presents the human body in a degrading manner, occult materials, and alcohol, drug, and tobacco advertisements or paraphernalia. The final interpretation of whether a decoration/posting is inappropriate will rest with the Resident Director. Residents possessing any materials that the university deems questionable may be asked to remove such items from their rooms. The viewing or possession of pornographic materials anywhere on campus is strictly prohibited.

**Room Inspections**
Howard Payne University respects the student’s right to privacy and to protection against unwarranted and/or unreasonable search. The policy regarding room entry, inspection, and/or search and seizure is that university officials will enter the room of a student only with the consent of the student except: 1. in an emergency situation; 2. when there are reasonable grounds to believe the room contains evidence of the commission of a criminal offense or a violation of university rules or policies; 3. for maintenance purposes; 4. when a valid search warrant has been presented by the proper authority; or 5. when entry occurs for reasons of health and safety.

Students are expected to maintain neat and orderly rooms. Periodically throughout the semester, Resident Directors and/or Resident Assistants will conduct health, hygiene, safety, and security checks in campus housing rooms. At room-check, all rooms must comply with the
standards given by the Resident Director/Resident Assistant.

Custodial service is limited to cleaning public use areas and emptying trash from public area receptacles. Trash should not be swept into the hall, but should be deposited in public area waste containers. Students are not permitted to store empty alcohol bottles, cans, etc. in their residence hall rooms. Any unauthorized items should be reported to the Resident Assistant.

Entrance and Exit –
Students entering or exiting University buildings must do so through exterior access doors only. Entering or exiting through windows, or occupying ledges, balconies, or the roof of any building, is strictly prohibited.

Appearance Expectations –
Students are reminded that opposite-sex visitors are at times allowed in the residence halls. Therefore, students should be fully clothed when appearing in residence hall public areas. Appropriateness should be maintained at all times.

Room Changes –
Prior to requesting a room change, talk to your RA about it. There may be some other possible solutions to the problem short of moving from your current location. If after doing this you are still sure you want to change rooms, follow these important steps:

1. Room changes must take place during the first two weeks of each semester. This ensures that the residence life staff can set up accurate records as to who has or has not checked in and where open spaces exist.
2. Students are responsible for finding a space to move into or for finding a person to trade rooms with them. Contact your Resident Director for a list of available rooms. Note: A person cannot ask a roommate to move out for the sake of convenience. The roommate who desires a change/new roommate must be the one to move to a new location.
3. After you have identified a new room/roommate, contact your Resident Director to make arrangements. Remember, you must have prior approval from your Resident Director before moving. Failure to follow these procedures and moving before you receive approval will result in requiring you to move back to your original room.
4. After the first two weeks of the semester, a $25 charge may be assessed per room change.

Check-in/out –
A room condition report must be completed and turned in at check-in. It is the responsibility of the resident to make note of any existing damages in the room (e.g., wall damages, chipped paint, missing items, etc.). This form will be used to determine damages which have occurred during a resident’s use of the room. Each resident must also follow all check-out procedures. Improper check-out could result in disciplinary action and/or a loss of the student’s room deposit. Check-out includes:

1. All possessions must be out of the resident’s room and the room must be clean.
2. All furniture must be moved to its proper location.
3. Return of room key.
4. Clearance of a Residence Life staff member prior to exit.

Failure to check out properly could result in the loss of the student’s room deposit and/or disciplinary action.

Personal Property
It is important that students take precautions to secure personal property (e.g. locking your door when not in your room, engraving your possessions, etc.). With so many people living together, University housing can be prime targets for theft. Careful attention to security is in everyone’s best interest. The University is not responsible for student property which is lost, stolen, or damaged. All valuables should be kept securely locked to guard against theft. Students should lock room doors whenever they leave the room and when they go to bed. A list of serial numbers of watches, televisions, stereos, computer equipment, etc. will be an aid in helping locate stolen articles. Any theft of items of value over $50.00 should be reported to the HPU Dept. of Public Safety. Any theft or criminal activity must be reported to the Resident Director. Students are strongly encouraged to have adequate insurance for their personal property.
Room Keys
Students are reminded that they should carry their room key with them at all times. This will avoid inadvertent lockouts. Lost room keys should be reported to the Resident Director. Students who lose their key will be charged a nonrefundable fee of $75 to rekey their room.

Opening and Closing Hours
To help promote safety, security, and policy compliance, certain residence hall doors will be locked 24 hours a day throughout the academic year. For Veda Hodge Hall, the two side doors and two back doors are locked 24 hours a day but are accessible to hall residents using their door HPU ID card. For Jennings Hall, the side stairwell doors are locked 24 hours a day and are only to be used as emergency exits. For Taylor Hall, the four back wing doors are locked 24 hours a day and are only to be used as emergency exits. The two Jennings lobby doors and two Taylor Hall lobby doors are unlocked at 7:00 a.m. and locked at midnight, as is the front door of Veda Hodge Hall. Residents must gain access using their HPU ID card from midnight until 7:00 a.m.

Lobby visitation begins when the lobby doors unlock. Students of the opposite sex may continue to use the hall lobby until midnight on the weekdays and 2:00 a.m. on the weekends, and may exercise in-room visitation privileges according to the policies outlined elsewhere in this handbook. Visitors of the same gender who wish to enter the building after the entry doors lock should contact the resident they intend to visit to be let in, and visitors should enter through the front lobby door. Students found propping open exterior doors or otherwise tampering with door devices will face disciplinary action. The residence halls will close the day of commencement at 2:00 p.m. in the fall and spring semesters.

Housing Damages
Because University housing is operated on a self-sustaining basis, charges will be made for damage to furniture, equipment, or rooms. Each room is checked before and after occupancy. If damage is noted, it should be reported immediately to the Resident Director.

Individual Rooms –
Occupants of University housing are responsible for any damage done to their rooms whether or not they caused the damage. Students are required to maintain their room in a clean and orderly condition and should not obstruct any of the walkways, hallways, or surrounding premises. No partitions or other alterations or additions may be made to the room unless the prior written consent of the Resident Director is obtained. This shall include, but is not limited to, the addition or changing of any locks, removal of window screens, altering or tampering with the heating or lighting fixtures, removal or painting of any surface, installation of any television or radio antenna; addition of electrical, cable television or telephone wiring; and all other such changes and additions. Nails, screws, and adhesives which may cause damage shall not be inserted into or used on the walls for any reason. Any damage done to a room or to the residence hall must be reported to an RA or the Resident Director.

Residence Hall Furniture –
Students are not permitted to dismantle any furniture supplied to them in their room. All furniture must remain intact, and in the individual student’s room. Students are responsible for all furniture issued to them in their room. Dressers may not be stacked, nor may refrigerators or other heavy items be placed on top of dressers. Any furniture that is missing, dismantled, or not returned to its proper location will be the responsibility of the residents in that room and charges will be assessed accordingly.

Residence Hall Damages –
As a community of students, it is necessary that everyone living in the halls assume responsibility for maintaining the building in which they live. As a good citizen of the Howard Payne community, residents should take responsibility for the care and monitoring of their living quarters. Persons witnessing or hearing about damages to any facility by members of the community or individuals from outside the community should report them immediately to a member of the Residence Life Staff.
Defacing of Property –
Damaging or defacing of property at HPU by painting, signs, posters, stickers, or any other method is expressly prohibited. Anyone involved in such an infraction will be subject to disciplinary action.

Repairs –
Any damage occurring or repairs that are needed through the year should be reported as soon as possible by completing the online work order system (Sprocket) found on the HPU website. When you fill out the online work order, it will be submitted to HPU maintenance. You will be able to track the progress of your request online at any time. Repairs will take place on a priority basis. All emergency repairs should be reported to the Residence Life staff immediately.

Guests & Visitation

Overnight Guests of Same Sex –
Guests of the same sex are permitted to stay overnight under the following conditions:

a. The student has requested and received permission in advance from the Resident Director and his/her roommate.
b. The overnight stay is NOT during finals week.
c. The length of stay is no more than three (3) days and two (2) nights. Exceptions must be approved by the Resident Director.
d. The guest is 12 years of age or older.

Babysitting is not allowed in HPU housing.
e. The guest registers his/her presence with the Resident Director. Guests are expected to conform to the same standards of conduct as students. Violations of university policies and standards by visitors are the responsibility of the student whom the guest is visiting and may result in disciplinary action against the student, requiring the guest to leave campus, or both.

The Resident Director may limit a) the number of guests, b) the length of stay of a guest, and/or c) the number of times a student has guests during the semester if any of these factors adversely affect the residents of the hall/apartment or put an undue burden on the facilities and utilities of the university.

Visiting Residents of Opposite Sex: Residence Halls –
Men or women are not permitted in living areas or residence halls of the opposite sex except during administratively approved open house hours. These hours are 7:00-10:00 p.m. daily on all floors. When hosting opposite-sex visitors, guests must enter the front lobby door of the residence hall, sign in and sign out through the logbook at the Resident Director office, and be escorted by their host at all times. The room door must remain completely open at all times, and students’ and visitors’ behavior must comply with University expectations of conduct. Violations of university policies and standards by visitors are the responsibility of the student whom the guest is visiting and may result in disciplinary action against the student, requiring the guest to leave campus, or both.

Visiting Residents of Opposite Sex: Apartments and Duplexes –
References to “apartment(s)” include Smith Bell Duplexes and Newbury Place Apartments. These suggestions and policies are based on the need for consideration among the roommates, and to assist couples in maintaining the purity of their relationships. Apartment visitation by the opposite sex is to be conducted with discretion. It is suggested that other individuals be present in the apartment while a guest of the opposite sex is visiting. Students who are having difficulty with roommates who are taking advantage of the visitation policy should consult their roommate first and then bring the situation to the attention of the Resident Assistant and/or Resident Director in the community. Opposite-sex guests, including but not limited to other students, may not sleep over/stay overnight in the apartment. When hosting opposite-sex visitors, both the hosts’ and visitors’ behavior must comply with University expectations of conduct. Violations of university policies and standards by visitors are the responsibility of the student whom the guest is visiting and may result in disciplinary action against the student, requiring the guest to leave campus, or both.
Amenities

**Telephones** –
Local telephone service is provided free of charge. Information pertaining to making long distance calls from the room is available to each student upon check-in. Students must supply their own phone. No extra features can be added to the phone system.

**Voicemail** –
Each student room in the residence halls and on-campus apartments is equipped with voicemail for the telephone. Answering machines are not allowed. All resident-students are responsible for setting up and regularly checking their voicemail box for messages. The University will periodically distribute important announcements over the voicemail system. Roommates must share the voicemail box code, greetings, etc. and are expected to do so. Consult the informational flyer provided at check-in time for instructions on using the system.

**Cable TV** –
Each student room is wired for expanded cable TV. This service is provided to students at no extra charge. No cable or satellite service beyond what HPU provides is allowed.

**Internet** –
Each student room is also wired to have access to the Internet. This access is provided to students as a part of the Student Life fee for educational purposes. Students are reminded not to give out personal information (e.g. middle name, social security number, date of birth, mother’s maiden name, etc.) to anyone on the Internet. The campus’ Internet traffic is monitored by the University’s ITS department. Inappropriate use will not be tolerated. The use of routers and wireless spots is prohibited. All campus housing facilities are equipped with wireless connectivity to the HPU network.

**Electrical Appliances** –
The following electrical appliances may be used in a student’s room: computer, television, video game system, VCR/DVD player, stereo, clock, personal lamp, shaver, hairdryer, flatiron, and candle warmer. Air conditioners, sun lamps, and heaters may not be used because of safety regulations.Burned-out light bulbs will be replaced without charge. They should not be replaced with larger bulbs than those provided. Any needed fuses or repairs should be reported to the Resident Assistant or Resident Director.

Owners and users of stereos and televisions must operate them at a reasonable volume which is only for their own benefit and should keep the door of their room closed when using them. Whenever they are operated, it should be with consideration for other people. Students may lose the privilege of using stereos and televisions if they refuse to operate them at an acceptable level.

**Appliances for Cooking and Storing Food** –
Cooking in residence halls is strictly prohibited for reasons of health, safety, and maintenance. Cooking equipment such as hot plates, toasters, electric fry pans, microwaves, and coffee pots (unless coffee maker is equipped with an automatic shut-off or is a single-cup maker with no hot plate) are not permitted and will be removed from residence halls. Small refrigerators, no larger than 36” tall, may be used in residence hall rooms. A Fridge/Microwave combination unit is permitted (only the microwave/fridge models– 2.7 cubic feet or 3.7 cubic feet– are allowed.) Additionally, an amperage overload protector for microwave/refrigerator combos is allowed provided that the two devices together do not exceed 10 AMPS.

**Food Storage** –
In order to maintain a healthy and pest-free environment, students are requested to store any food kept in their rooms in sealed containers.

**Laundry Rooms** –
Coin-operated washers and dryers are available in each residence hall, along with coin vending machines. Students encountering problems with the machines should contact their RA or Resident Director.

**Lounges** –
Each of the residence halls has a lounge on the first floor where students can sit and talk, study, etc. Because these lounges are for the benefit of all the students living in the building, they
should be treated accordingly. All furniture must remain in the lounges, must not be rearranged, and is not permitted to be in individual student rooms at any time. Students are also reminded that they are responsible to clean up any mess made while they are using the lounge. Students may not block access to hallways/walkways in and adjacent to lobby areas for videogame play, movie viewing, etc.

Vending Machines –
Vending machines are located in a variety of locations in each of the residence halls. Students encountering problems with the machines should contact their RA or their Resident Director.

University Apartments
The University maintains nine units in a duplex arrangement primarily for junior and senior students. The University also maintains three 8-unit apartment complexes (four students per unit). These apartment spaces are assigned each Spring semester during the Apartment Selection Process, which will be advertised by the Residence Life staff. The University does not offer designated married student housing, but duplex housing is possible for married couples who are both HPU students.

Apartment Policies –
All policies referring to student conduct apply to students occupying University apartments. Students moving into the apartments must pay a $100.00 deposit which will be held for damages or cleaning upon moving out. If the apartment is left in good condition, a request may be made for the return of the deposit. Students will also sign a lease agreement with the University for the apartment. Upon signing the University Apartment Lease Agreement, the student automatically assumes responsibility for the terms stated therein.

Mail & Copy Center Services

Mail Service: The HPU Post Office is located in the Mabee University Center. The Post Office staff may be reached at 649-8050.

Window Services –
The Post Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Mail is not posted on weekends, federal holidays, or University holidays.
The Post Office receives mail and packages from all couriers. Nothing is delivered to the residence halls. Should a student receive a package, an e-mail or text message will be sent.

Post Office Boxes –
• Only on-campus residents enrolled at HPU are permitted to have a mailbox. All on-campus residents must maintain and regularly check their assigned mailbox.
• Mail addressed to an HPU box number with a name that is not in the Post Office records will be returned to sender.
• The Post Office staff must be notified of any changes, additions, and/or nicknames, so that mail is not returned.
• All mail should be addressed as follows:
   (Name)
   1000 Center # ______ (box number)
   Brownwood, TX 76801
• A student moving off-campus should fill out a HPU change-of-address form. This form is required for mail to be forwarded. Only First Class mail can be forwarded. Neither UPS, FedEx, nor other couriers can be forwarded; they can only be returned to sender.
• Some boxes have keys that will need to be turned in. Failure to turn in a key will result in mail being returned to sender and a hold being placed on the student’s records.
• Mail from a student’s box cannot be released to anyone except the student.
• Must show Student ID card to receive any packages or to have your box opened.
• Students may not share mailboxes unless there are more students than available mailboxes, at which time the Post Office staff will make the necessary arrangements.

Fees –
• Replacement post office box keys are $20.00 each and can be picked up at the HPU Post Office five to ten days after ordering. Payment is required prior to ordering. Refunds are not given for replacement keys.
**Faxes**

- Students may send and receive faxes at the post office. The cost is $.50 plus .05 or any copies that have to be made.

**DINING SERVICES**

HPU contracts with Sodexo Campus Services to provide all dining services on campus. All residence hall students are charged for room and board at the time of registration. Off-campus students may also purchase a meal plan. Weekly meal plans (e.g., unlimited, 15, 12) start over each week on Monday morning; unused meals each week are forfeited and are not subject to refund or rollover. These meals have already been built into the cost of the meal plan, based on the statistical fact that not every student will eat every meal to which he or she may be entitled. Unused Jacket Bucks existing on a student account at the end of the fall semester will roll over to his/her balance for the spring semester; however, unused Jacket Bucks at the end of the spring semester will be forfeited. Hours of operation for all dining operations shall be posted by the front doors and are subject to change.

**Dining Service Policies**

- **Cafeteria**
  
  1. The student identification card must be presented to the cashier at the entrance of the cafeteria so that the card can be scanned. An ID/Meal card is non-transferable and cannot be used by any other individual. Only those persons with valid meal cards, or those paying cash for a meal, have permission to enter and remain in the cafeteria.
  
  2. Students should only take food which they plan to eat. Wasted food results in higher meal service prices and limits the number of food options that can be made available.
  
  3. Because the cafeteria is an all-you-care-to-eat dining room, no food is to be taken out except in certain pre-approved instances.
  
  4. Students are not permitted to take dishes, glasses, silverware, trays, etc. from the cafeteria.
  
  5. No food may be brought into the cafeteria from any outside vendors.

- **Fambrough's**
  
  1. A valid student identification card must be presented to the cashier in order to purchase food products with Jacket Bucks or Stinger Bucks. The ID/Meal card is non-transferable and cannot be used by any other individual.

- **Stinger Bucks**
  
  1. A valid student identification card must be presented to the cashier at all participating vendors in order to make purchases using Stinger Bucks. No exceptions will be made to this policy.
  
  2. A student's Stinger Bucks will not be activated until he/she finalizes registration.

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  3. Stinger Bucks may be used at participating off-campus vendors as well as in Fambrough's and the cafeteria.

  4. Additional dollars maybe added to the Stinger Bucks balance via an online credit/
debit card transaction or at the HPU Cashier’s office.

5. Stinger Bucks roll over from semester-to-semester and year-to-year (provided you are enrolled in consecutive academic semesters).

SAFETY AND SECURITY INFORMATION

Clergy Act - Crime Prevention and Security Report
On or before October 1 of each year, the University will make available an annual security report. This report includes campus crime statistics, policies by which crime is reported, policies regarding response by the institution, various security policies, crime prevention programs, alcohol and drug and campus sexual assault policies, rape awareness, sexual offense reporting policies, and so forth. The most recent security report may be obtained from the University website. Information concerning registered sex offenders may be obtained from the Texas Department of Public Safety website https://records.txdps.state.tx.us/DpsWebsite/Index.aspx.

Annual Crime Statistics are available to all current students and employees of Howard Payne University in Brownwood, Texas, and, upon request, to any applicant for enrollment or employment. Information is provided pursuant to the disclosure requirements of the Crime Awareness and Campus Security Act of 1990 and the Drug-Free Schools and Communities Act Amendments of 1989.

The Crime Awareness and Campus Security Act specifically requires that crimes occurring on the campus be reported to the Howard Payne University community.

False Alarms/False Emergency Reports
It is a violation of Texas Penal Code 42.06 to make a false alarm or report to a public institution of higher education. Students accused of this crime may face charges up to a state jail felony and will be referred through the student conduct process. A full description of the code and subsequent penalty is provided below.

Please help us keep our university safe and report any suspicious activities to HPU DPS, the Office of Student Life, a Resident Director, or other University personnel.

According to Sec. 42.06 of the Texas Penal Code, (a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:
(1) cause action by an official or volunteer agency organized to deal with emergencies;
(2) place a person in fear of imminent serious bodily injury; or
(3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
(b) An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

Prohibited Materials
Substances which could cause a fire, such as paints and chemicals, may not be stored in University housing. Students may not store or repair motor vehicles in their residence. Flammable liquids such as gasoline, kerosene, and other fuel products may not be kept in University housing. Fireworks and/or firecrackers are not allowed on the campus. The burning of candles, incense etc. is also prohibited in all on-campus housing.

Firearms/Weapons
Firearms for protection or for sport are strictly prohibited at HPU except as allowed by State law. This includes, but is not limited to, shotguns, rifles, pistols, BB/pellet guns, paint guns, air soft guns, etc. Ammunition for firearms is also prohibited. This includes, but is not limited to, shotgun shells, ammunition, BBs, pellets, etc. Illegal knives are prohibited.
Smoke Alarms
Smoke alarms are placed in rooms for the protection of the students. A fine of $100.00 will be charged to students for vandalism or removal of these alarms.

Batteries in smoke alarms are not to be used by students for any other purposes than that for which they were installed. Unauthorized removal of batteries will result in a $100.00 fine. In certain situations, such as the malfunction of the system, a student will need to remove the battery. If such a situation should occur, the proper procedure is to report the incident either to the Resident Assistant or Resident Director by the following day. If the problem is with the battery, then the bad battery will be exchanged and a new battery issued. If the alarm itself has malfunctioned, then the problem will be reported to the Resident Assistant for repair.

Fire Extinguishers and Fire Equipment
All residence halls are equipped with several fire extinguishers which are to be used only in the event a minor fire should occur. If you find a fire extinguisher not in its proper place, or not properly charged, please notify a residence hall staff member immediately. Any student caught discharging a fire extinguisher for uses other than those intended, pulling false fire alarms, tampering with sprinkler systems, or otherwise jeopardizing the health and safety of others through improper use of fire equipment will be subject to immediate suspension from the University.

Fire Drills
Fire drills will be held periodically, and anytime the fire alarm sounds everyone is required to leave the building immediately. Failure to leave immediately or to follow directions of the residence hall staff or HPU Dept. of Public Safety officers will result in disciplinary action.

INFORMATION SYSTEMS POLICIES
Overview
Howard Payne University Information Systems includes, but is not limited to, all university owned computers, printers, network hardware, cabling, computer accounts, Internet access, web pages, software, video, telephone equipment, long distance service, and voice mail. Accounts to these systems are provided to students and employees to support University programs. It is the responsibility of each student and employee to use the information systems in a professional and ethical manner, consistent with the overall policies of the university. Use of the information systems is a privilege and any misuse can result in a student or employee being denied access to the information systems. The same policies on conduct stated in the Student Handbook and Employee Policies and Procedures Manual apply to any use of the information systems. By connecting to the university network, all users agree to abide by the Information Systems Policies.

1. All computers which are connected to the university network are subject to monitoring by the university system’s administrator and technology staff. The university reserves the right to monitor any computer action that a user performs while using the campus network.

2. All computers, including student owned computers, attached to the university network must have antivirus software with a current update subscription, and the computer name must identify the owner or user by containing their user name. Computers that do not comply will be removed from the network.

3. Individuals are responsible for the proper use of any information system account issued to them. Individuals who give someone else access to their account are responsible for the other person’s actions. The proper use of password protection to prevent unauthorized access to accounts is expected of all users.

4. When accounts expire, any files or messages associated with that account are deleted. Student accounts expire the last day of the semester in which the student either graduates or leaves school.
Employee accounts expire the last day of employment.

5. Some information transmitted on the system is private and confidential. Each authorized user is responsible for maintaining the confidentiality of such information.

6. The system is not to be used to promote political or other campaigns.

7. Use of the system to display antagonism toward the Christian faith, the university, or its personnel will not be permitted.

8. Threatening, sexist, racist, obscene, pornographic, or harassing materials or messages may not to be accessed, sent from or stored on a university computer system.

9. Any action that would cause damage to hardware, software, or disrupt the operation of any information system is prohibited.

10. All computer software residing on any computer connected to the network must be installed in compliance with the licensing agreement accompanying the software. The user of a university owned computer is responsible for all software residing on that computer.

11. Unless they are placed in public domain by their owners, software programs are protected by Section 117 of the 1976 Copyright Act. Educational institutions and their constituencies are not exempt from the law. It is illegal to duplicate, copy, or distribute software or its documentation, or anything else that is considered to be intellectual property, without the permission of the copyright owner.

12. Since use of the Internet enhances the educational process, it is a resource that should be utilized in agreement with and support of the mission statement of Howard Payne University.

13. Violations of these policies will be handled by the normal disciplinary procedures as outlined in the Policies and Procedures Manual, and the Student Handbook. Some violations may result in penalties under the Texas Computer Crime Law (Texas Penal Code, Title 7, Chapter 33) or federal laws that govern computer crime.

E-Mail Policies

Official Use and University E-mail Accounts Required

E-mail is an official communication means used by the Howard Payne University community. As such, all students and employees are required to access their HPU e-mail accounts for university business. The University expects recipients of university e-mail to retrieve and read the communication in a timely fashion. As an official communications tool, the HPU e-mail system should be used primarily to facilitate the academic and administrative needs of the University. Personal use is allowed, but should be kept to a minimum.

E-mail User Names

Student addresses are standardized in the form of firstname.lastname@hputx.edu. The names used are the official first and last names of the student as registered and may not contain middle names or nicknames. Faculty/staff addresses utilize the first letter of the first name and the entire last name (e.g., jsmith@hputx.edu).

University Oversight of the HPU E-mail System

The University’s Information Systems Department is responsible for the implementation, direction and supervision of the HPU e-mail system. Users are required to abide by all e-mail policies and procedures issued by the University and Information Systems Department. While the University strives to respect the privacy of individuals, the HPU e-mail system and communications transmitted through it are the property of the University. As such, the University reserves the right to monitor any and all communications and activity involving the HPU E-mail system.
Inappropriate Usage
As a Christian university, HPU expects all users to be responsible in their usage of the e-mail system. The HPU e-mail system may not be used for illegal purposes, slander, harassment or offensive communications, profanity, vulgar or lewd materials, or transmittal of any materials, images or messages inconsistent with our Christian mission. The HPU e-mail system may not be used to solicit business or fundraising endeavors unrelated to the academic or administrative needs of the University. Users should not advertise items for sale or rent or communicate information not applicable to the general campus community. For those purposes, employees must use the HPU Bulletin Board in Outlook and students must use the Student Bulletin Board in Outlook. Misuse or abuse of the HPU e-mail system may result in disciplinary action. Illegal usage may result in criminal prosecution.

Expectations Regarding Regular Use of E-mail
Students and employees are expected to check their official HPU e-mail accounts on a frequent and consistent basis in order to stay current with university-related communications. Students and employees have the responsibility to recognize that certain communications may be time-critical. Failure to read and properly manage one’s HPU e-mail account is not an acceptable excuse for not receiving official university communications via e-mail. Additionally, no student should share his or her HPU e-mail password with any other individual. Official e-mail addresses will be included in directory information, unless a student requests otherwise.

Forwarding E-mail
If a student or employee forwards e-mail from their HPU address to another e-mail address (e.g., @aol.com, @hotmail.com), they assume risks in doing so. The University is not responsible for the handling of e-mail by outside vendors. Forwarding e-mail does not absolve a student or employee from the responsibilities associated with retrieving and reading official communications sent to his or her HPU e-mail account. Instructions to forward e-mail to another address are located at http://helpdesk.hputx.edu/

EMERGENCY PROCEDURES

Emergency Notification
Howard Payne University will employ several methods of communication as feasible to enhance communication during emergency situations, including campus-wide e-mail messages, telephone voice mail messages to campus extensions, text messages and voice messages to cellular phones for students, faculty, and staff provided up-to-date contact information is available.

Missing Persons Policy
If a student who resides in campus housing has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, the Dean of Students or a Resident Director should be notified. Students under the age of 18 will have their parents notified if they are determined missing for more than 24 hours and law enforcement will be notified for any student missing for more than 24 hours. If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the HPU Dept. of Public Safety (325-649-8609) and/or the Brownwood Police Department (911) should be notified. If desired, students will be able to designate a confidential contact person on their Emergency Information Form to contact if the student is deemed missing. At the University’s discretion, in addition to a confidential contact, the University reserves the right to contact a parent and/or guardian.

Tornado Watch
1. A tornado watch is issued when conditions are favorable for the formation of tornadoes.
2. In the event of a tornado watch, listen to local radio and television reports to monitor the situation.
3. Continue with normal activities but be alert to changes in the weather.

**Tornado Warning**

1. A tornado warning is issued when a tornado has been sighted nearby and is approaching or when weather radar indicates certain features indicative of tornadoes. There is significant danger during a tornado warning.
2. The Brownwood Emergency Preparedness system will place an automated phone call through the 911 system to your room phone, notifying you of the tornado warning. In addition, a public warning siren blast will be issued by the City of Brownwood. The University will also seek to deploy its Emergency Notification System.
3. Go immediately to the center of the lowest floor of the building where you are; avoid windows and glass doors; listen to any instructions given by the building supervisor.
4. If you are outside, seek shelter! If no shelter is available and the threat of danger is imminent, get in the closest ditch, lie flat, and cover your head.
5. If the warning comes in the early morning hours, Resident Directors should make certain that all residents are alerted and moved to safety.

**Snow and Ice**

1. In the case of inclement weather, listen to local radio stations for road conditions and possible school closings.
2. Classes are not canceled unless it is absolutely necessary.
3. If classes are not canceled and travel for you is dangerous, stay where you are and call the University to notify your professors.

**Fire**

A fire alarm will sound when a manual pull station and/or smoke detector has been activated. Any time an alarm goes off, it should be treated as real and the building should be evacuated. If you don’t know the escape route for the building you are in, look on the walls nearest stairwells for a map.

1. If fire alarms have not been activated and fire is seen, pull the nearest manual alarm. Call 9 + 911 and HPU Dept. of Public Safety at the earliest possible moment.
2. If alarms are sounding, evacuate the building as quickly and calmly as possible. Use stairs and not elevators; before opening a door, feel the door for heat - if it is hot, find an alternative route. When outside the building, move at least 300 feet away.
3. If fire is in the residence hall, the Residence Life staff should make certain that all rooms have been evacuated, close all doors, and turn on lights in each room to signal that the room is empty.
4. When outside, keep access roads clear for emergency vehicles.
5. Do not return to the building until it has been declared safe by Fire Department officials.

**A.L.I.C.E./Dangerous Person(s)**

An active shooter is a person who is actively engaged in seriously harming or killing or attempting to seriously harm or kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. These dynamic situations evolve quickly and are usually over within ten to fifteen minutes. This demands immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Faculty, staff, and students must be prepared both mentally and physically to deal with the situation. HPU DPS advocates preparedness for this type of incident and proactively instructs members of our community on the A.L.I.C.E. (Alert Lockdown Inform Counter Escape) principle of responding to an active shooter. Below are guidelines for those who may be caught in an active shooter situation and a description of how to react.

*When there is an active shooter incident and you can evacuate the building:*

- When a threat is recognized, rapidly assess the threat level and immediately initiate a response. Your perception is your reality; there can be no second guessing the option you select for
reacting to the situation
• If you can evacuate, do it
• Run away from the building as quickly as possible
• Stop when you feel you are in a safe zone and contact 911

When there is an active shooter incident, you are unable to evacuate the building, and your door opens to the inside / outside of the room:
• When a threat is recognized, rapidly assess the threat level and immediately initiate a response. Your perception is your reality; there can be no second guessing the option you select for reacting to the situation
• Take shelter in the nearest office, room, or closet
• Silence your cell phone and quietly encourage others to do the same
• Stay low to the ground. Maintain a position where a person in the hallway cannot see you through glass
• Lock and barricade the door with anything available in the room (chairs, desks, trashcans, etc.)
• If possible, tie down the door by attaching a belt to the door handle
• Look for alternate escape routes (windows, additional doors, etc.)
• Call 911 and provide detailed information. The phone line can remain “open” which helps the 911 operator in hearing what is happening
• Do not open the door for anyone. Responding law enforcement personnel will have access to all of the rooms in a building
• You may have to take the offensive if the shooter enters your area. There are numerous weapons in the room (chairs, trashcans, computers, etc.). Be prepared to utilize anything close at hand and prepare yourself for the physical encounter
• Position yourself in a location that will allow for the element of surprise if the shooter enters

When there is an active shooter incident and you must evacuate the area where the shooter may be located:
• When a threat is recognized, rapidly assess the threat level and immediately initiate a response. Your perception is your reality; there can be no second guessing the option you select for reacting to the situation
• Run in a zig – zag pattern
• Do not stop running until you are well clear of the building
• Is escaping through a window an option?
• Consider the risk factor of falling from a window
• Make an improvised rope out of clothing, belts, or any other item that can be used to limit the distance you would fall
• Hang by your hands from the window ledge
• Attempt to fall into shrubs, mulch, grass, etc.

When there is an active shooter, you cannot escape and the shooter is in your room:
• When a threat is recognized, rapidly assess the threat level and immediately initiate a response. Your perception is your reality; there can be no second guessing the option you select for reacting to the situation
• Run
• Fight
• Throw anything at the shooter. Aim at the face to distract them.
• Attack in a group. Grab the shooter’s extremities and take them to the ground using body weight to secure them
• Fight Dirty!!! There is no unfair fighting when survival is the goal

When there is an active shooter incident and you have incapacitated the shooter:
• When a threat is recognized, rapidly assess the threat level and immediately initiate a response. Your perception is your reality; there can be no second guessing the option you select for reacting to the situation
• Call 911 and advise law enforcement the shooter is down
• Provide your location and stay on the line
• Secure the suspect (body weight, belts, etc.)
• Move any weapons away from the suspect. Do Not Hold It! Place a trash can over the weapon if need be.
• Do not run from the room. Help is on the way
**Bomb Threats**
If someone calls with a bomb threat, do not panic. Listen carefully for details. Ask questions like:
1. Where is the bomb?
2. What time is it set to detonate?
3. Who called (man or woman, young person or adult)?
4. Was anything unusual about the call (e.g., background noise)?
5. Why was it placed?

Obtain as many details from the caller as possible and try to remember the caller’s exact words.

**What to do:**
1. Call HPU Dept. of Public Safety (325-649-8609) – they will call police and fire departments.
2. Building supervisors will make the decision whether or not to evacuate. (EVIACUATION IS RECOMMENDED IN ALL CASES.)
3. Do not touch anything.
4. Report anything suspicious or out of the ordinary to building supervisor.
5. Do not use cell phones as the signal could detonate the device.

If threat is made for the immediate detonation of the bomb, evacuate the building.

**Serious Injury or Illness**
In the case of a serious injury or illness, the immediate concern is to aid the injured or sick person. The following should be used as general guidelines only:
1. Contact the University Nurse at 649-8601 for assistance.
2. Notify a member of the residence hall staff if the accident occurs in a residence hall.
3. If other channels fail or if the injury is life threatening call 9 + 911.
4. In the case of serious injury, do not attempt to move the student, but call 9 + 911 immediately.

**Suicide**
*Warning signs:* People considering suicide exhibit signals and behaviors that can be identified. Some of these include extreme depression, withdrawal from family and friends, discussions about death (including their own), self-destructive behavior (including previous suicide attempts), drug or alcohol use, giving away personal property, problems in classes, feelings of rejection, and/or breakup of a relationship.

**Steps for one who believes that a friend may be contemplating suicide:**
1. Encourage your friend to seek professional help.
2. Go personally to a counselor and discuss your concerns. You won’t betray your friend, but you might save his/her life.
3. Continue to support your friend and be available to listen.
4. Watch and report back to counselors with any changes in your friend’s behavior.

**Crisis point reached (you believe a suicide attempt is imminent):**
1. Contact your Resident Director or HPU Dept. of Public Safety (325-649-8609). Local MHMR may also be contacted any time at 325-646-6467.
2. If you are with the person, do not leave him/her alone.
3. If the person is in immediate danger, contact police at 9 + 911.
4. After an administrator or the police have taken control of the situation, and you are no longer directly involved in the situation, complete an Incident Report and file it in the Office of Student Life.
5. Do not discuss the situation with anyone except the administrators involved.

**Rape Crisis**
1. Provide a safe environment for the victim.
2. If the victim is in need of medical attention due to any injuries sustained during the attack, encourage them to seek assistance. NEVER demand that a victim do anything that they do not wish to do – let them have control.
3. Attempt to determine the victim’s wishes: do they want to notify police, do they want to go to a hospital, etc.? If the victim indicates that they might want to notify police at some point, encourage them to go immediately to a hospital for an exam; the victim should not change clothes or shower before going for an exam as physical evidence might be destroyed.

4. If the victim wishes to notify University personnel, the appropriate person would be a member of the Student Life staff. Any referral to University authorities would be made in confidence and the wishes of the victim would be honored to the extent possible.

5. Even if the victim does not wish to notify authorities formally about the rape, the victim should still be encouraged to see a counselor.

Other Potentially Threatening Situations
If other threatening situations arise on campus, please call HPU Dept. of Public Safety personnel immediately at 325-649-8609. In the event that the situation is life-threatening, do not hesitate to call 9 + 911 on-campus or 911 off campus.