



STUDENT HANDBOOK

2026-2027



Student Handbook 2026 - 2027

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Office of Student Experience
Howard Payne University
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The online version of the Student Handbook will be the official version.

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CAMPUS PHONE NUMBERS

For all campus departments, dial (325) 649 followed by the extension.

Academic Advising (Center for Student Success, Walker Memorial Library, 2nd floor).....	Ext. 8200
Admissions (Newbury Family Welcome Center).....	Ext. 8020
Athletics (McCullough Athletic Center).....	Ext. 8100
Baptist Student Ministry (The Hub at the Quinn House).....	Ext. 8319
Cashier/Student Accounts (Business Office, Packer Admin. Bldg.-2 nd floor).....	Ext. 8013
Calendar of Events (University Services, Mabee University Center-2 nd floor).....	Ext. 8054
Chapel (Student Experience, Mabee University Center-2 nd floor).....	Ext. 8017
Career Services (Mabee University Center, 2nd floor).....	Ext. 8818
Christian Service/Vocation (Christian Studies, Faith and Life Leadership Center).....	Ext. 8403
Copy Center & Mailroom (Mabee University Center).....	Ext. 8050
Counseling (Health Services Office, Jennings B Pod).....	Ext. 8128
Department of Public Safety.....	Ext. 8609
Financial Aid (Packer Admin. Bldg.-1 st floor).....	Ext. 8015
Graduation (Registrar's Office, Packer Admin. Bldg.-2 nd floor).....	Ext. 8011
Housing/Residence Life (Student Experience, Mabee University Center-2 nd floor).....	Ext. 8017
Identification Cards (Student Experience, Mabee University Center, 2nd Floor).....	Ext. 8017
Information Technology Services (Packer Admin. Bldg.—1st floor).....	Ext. 8840
International Students (Newbury Welcome Center).....	Ext. 8027
Library (Walker Memorial Library).....	Ext. 8602
Maintenance (Facilities Administrative Offices).....	Ext. 8607
Maintenance (After-Hours Emergency).....	Ext. 8609
Publications (Marketing/Communication, Office of Advancement).....	Ext. 8009
Scholarships (Financial Aid Office, Packer Admin Bldg.-1 st floor).....	Ext. 8015
Student Activities (Student Experience, Mabee University Center, 2nd Floor).....	Ext. 8305
Student Conduct (Student Experience, Mabee University Center-2 nd floor).....	Ext. 8017
Student Organizations (Student Experience, Mabee University Center, 2nd Floor).....	Ext. 8305
Student Experience (Mabee University Center, 2nd Floor).....	Ext. 8017
Testing, Academic (Center for Student Success, Walker Memorial Library, 2nd floor).....	Ext. 8620
Transcripts (Registrar's Office, Packer Admin. Bldg.-2 nd floor).....	Ext. 8011
Tutoring (Center for Student Success, Walker Memorial Library, 2nd floor).....	Ext. 8200
University Nurse (Health Services Office, Jennings Pod B).....	Ext. 8601

School of Business.....	Ext. 8704
School of Christian Studies.....	Ext. 8403
School of Education and Fine Arts.....	Ext. 8203
School of Humanities.....	Ext. 8702
School of Nursing.....	Ext. 8182
School of Science and Mathematics.....	Ext. 8400

El Paso Center.....	915-533-8500
New Braunfels Center.....	830-629-2366

HOWARD PAYNE UNIVERSITY

Welcome to the Howard Payne family! We value your presence on campus and desire your experience at

HPU to be intellectually challenging, provide personal and spiritual growth through fellowship and worship, and develop strong servant leadership qualities. We are truly glad you are here.

MISSION, VISION, & CORE VALUES

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

Howard Payne University aspires to be a premier Christian university, intentionally engaging the life of the mind and the life of the spirit.

Core Values

- **Centered on Christ**
cf. Col. 3:17; Matt. 7:2
- **Focused on Community**
cf. Eph. 4:4–6; 1 Pet. 3:8
- **Called to Service**
cf. Mark 10:45; Phil. 2:3–5
- **Committed to Excellence**
cf. Gen. 1:31; 1 Cor. 9:24
- **Dedicated to Stewardship**
cf. Gen. 2:15; 1 Pet. 4:10

Introduction

The Student Handbook serves as a guide to the standards, policies, and expectations that govern student life within the Howard Payne University (HPU) community. This handbook applies to all students enrolled in courses through HPU, including undergraduate, graduate, online, and dual credit students at all locations. Certain policies may also apply to student conduct occurring off campus, including conduct associated with University programs, activities, or representation of HPU.

By enrolling at Howard Payne University, students agree to abide by all policies and procedures outlined in this handbook and the HPU catalog. It is the responsibility of each student to become familiar with these expectations and to uphold the standards set forth.

As a Christ-centered institution affiliated with the Baptist General Convention of Texas (BGCT), HPU's policies and practices are grounded in our faith. These policies are informed by Scripture and BGCT-affirmed documents, ensuring that our shared beliefs guide the life and operations of the university community.

While every effort is made to ensure the accuracy of the information contained in this handbook, the handbook is not intended to create a contractual relationship between the University and any student. Howard Payne University reserves the right to amend, modify, or discontinue policies, procedures, programs, and services described in this handbook when appropriate. The online version of the Student Handbook is the official version and will reflect approved updates. Students are responsible for regularly checking their HPU email and myGateway for University communications, including policy updates, notices, and deadlines that may require action.

Curriculum

Howard Payne University offers undergraduate and graduate educational programs through its main campus in Brownwood, its education centers, and approved distance-learning formats. Programs may be delivered through face-to-face, online, laboratory, experiential, and other instructional methods. Current academic programs, degree requirements, and delivery formats are published in the University Catalog.

Various academic programs at Howard Payne University incorporate service learning, which often includes a public outreach component tailored to individual programs.

Student Body

HPU strives to have a diverse student body. While the university primarily recruits students from Texas and the Southwest, the student body comprises men and women from many states and other countries. The university welcomes students from diverse socioeconomic, cultural, and ethnic backgrounds, including traditional and non-traditional students with varied academic interests and abilities.

Faculty

In its pursuit of excellence in academic endeavors, the university employs faculty who exemplify a commitment to Christian ideals and are dedicated to seeking and disseminating truth. HPU seeks gifted teachers from throughout the United States and the world who are dedicated to teaching, advising in a professional context, serving the university's communities and its local area, and continuing to grow as scholars and teachers.

Howard Payne University is a Christian liberal arts institution that prides itself on fostering a close-knit community where personal connections are valued. The faculty and staff truly invest in students' success through teaching, learning, and service.

Governance

The university is affiliated with the Baptist General Convention of Texas (BGCT), which elects a portion of the university's Trustees. The university and the BGCT collaborate in a spirit of voluntary cooperation. Historically, the BGCT has supported, enhanced, and facilitated the university's work and mission, while the university's governance remains under the authority of the Board of Trustees. The Board of Trustees employs the president, who is responsible for the university's operation.

History

Howard Payne College was founded by the Pecan Valley Baptist Association at Indian Creek, Texas, on June 20, 1889. The two men considered the college's founders are John D. Robnett, pastor of First Baptist Church in Brownwood, and Noah T. Byars, whose blacksmith shop was the location where Texas declared her independence on March 2, 1836. Both men were memorialized in 1998 when Texas State Historical Markers were placed in Old Main Park.

Robnett served as president of the first Board of Trustees. During the summer of 1889, he worked diligently to raise funds for the school. While visiting Missouri in August, he secured a generous gift from his brother-in-law, Edward Howard Payne. Prior to November 1, 1889, the Board of Trustees resolved to name the school Howard Payne College in his honor.

The first session began on September 16, 1890, with A. J. Emerson as president and a faculty of twelve. A separate preparatory department provided instruction below the freshman level. The school granted its first academic degree in 1895 and continued as a degree-conferring institution until 1900. From 1900 to 1914, it operated with junior college status as a member of the Baptist correlated system of schools. In 1914, it returned to senior college status.

In 1953, Daniel Baker College—originally a Presbyterian institution that became the Episcopal College of the Southwest in 1950—was consolidated with Howard Payne. The Guy D. Newman Honors Academy, the Dr. Guy D. Newman Hall of American Ideals, and the Bettie and Robert Girling Center for Social Justice now stand on the original Daniel Baker campus.

In 1974, Howard Payne College became Howard Payne University upon approval by the Baptist General Convention of Texas.

© Dr. Robert G. Mangrum
HPU University Historian

History – El Paso Center

The history of HPU's El Paso Center began with a partnership between Howard Payne University in Brownwood and the International Baptist Bible Institute (IBBI). IBBI was founded in El Paso in January 1973 to offer introductory Bible training courses at the certificate and diploma levels. It was established to meet the need for theological education in the region and was sponsored by several Christian men in the city, along with Immanuel Baptist Church.

Years later, the IBBI Board of Trustees recognized that accredited higher education was the next step in preparing individuals called to ministry. After brief partnerships with other universities, a pivotal collaboration was formed in 1991 when IBBI partnered with Howard Payne University in Brownwood. By July 1992, Dr. Glenn Saul was appointed as the first director of the HPU El Paso Center. Dr. Saul brought years of experience from both pastoral ministry and teaching, primarily at Golden Gate Baptist Theological Seminary.

As part of the partnership, HPU agreed to accept transfer credits from IBBI for select Bible courses, allowing students to pursue a degree through HPU while building on their previous theological training.

History – New Braunfels Center

In 2011, the New Braunfels Center was established through a partnership between Howard Payne University and Veramendi Development, creating an innovative opportunity to extend HPU's Christ-centered education to the Austin–San Antonio corridor. The first classes were offered in the fall of 2012. As enrollment grew, the center relocated to a larger facility with dedicated classrooms and administrative offices. Fulfilling its original vision, HPU later opened a new facility within the Veramendi Development. Today, the New Braunfels Center offers dual credit courses for area high schools, undergraduate degrees in health science, business, criminal justice, Christian studies, general studies, and psychology, and graduate degrees in Business Administration, Sport Wellness Leadership, and Ministry.

University 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.
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!

Traditions

Howard Payne University is blessed with a rich heritage and many cherished traditions. These traditions help define the university's distinct personality and foster a strong sense of community and school spirit. Notable traditions include:

- Members of the University community face Old Main Park and proudly raise their Stingers whenever the Alma Mater is played or sung.
- Friendliness on campus is so widespread and spontaneous that it is widely recognized as one of Howard Payne's most memorable traditions.
- **Chime In** is a ceremony held during Jacket Journey, just before the start of the fall semester, in which new students are prayerfully welcomed into the University family.
- **Chime Out** is a ceremony in which seniors pass a garland representing responsibility to junior class members. It takes place the Friday before spring graduation.
- **Homecoming** (Fall)
- **President's Reception for New Students**
- **Campus Revival/Encounter Week** (Fall)
- **Spring Sing** (Spring)
- **Jacket Journey** (Fall & Spring)

THE FAMILY EDUCATIONAL

RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords 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, clearly identifying the record(s) they wish to inspect. The office staff will arrange access and notify the student of the time and place where the records may be reviewed. If the Office of the Registrar does not maintain the records, the student will be informed of the correct university official to whom the request should be directed.

- *The right to request the amendment of education records the student believes are inaccurate or misleading.*

Students who wish to request an amendment should write to the Office of the Registrar, clearly identifying the part of the record they want changed and explaining why it is inaccurate or misleading.

If the University decides not to amend the record as requested, it will notify the student in writing and inform them of their right to a hearing regarding the request. Additional information about the hearing procedures will be provided at that time.

- *The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except where FERPA allows disclosure without consent.*

One such exception is disclosure to school officials with a legitimate educational interest. A school official is:

- a person employed by the University in an administrative, supervisory, academic, research, or support staff role (including law enforcement and health personnel);
- a contractor, consultant, volunteer, or other third party to whom the University has outsourced an institutional service or function for which the University would otherwise use employees, provided the party is under the University's direct control with respect to the use and maintenance of education records and is subject to applicable FERPA requirements governing the use and

redisclosure of personally identifiable information from education records;

- 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 official in performing their duties.

A school official has a legitimate educational interest if they need to review an education record to fulfill their professional responsibilities.

The University may disclose education records, without the student's consent, to officials of another school in which the student seeks or intends to enroll, or is already enrolled, when the disclosure is for purposes related to the student's enrollment or transfer, as permitted by FERPA.

- *The right to file a complaint with the U.S. Department of Education regarding alleged failures by the University to comply with FERPA.*

Contact Information:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Directory Information

FERPA allows institutions to disclose information classified as "directory information" without a student's written consent. At Howard Payne University, directory information includes:

- Student's name
- Address
- Telephone number
- Major field of study
- Dates of attendance
- Current enrollment status (full-time/part-time)
- Classification
- Receipt or non-receipt of a degree
- Academic honors (e.g., Dean's List, honor roll)
- Participation in officially recognized sports and activities
- Physical characteristics (height, weight for athletes)
- Date and place of birth

Students may request that the University not disclose some or all of their directory information. Requests to restrict the disclosure of directory information must be

submitted to the Office of the Registrar in accordance with University procedures and within the timeframe specified in the University's annual FERPA notice. A restriction will remain in effect according to University procedures unless the student subsequently revokes the restriction in writing.

Permitted Disclosures Without Consent

FERPA permits the University to disclose PII from education records without student consent under certain circumstances, including, but not limited to, the following:

- To school officials with a legitimate educational interest
- To federal, state, or local authorities conducting audits or evaluations of compliance
- In connection with financial aid (including Veterans' benefits)
- To organizations conducting educational studies on behalf of the institution
- To accrediting organizations
- To parents of a dependent student, as defined by IRS guidelines
- To comply with judicial orders or lawfully issued subpoenas
- In health or safety emergencies
- When the information is classified as directory information
- To an alleged victim regarding the final results of disciplinary proceedings involving certain crimes
- To the general public, if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and has violated institutional policies
- To parents regarding violations of laws or policies on alcohol or controlled substances, if the student is under 21

Additional FERPA Guidelines

FERPA protections apply to currently or formerly enrolled students, regardless of age or parental dependency status. Applicants who have not yet enrolled and deceased students are not covered under FERPA.

Parents may access records of a student deemed a dependent for tax purposes by submitting a copy of their most recent federal tax return to the Office of the Registrar.

Education records are records that are directly related to a student and maintained by the University or by a

party acting for the University. This includes records in any form or medium (e.g., handwritten, printed, digital, audiovisual) and includes transcripts or records from previously attended schools.

Records Not Defined as Education Records

The following records are not considered education records under FERPA:

- Sole-possession records maintained by their maker as a personal memory aid and not accessible or revealed to others except a temporary substitute for the maker
- Records created and maintained by the University's law enforcement unit for a law enforcement purpose
- Employment records (unless contingent on student status)
- Medical or psychological treatment records used solely for treatment purposes
- Alumni records that pertain to information collected after a student is no longer enrolled

Transcript Requests

Students may request official transcripts through HPU's authorized vendor, Instructure (formerly known as Parchment), or by submitting a signed request to the Office of the Registrar. The Transcript Request Form is available in the Registrar's Office or on the HPU website. Email requests without a signature are not accepted; however, scanned, signed forms sent via email are acceptable.

The same confidentiality principles apply to both paper and electronic education records.

For more information on FERPA, visit the U.S. Department of Education's FERPA website: <https://studentprivacy.ed.gov/>

Contact the Office of the Registrar:

Howard Payne University
Office of the Registrar
1000 Fisk Street
Brownwood, TX 76801
Phone: 325-649-8011
Fax: 325-649-8909

POLICY AGAINST DISCRIMINATION & HARASSMENT

Howard Payne University is committed to providing a work and educational environment free from unlawful discrimination and harassment and to providing equal opportunity in education and employment. The University does not unlawfully discriminate or tolerate unlawful discrimination or harassment on the basis of race, color, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal or state law (collectively, “Protected Status”) in its employment, admissions, education programs, or activities.

I. Statement of Values

The University affirms all members of the University’s Community are created in the image of God and, therefore, should be treated with dignity and respect. The University does not unlawfully discriminate based on any status or condition protected by applicable federal or state law. Further, the University respects the inherent worth of each member of the University community and does not tolerate conduct that fosters any form of harassment. With a Biblical foundation of human dignity and worth, the University approaches discrimination issues as acts that may be potential violations of the law and policy and as conduct contrary to Christian Scripture. Thus, discrimination is harmful not only to the individuals involved but also undermines the University’s mission statement and core values.

Per the University’s mission and core values, the U.S. Department of Education has granted the University exemptions from specific provisions of Title IX based on the religious tenets of the Baptist General Convention of Texas. The University may act under these tenets to resolve complaints under this policy. The University may discriminate based on religion in employment to fulfill its mission, and preference may be given to Baptists.

II. Scope

A. Generally, this Policy applies to prohibited conduct in all University education programs and activities and to all participants in such education programs and activities, including administrators, faculty, staff, students, volunteers, contractors, and guests. This policy covers prohibited conduct that occurs on campus, in connection with an official University program or activity (regardless of location), and off-campus conduct when the conduct could deny or limit a person’s ability to participate in or benefit from the University’s

programs and activities or when the University, in its sole discretion, has an identifiable interest in the off-campus conduct.

B. Interaction with University Title IX

Reports or complaints involving sex discrimination or sexual harassment will be reviewed to determine whether the alleged conduct falls within the scope of the University’s Title IX Policy. Conduct subject to the Title IX Policy will be addressed in accordance with the procedures set forth in that policy. Sex-based conduct that does not fall within the scope of the Title IX Policy may nevertheless constitute prohibited conduct under this Policy or other University policies and may be addressed accordingly.

III. Definitions of Prohibited Conduct

The following are categories of conduct prohibited by this policy (“Prohibited Conduct”) and may result in disciplinary action when committed by University employees or students.

- A. “Discrimination” is conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education or employment because of their Protected Status.
- B. “Harassment” as used in this policy is verbal and/or physical conduct (i) that is severe or pervasive, (ii) that is based on an individual’s protected status, and (iii) that unreasonably interferes with the individual’s work or academic activities, or that creates an intimidating, hostile, or offensive University environment.
- C. “Other Sex-Based Harassment” as used in this policy means unwelcome, sex-based verbal or physical conduct that:
 - 1. in the employment context, unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment; or
 - 2. in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student’s ability to participate in or benefit from the University’s educational programs or activities. Conduct that falls within the scope of the University’s Title IX Policy will be addressed under that policy. Sex-based harassment outside the scope of the Title IX Policy may be addressed under this Policy.

- D. "Sexual Exploitation" occurs when a person takes non-consensual or abusive sexual advantage of another for his/her benefit or to benefit anyone other than the affected individual, and that behavior does not otherwise constitute other prohibited conduct.

Examples of Sexual Exploitation include, but are not limited to:

1. causing or attempting to cause the incapacitation of another individual for sexual purposes;
 2. electronically recording, videoing, photographing, or transmitting sexual sounds or images of another individual without their consent;
 3. allowing a third party to observe sexual acts without all parties' consent;
 4. engaging in voyeurism (e.g., watching private sexual activity without the Consent of the participants or viewing another person's intimate parts (including genitalia, breasts, or buttocks) in a place where that person would have a reasonable expectation of privacy); or
 5. knowingly exposing another individual to a sexually transmitted disease and/or infection or HIV.
- E. "Other Unprofessional or Inappropriate Conduct" is behavior or conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and/or working environment but does not rise to the level of Sexual Harassment or other forms of Prohibited Conduct outlined above.
- F. "Retaliation" is any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this Policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this Policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this Policy are considered retaliatory if they have a materially adverse effect on an individual's working, academic, or University-controlled living environment or hinder or prevent the individual

from effectively carrying out their University responsibilities. Any individual or group who retaliates will be held accountable under this Policy.

- G. "Complainant" means an individual alleged to be the victim of Prohibited Conduct.
- H. "Respondent" means an individual who has been reported to be the perpetrator of Prohibited Conduct.

IV. Reporting Complaints of Prohibited Conduct

Community members who experience or witness Prohibited Conduct should submit a complaint to the appropriate University administrator. The following offices have been designated to handle complaints of a violation of this Policy:

Student Complaints

Tammy Arreola
Associate Vice President for Student Experience
Dean of Students & Residence Life
Title IX Coordinator
Howard Payne University
1000 Fisk Street
Mabee University Center
Office of Student Experience, 206C
Brownwood, TX 76801
325-649-8630 tarreola@hputx.edu

Employee Complaints

Katrina Lynn
Director of Human Resources
Howard Payne University
1000 Fisk Street
Packer Administration Building, 210
Brownwood, TX 76801
325-649-8012 klynn@hputx.edu

Verbal reports of Prohibited Conduct will be received and responded to as appropriate, considering the wishes of the reporting individual. Considering the individual(s) and circumstances of each case, the University strongly recommends submitting reports of violations of this Policy in writing. The written complaint should identify the parties involved, describe the Policy violation, including when and where it occurred, and identify any witnesses and/or evidence by name or description. Written complaints will be treated as confidentially as possible and shared only on a need-to-know basis.

V. Supportive Measures

Regardless of the complaint resolution process utilized in response to a complaint of Prohibited Conduct, the University will, to the extent practicable based on the University's resources, provide the Complainant with support and resources to restore or preserve equal access to the University's education programs and activities and/or employment. Such measures are designed to protect the safety of all parties implicated by a report or to deter Prohibited Conduct. Supportive measures may include, but are not limited to, counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

VI. Complaint-Resolution Process

A. Receipt of a Complaint and Preliminary Assessment

Upon receipt of a complaint, either the Vice President for Student Experience, Dean of Students, or the Director of Human Resources (or their designee) (hereinafter the "Administrator") will conduct a preliminary inquiry designed to assess:

1. the institutional policy or policies potentially invoked by the alleged conduct,
2. the appropriate University official to respond to the complaint, and
3. the best path of resolution for the complaint.

The complaint will be closed if the Administrator determines there are no reasonable grounds for believing the conduct violates this Policy.

B. Informal Resolution

The Administrator will determine whether informal resolution is an appropriate mechanism of resolution based on the information provided about the incident. Options for informal resolution include, but are not limited to, mediation, restorative justice, or other forms of alternative resolution. If an informal resolution is appropriate, the Administrator or their designee may meet separately with both parties to discuss an informal resolution based on available information. If the proposed resolution satisfies the University's obligation to provide a safe and non-discriminatory environment for the University Community, the resolution will be implemented, and the matter will be closed. The Human Resources and/or Student Experience offices will maintain records of all reports and

conduct referrals for informal resolution.

C. Formal Resolution Procedures

If the Administrator determines that a formal investigation is warranted to resolve a complaint, the University will determine whether an employee or student is responsible for a violation of this Policy and what, if any, corrective action is appropriate in accordance with the procedures described below.

1. *Assignment of Investigator*

The Administrator will appoint an investigator or investigative team with experience investigating allegations of discrimination and harassment. The investigator(s) may be an employee of the University or an external investigator engaged to assist the University in fact-gathering.

2. *The Investigation*

The investigation will be conducted in a manner appropriate to the circumstances of the case. The investigation may include, but is not limited to, conducting interviews of the complainant(s), the respondent(s), and any witnesses (witnesses must have observed the acts in question or have information relevant to the incident); reviewing law enforcement investigation documents, if applicable; reviewing personnel files; and gathering, examining, and preserving other relevant documents and physical, written, and electronic evidence (including text messages and other phone records, social media posts, security camera footage, etc.). The parties will be given an opportunity to identify and present relevant witnesses and evidence to the investigator, as well as identify witnesses who may have relevant information.

3. *The Investigator's Report and Conclusions*

The investigator will conclude whether the respondent violated any provision of this Policy. The standard of proof shall be a preponderance of the evidence. Investigator findings and conclusions may be shared with the Administrator in a written report.

a. Determination of No Policy Violation

If the investigator determines that the respondent did not violate any policy provision, the Administrator will determine and document the appropriate resolution of the complaint and notify the parties of that determination. Appropriate resolutions may include but are not limited to dismissal of the complaint, conferences with one or more parties, and introduction of remedial and

community-based efforts such as educational initiatives and/or training.

b. Determination of a Policy Violation

If the investigator determines sufficient information to find, by a preponderance of the evidence, that the respondent violated this Policy, the matter will be referred for corrective action.

D. Corrective Action

If the Respondent is found responsible, corrective action will be addressed as follows:

1. For Policy violations by employees (including staff, faculty, and students acting in their capacity as student employees), the Director of Human Resources will consult with the individual supervisor and department head to determine appropriate corrective action, including, but not limited to:

a. Warning:

Written notice to the employee indicating the employee is violating or has violated the Administrative Policies of Howard Payne University and that continuing or repeating misconduct may result in a more severe sanction.

b. Mandatory Sanctions:

Mandatory counseling arranged by the University, drug or alcohol assessment and/or treatment, seminar attendance, or other discretionary sanctions as deemed appropriate (all at the employee's expense).

c. Termination:

Employees who engage in severe or persistent misconduct will have their employment terminated. At-will employees may be terminated at any time, with or without reason. Faculty employees may be terminated as described in Section III, Faculty Matters, in the Administrative Policies of Howard Payne University.

All actions above will be documented and placed in the employee's personnel file.

2. For Policy violations by contractors, vendors, and others doing business with the University, the Director of Human Resources will consult with the contracting department to determine the appropriate resolution, up to and including termination of a contractual relationship.

3. For Policy violations by students, the Vice President for Student Experience or Dean of Students will take corrective action, including, but not limited to, the following sanctions:

a. Warning

Oral or written notice to the student indicating the student is violating or has violated the Code of Conduct, and continuing or repeating misconduct may result in a more severe sanction.

b. Disciplinary Probation

Probation indicates a student's relationship with the university is tenuous. It is for a designated period and includes the possibility of more severe disciplinary sanctions if the student violates any university regulations. Probation may also result in the loss of privileges, depending on the policies of various university departments and organizations. For example, when placed on probation, a student becomes ineligible to hold some leadership positions.

c. Loss of Privileges

Such loss may include, but is not limited to, financial assistance, eligibility to represent the university officially on athletic teams or performing groups, or use of specific university facilities, computer systems, equipment, or services.

d. Educational Sanctions

Mandatory work hours, reading/writing assignments, drug or alcohol assessment and/or treatment (at the student's expense), seminar attendance, or other discretionary sanctions as deemed appropriate.

e. Dismissal from University Housing

Loss of privilege to live in university housing. Students in a contract or required to live on campus who are dismissed from university housing will be responsible for any remaining monetary charges for their contract term.

f. Suspension

Depending on the circumstances, a student is removed from the university environment for a designated period, usually one or two semesters. A student suspended from the university may not attend classes, university events, or organizational meetings, may not visit the campus, and may not reside in

university housing. A student who has successfully served his/her suspension period may apply for re-admission through the regular re-admission procedures.

g. Expulsion

Students who engage in severe or persistent misconduct may be expelled. Students who are expelled are not eligible for re-admission to the university.

VII. Mandatory Transcript Notations

Texas law requires the University to place a notation on the transcript of a student who is ineligible to reenroll for a reason other than an academic or financial reason. This requirement applies when a disciplinary outcome, including suspension or expulsion, makes a student ineligible to reenroll.

If a student withdraws while disciplinary charges are pending that may result in the student becoming ineligible to reenroll for a reason other than an academic or financial reason, the University will continue the disciplinary process until a final determination of responsibility is made. If the outcome makes the student ineligible to reenroll, the required notation will be placed on the student's transcript.

A student may request removal of a required transcript notation in accordance with applicable Texas law and University procedures if the student becomes eligible to reenroll or if the institution determines good cause exists.

A. Appeals

Appeals of findings of responsibility against Student-Respondents will be handled pursuant to the Student Conduct Appeals process detailed in the University's Student Handbook.

Appeals of findings of responsibility against Employee-Respondents will be handled pursuant to the University's applicable administrative policies.

B. Knowingly Filing a False Complaint

Knowingly filing a false complaint is a violation of this Policy. Such conduct may result in corrective action up to and including separation from the University.

VIII. Academic Freedom

This Policy is not intended to inhibit or restrict academic freedom and shall be interpreted in a manner consistent with the University's academic freedom policies.

ACADEMIC POLICIES & RESOURCES

Academic Testing Services

Howard Payne University offers a variety of academic testing services to support student success. One of the primary options available is the College Level Examination Program (CLEP), a nationally recognized, subject-specific exam that enables students to earn college-level credit for their coursework. A complete list of CLEP exams accepted for credit at HPU can be found in the University Catalog.

CLEP testing is available by appointment. To schedule an exam, students may call 325-649-8620.

HPU Testing Services also serves as an official testing center for the ACT, SAT, TExES, and Pearson VUE exams.

For assistance or additional information regarding academic testing, students may contact 325-649-8620.

Academic Advising

Howard Payne University understands that navigating degree requirements can be challenging. To support students, the university offers an academic advising program to help students create and implement educational plans that align with their academic, personal, and career goals.

For more information about academic advising, students may contact 325-649-8200.

El Paso Center students may call 915-533-8500.

New Braunfels Center students may call 830-629-2366.

Chapel

Chapel is an integral part of the student experience at Howard Payne University. The mission of Chapel is to provide a community worship experience that fosters a personal relationship with Jesus Christ. Chapel services may take a variety of forms, including guest speakers, music, and special programs that present the gospel, encourage spiritual growth, celebrate academic achievement, service, and leadership, and deepen students' understanding of the Christian faith.

Chapel services are typically held on Wednesdays at 10:00 a.m. in Mims Auditorium during the fall and spring semesters, unless otherwise announced. Students are encouraged to attend all Chapel services.

Chapel Attendance and Credit

Students receive Chapel credit by logging into the myGateway app and scanning the QR code upon entry. Students who arrive late or leave before the service is dismissed will not receive credit. Repeated offenses may result in failure to meet Chapel requirements for the semester. It is the student's responsibility to ensure their attendance is accurately recorded.

Questions regarding Chapel credits should be directed to the Office of Student Experience.

Chapel Requirements

- Each student must pass six (6) semesters of Chapel attendance.
- Students must earn 14 attendance credits per semester to receive a passing grade.
- Chapel is graded on a Pass/Fail basis. This grade does not affect the student's GPA.
- There are no pre-scheduled opportunities for extra Chapel credit.

Exemptions and Transfer Credit

All full-time students attending classes on the Brownwood campus are required to attend Chapel unless they are 24 years of age or older. Students who turn 24 after the first day of class in the fall or spring semester must complete that semester's Chapel requirements.

Transfer students will receive one semester of Chapel credit for every 15 hours of accepted transfer credit.

Students who do not complete the required Chapel credits will not be eligible to graduate.

Contact Information

Questions about Chapel policies or records may be directed to:

Office of Student Experience

Mabee University Center, 2nd Floor

Phone: (325) 649-8017

Email: studentexperience@hputx.edu

Class Attendance

In-Residence Attendance Policy

There is no system of free absences at Howard Payne University. Students are expected to attend all scheduled class sessions, as consistent attendance is

essential for academic success and ensures they do not miss crucial instructional content.

Students are responsible for communicating with their instructor regarding any absences. Absences are counted beginning with the first day the class meets, not from the date the student registers. To receive credit for a course, a student must attend at least 75% of the total class sessions. Students who fall below this threshold may be assigned a grade of F. However, in cases of extenuating circumstances, a student may request an opportunity to make up missed work. In such cases, the instructor has the discretion to approve a plan for completing missed assignments.

Each instructor is required to outline their attendance policy in the course syllabus. Students should familiarize themselves with this policy at the start of each course. Instructors may implement a more stringent attendance policy, provided it is clearly stated in the syllabus.

All absences—whether excused or unexcused—are counted toward the total number of classes missed. While students may make up work for excused absences, the absences still count toward the attendance total. Students are expected to arrive on time for class. At the instructor's discretion, habitual tardiness may negatively impact a student's attendance record.

When the total number of absences (excused or unexcused) causes a student to fall below the 75% attendance requirement, the student may receive a grade of WF (Withdrawn Failing) for the course. Instructors also have the authority to withdraw students who exceed the University's attendance threshold or violate a more restrictive policy outlined in the course syllabus.

When students participate in official, university-sponsored events that require travel or time away from campus, the group sponsor will submit a list of participating students to the Vice President for Academic Affairs at least one week prior to the activity. The list should include departure and return dates. If approved, the absences will be considered excused.

Online Attendance Policy

Online courses follow the same attendance expectations as in-person classes. Attendance is typically tracked through course engagement, such as timely assignment submissions, discussion board

participation, quiz or homework completion, and other academic activities.

Instructors define the attendance expectations and requirements in the course syllabus. Students are expected to log into their course regularly—at least once per week for 16-week courses, and more frequently for shorter, accelerated courses—and complete assignments by their due dates.

The last date of attendance for an online student is determined by their most recent participation in course activities.

Early Alert Program

Howard Payne University uses the **Connections** early alert program to promote effective study habits and help students reach their full academic potential. When an instructor notices that a student may benefit from academic support, improved study skills, or assistance with other challenges that could impact success in a course, they may submit an alert through the Connections system.

Once an alert is submitted, members of the student's Circle of Care will reach out to offer support and connect the student with appropriate campus resources. The goal of the Early Alert Program is to intervene early and provide guidance that fosters academic growth and student success.

Tutoring Services

Tutoring is available to all Howard Payne University students through the Bo Rozell Center for Student Success. Schedules may vary and are posted at the Tutoring Center, located on the second floor of the Walker Memorial Library.

Students have access to both in-person peer tutoring and online tutoring support. To schedule an appointment or learn more, email css@hputx.edu or call (325) 649-8200.

Learning Assistance Services

Howard Payne University is committed to providing reasonable accommodations in accordance with applicable laws for students with disabilities, including those with learning disabilities, health impairments, and other conditions that substantially limit one or more major life activities.

Information about available services and required forms can be found on the Center for Student Success page of the HPU website. Upon admission to the university, students seeking accommodations should submit all relevant information and current documentation to:

Office of Learning Assistance

Howard Payne University
Bo Rozell Center for Student Success
1000 Fisk Avenue
Walker Memorial Library, 201C
Brownwood, TX 76801
(325) 649-8620

Per Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, the Office of Learning Assistance ensures equal access to educational programs. It protects qualified students with disabilities from discrimination. Admission requirements for students with disabilities are the same as for all students. University programs and activities are conducted in a manner that ensures no otherwise qualified individual shall be excluded from participation, denied benefits, or subjected to discrimination solely due to a disability.

Students are encouraged to contact the Office of Learning Assistance with any questions or concerns about services and support.

Documentation Requirements

Depending on the nature of the disability and requested accommodation, appropriate documentation should include:

- Be administered or completed by a licensed or credentialed examiner
- Include a clear diagnostic statement identifying the disability
- Describe the diagnostic methodology used
- Explain current functional limitations
- Outline the expected duration and progression of the condition
- Provide a rationale and justification for all requested accommodations

Accommodations are determined on an individual basis by the Office of Learning Assistance in consultation with qualified professionals. If documentation is deemed insufficient, the university reserves the right to request additional information to determine appropriate and effective accommodations at the college level.

Accommodations are designed to level the academic playing field while preserving the university's academic integrity and standards. While accommodations can enhance access, they do not guarantee academic success. Therefore, students are encouraged to utilize other support services available through the university and develop strong self-advocacy skills. The Office of Learning Assistance can also serve as a liaison between students and university faculty or staff.

Requesting Accommodations

After submitting the required documentation and completing the Learning Assistance Request Form, the student must schedule an appointment with the Learning Assistance Coordinator.

If the student qualifies, accommodations will be discussed and, once approved, an accommodation letter will be issued each semester for the student to share with their professors. Students are encouraged to submit accommodation requests as early as possible. While processing times vary depending on the nature of the request and documentation provided, students should generally allow 6 to 10 business days for review. It is strongly recommended that appointments be scheduled within the first two weeks of the semester.

Appeals Process

If a student believes that the approved accommodations are insufficient, they may pursue an appeal as outlined below:

Informal Process

Before initiating a formal appeal, the student should first discuss their concerns with the Learning Assistance Coordinator. If the matter is not resolved, the student may meet with the Assistant Vice President for Student Success to explore further resolution.

Formal Process

If the student remains unsatisfied, they may submit a written appeal to the Vice President for Academic Affairs. The appeal must state the basis for the request. The Vice President will determine if the appeal meets policy requirements and will communicate a final decision in writing. This decision is final.

Responsibilities and Limitations

The student is responsible for providing documentation from a qualified professional as outlined above. HPU does not provide the following:

- Diagnostic evaluations for disabilities
- Reduced academic performance standards
- Exemptions from essential graduation requirements
- Credit based on effort in place of demonstrated academic competence

Confidentiality

The Office of Learning Assistance maintains student

disability documentation and related records in accordance with applicable privacy laws and University policy. Information is shared only as permitted by law and as necessary to evaluate, implement, or administer approved accommodations and services.

Financial Aid

Students with physical disabilities are encouraged to contact the Texas Workforce Commission–Vocational Rehabilitation Services regarding available financial aid. The Office of Financial Aid will also consider eligible students for other financial assistance, provided all necessary forms are completed.

Temporary Disabilities

Students with temporary conditions that impact their academic performance may contact the Office of Learning Assistance to discuss possible short-term accommodations.

STUDENT EXPERIENCE

Philosophy

Howard Payne University is committed to providing students with meaningful opportunities for learning and growth both inside and outside the classroom. Through residence life, student organizations, campus activities, athletics, service, leadership, and other shared experiences, students are encouraged to deepen their relationship with Christ, build meaningful relationships, develop personal responsibility, strengthen leadership skills, and grow intellectually, socially, spiritually, emotionally, and physically.

As a Christ-centered academic community, HPU seeks to develop and equip the whole person for a life of purpose, integrity, and service. The student experience supports this mission by creating opportunities for students to be rooted in Christ, shaped by discovery, and sent to serve, preparing them to make wise and responsible choices and to serve God and others with character, competence, and compassion.

Parent & Family Engagement

In alignment with the University's mission and vision, Howard Payne University values meaningful partnerships with parents and families and encourages appropriate communication among the University, students, and their families. Parent and Family Engagement provides information, resources, and opportunities designed to help families support their students' HPU experience. Parents and families may receive University communications and participate in campus initiatives and events throughout the academic year.

Student Activities & Organizations

Student activities are designed to enhance student development by addressing the physical, spiritual, intellectual, emotional, and social needs and interests of the student body.

Student activities, organizations, and intramurals are an important part of campus life and provide a variety of opportunities to build relationships, develop social and leadership skills, grow in relationship to Christ, exhibit personal responsibility, participate in service to the campus and community, engage in recreation, work with others, gain an enhanced understanding of the world and themselves, and have fun.

Intramural Sports

The University's intramural program offers organized sports competitions and recreational activities for students, faculty, and staff. Team and individual activities are offered throughout the academic year based on student interest, participation, available facilities, and University resources. Eligible students are encouraged to participate.

Student Events

Howard Payne University offers a diverse range of activities and programs for its students. The University approves annual activities which include, but are not limited to:

Chime In
Chime Out
Daze of Payne
Homecoming
HPU Fest
Jacket Journey

The [University Calendar of Events](#) is available online.

The University may prohibit activities that are unlawful, present an unreasonable risk of harm to individuals or property, violate University policy, or conflict with the University's mission, religious commitments, or ethical standards.

Student Publications

The Yellow Jacket is the University's student newspaper. It is published during the fall and spring semesters. Current issues and additional information are available through the HPU website. Student publications operate under the oversight of an assigned faculty or staff advisor and are subject to applicable University policies.

Student Organizations

The university must approve any club, organization, or group operating in a formal and organized manner, and the organization must adhere to the university's policies and procedures and respect the university's values and mission. The Office of Student Experience oversees student activities and organizations.

Organization Structure

At HPU, organizations are classified into one of three categories: Departmental/National-Affiliated, Open, and Local Greek.

The Departmental/National-Affiliated category includes organizations affiliated with the university (e.g., receive a budget from the university, supervised 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.

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

The Local Greek category includes all socially oriented fraternities and sororities open to the entire student body (of their respective gender). Organizations in this category must maintain at least 10 members. Once a student has been initiated into one of the Local Greek organizations, the student cannot join or establish another Local Greek organization within one year of officially resigning from the first organization.

Official HPU Organizations

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) comprises all students enrolled in a degree program at HPU. Meetings are held weekly at a published time and location and are open to all students. The group of officers and senators, elected by the student body, functions as the official voice of the student body and acts as a liaison between the students and the university's administration.

The SGA conducts campus elections seasonally to fill various offices. Students who wish to run for 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 the SGA. The Student Government Association Constitution is available on the HPU website.

Inter-Organizational Council

The Inter-Organizational Council is composed of all organization presidents and organization advisors. This body meets once a semester to plan organizational cooperation with campus activities and is directed by the Director of Student Leadership and Engagement.

Departmental and National-Affiliated Organizations

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

BETA BETA – An honor society for the life sciences.

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

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA) – An organization that strengthens the Health Science Education (HSE) - HOSA partnership through programs and activities, individual well-being, leadership, character, citizenship, and ethical practices, and respect for the dignity of work.

KAPPA ALPHA GAMMA - The organization fosters a sisterhood rooted in belonging, grounded in faith, and committed to unconditional love.

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.

STUDENT ASSOCIATION OF SOCIAL WORK – An 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 to provide the Howard Payne student body with quality entertainment and stimulating cultural programs.

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

ZETA CHI – A men's Christian organization dedicated to brotherhood, integrity, service, and living out the teachings of Christ.

BAPTIST STUDENT MINISTRY – A student-led ministry under the guidance of the BSM Director, the Baptist Student Ministry seeks to follow the vision of I Thessalonians 2:8 by sharing the Gospel and life with those around them. The BSM is divided into three primary areas of focus: Missions and Evangelism, Prayer and Discipleship, and Worship and Church Life.

Missions & Evangelism

Students have opportunities to serve others in the community and beyond through creative, student-led ministry initiatives. Students may also apply to serve through Go Now Missions, a collegiate mission-sending ministry of Texas Baptists. Through evangelism training, outreach events, and ministry to children, youth, older adults, and others, students are encouraged to know Christ's love and make that love known on campus, in the community, and throughout Texas.

Prayer & Discipleship

Howard Payne University provides opportunities for students to grow in their relationships with God and others as they come to know Him more fully through Bible study, worship, prayer, and living out their faith in the campus community.

Worship & Church Life

The Baptist Student Ministry (BSM) at Howard Payne University exists to support and strengthen the mission of the local church. Students are encouraged to become actively involved in a local church while participating in campus worship opportunities. They may also serve as Disciple Now leaders in area churches, lead Fifth Quarter events, and support local churches through acts of service.

Open Organizations

FELLOWSHIP OF CHRISTIAN ATHLETES – The mission of FCA is to lead every coach and athlete into

a growing relationship with Jesus Christ and His church.

AMIGOS UNIDOS – An organization to promote peace through understanding among all people of different ethnicities, to celebrate Hispanic culture, to endorse interest in the study of Spanish, to engage in cultural activities, and to participate in services to our community.

HPU PICKLEBALL – Promoting health and wellness, teamwork, and sportsmanship through the inclusive and fast-growing sport of Pickleball.

THE HOBBY HIVE – A student-led organization passionate about art and creativity.

Local Greek Organizations

CHI ALPHA OMEGA – A sorority emphasizing school spirit, Christian fellowship, and lasting sisterhood.

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

DELTA EPSILON OMEGA – A men's social organization dedicated to serving Christ and the school, holding one another accountable, and being Christ-like examples.

PI THETA CHI – A sorority that promotes service, good character, and the Christian faith.

University Expectations of Organizations

Recognized student organizations and their members are expected to comply with University policies and conduct themselves in a manner consistent with the University's mission and values. Organizations may be held accountable for conduct undertaken by the organization, its leaders acting within the scope of their organizational responsibilities, or members acting on behalf of or in connection with the organization. Individual members may also be subject to disciplinary action for their own conduct. Illegal discrimination by student organizations is prohibited. The University requires that student organizations be organized, admitted 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 will the University allow sex discrimination in student organizations (for example, in membership of sororities and fraternities). The following are a few of the expectations for student organizations.

IOC Involvement

Organizations are required to send a representative to Inter-Organizational Council (IOC) meetings held at the beginning of each semester. Organizations should make prior arrangements with the Director of Student Leadership & Engagement if a representative cannot attend. Event, financial, and marketing requests will not be approved until the organization has met with the Director of Student Leadership & Engagement.

Rosters

Organization rosters are due by the second Friday of the semester, and new member rosters are due at the beginning of each new member's education period. Event, financial, and marketing requests will not be approved until rosters have been submitted. After the specified roster due date, additions to an organization's roster must be submitted to and approved by the Director of Student Leadership & Engagement.

Minimum membership requirements based on organizational classification are set forth to remain an active university-recognized student organization (see the "Organization Structure" section for details). All members must meet and maintain membership requirements during the academic year.

Officers

Officer rosters are due at the beginning of each semester. Organizations should submit an updated executive roster if there are changes during the semester.

T-Shirts

All T-shirt designs must be approved through the University's T-Shirt approval process before an order is placed. Please allow at least three business days for approval. University Communications must also approve designs that incorporate official HPU logos or artwork.

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.

Organization Disciplinary Sanctions

Sanctions for an organization found responsible for violating University policy may include, but are not limited to, probation or suspension.

Probation

Probation of an organization is a formal censure by the Office of Student Experience. During probation, an organization must adhere to all University policies pertaining to the organization and its members. Any non-compliance with these regulations will be viewed seriously and may lead to the organization's suspension.

Suspension

Suspension of a student organization may range from one semester to permanent revocation of University recognition, depending on the nature and severity of the violation and other relevant circumstances.

Organization Policies

Student groups seeking recognition as an official HPU student organization must apply for University recognition and comply with applicable University policies and procedures.

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

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 Leadership and Engagement. The request will be processed as follows:

A. Director of Student Leadership and Engagement Approval following a review of the proposed constitution, membership roster, and advisor forms.

B. Vice President of Student Experience approval: The Office of Student Experience will notify student organizations of their approval. Organizations that are not approved may be permitted to revise and resubmit their application as directed by the Office of Student Experience.

All organizations must maintain an up-to-date copy of the constitution and by-laws in the Office of Student Experience with the Director of Student Leadership and Engagement. Constitutional amendments must be reported to the Director of Student Leadership and Engagement for approval.

Only recognized student organizations may use University facilities, be listed in HPU publications, and/or use the University name in any of its activities. All organizations must abide by and conform to University policies and administrative direction as instructed by the Office of Student Experience.

Failure to comply with all policies or University directives will result in disciplinary sanctions, probation, suspension, and/or revocation of an organization's charter.

Students seeking elected or appointed leadership positions in recognized student organizations must have no disciplinary record that would, in the University's judgment, make them ineligible to serve in a leadership position and must remain in good disciplinary standing throughout their term of office.

Membership

Only full-time undergraduate students (minimum of 12 credit hours in Brownwood or three credit hours at El Paso or New Braunfels) currently enrolled at HPU may participate in organizations (except in unusual circumstances), and a cumulative grade point average (GPA) of at least a 2.0 must be maintained. Organizations may require a higher GPA standard. Students on academic or disciplinary probation may not participate in campus organizations. Students who are not making satisfactory progress toward degree completion, as determined by the Registrar's Office, are not eligible to participate in student organizations for the duration of the time listed on the "non-satisfactory progress" roster. Exceptions to the academic probation and non-satisfactory progress participation rules may be granted for students enrolled and actively participating in the University's academic recovery program.

Students who drop below 12 credit hours (three credit hours for El Paso or New Braunfels campuses) during the academic semester may not participate in athletics, student organizations, or intramural sports. Graduate and nontraditional students taking less than 12 credit hours must appeal to the Director of Student Leadership and Engagement 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 GPA or satisfactory progress. They may be allowed or required to participate in certain departmental organizations based on academic major without regard to these criteria.

All local Greek organizations are allowed four honorary members. Any member holding male or female honorary status must be a senior (as determined by the Registrar's Office) and may serve for only one academic year. The Director of Student Leadership and Engagement must approve all honorary members.

Organization membership and officer rosters must be

updated each semester and submitted to the Director of Student Leadership and Engagement, and any advisor/officer changes must be reported immediately for approval by the Director of Student Leadership and Engagement.

Activity Approval

All organizational activities, including meeting times, parties, trips, and other related events, on or off campus, must be approved and placed on the University calendar. Event request forms must be completed at least ten business days before 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. It is advisable for “Departmental/National-Affiliated” organizations to attend SGA meetings, though not required; however, 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 or national-affiliated organization has opted in to SGA attendance, it will be subject to that semester’s standard SGA attendance requirements.

Policy for Organizations Falling Below Membership Requirements

If a local Greek organization falls below 10 members or an Open organization falls below 10 members, the following policies will take effect:

- To petition for provisional active status, student organizations whose membership has fallen below the required threshold must submit a written appeal to the Director of Student Leadership and Engagement.
- 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:
 - 1) a recruiting strategy that details a recruitment timeline and goals;
 - 2) a calendar of proposed events for the academic year; and
 - 3) a list of fundraisers the organization will accomplish during the provisional period.

The membership requirement may be waived for one academic year only, after which those organizations not meeting the requirement will automatically be

recommended for charter revocation to the Office of Student Experience without further consideration by the Director of Student Leadership and Engagement.

Contact the respective campus director for information about organizations at the El Paso or New Braunfels campuses.

Greek Life New Member Education Regulations

Students wishing to participate in the new member process must have a 2.0 cumulative grade point average (GPA), may not be on academic or disciplinary probation, and must be making satisfactory progress toward their degrees as defined by the Registrar’s Office.

Members may not hold office until at least 12 academic credit hours are completed at HPU.

Provisional students who wish to join a Greek organization must receive written permission from the Assistant Vice President of the Center for Student Success before participating in any new member education activities.

Organizations are responsible for verifying that all prospective new members meet eligibility requirements. A New Member Roster Form and a signed Greek Life New Member Form for each prospective new member must be submitted to the Director of Student Leadership and Engagement for final eligibility certification. Improper certification of a prospective new member may result in sanctions against the organization.

New member education will be restricted to 8:00 a.m. to midnight, Monday through Saturday.

New member education activities, either group or individual, are not allowed in classes, chapel, or the cafeteria.

New member education activities should not exceed six (6) weeks in length.

Organization presidents, new member educators, and advisors must collaboratively complete and submit a New Member Education Proposal explaining the organization’s events and policies to the Director of Student Leadership and Engagement.

Before participating in the new member education process, prospective new members must attend a mandatory meeting coordinated by the Director of Student Leadership and Engagement, where these guidelines will be explained.

New Members who do not complete the new member education process must meet with the Director of Student Leadership and Engagement and have their names removed from the chapter's roster.

Students may not begin the new member process with multiple organizations within the same semester.

Students who discontinue the new member education process may not begin the new member process with another Local Greek organization during the same semester.

New members initiated into one Local Greek organization may not join another Local Greek organization at HPU.

Organization Financial Accounting

Each student organization is responsible for its financial obligations and must fulfill all financial commitments. The University is not responsible for the financial obligations of student organizations.

Student organizations operating as HPU organizations must maintain their financial accounts through the University Business Office and follow University procedures for deposits, expenditures, credit cards, and other financial transactions. Off-campus banking accounts are not permitted for student organizations operating under HPU's name or utilizing the University's tax-exempt status.

An organization that chooses to operate financially outside of University policies may not open or maintain any financial account in Howard Payne University's name, utilize the University's tax-exempt status, or maintain an on-campus University account. An organization may not maintain both an on-campus University account and an off-campus account associated with the organization.

Fundraising activities must receive appropriate University approval, including approval from University Advancement as required by University procedures. All funds generated through approved fundraising activities must be deposited into the organization's on-campus University account.

Student organizations must comply with all applicable University financial procedures and requirements established by the Business Office and the Office of Student Leadership and Engagement.

Fundraising/Solicitation of Donations

Recognized student organizations may request approval to conduct fundraising activities or solicit

donations for purposes consistent with the organization's mission and University policies. Examples may include:

- approved school-related travel involving the representation of university-approved mission trips
- approved activities benefiting non-profit organizations
- approved activities that promote campus community and student involvement

To solicit funds and donations on or off campus, the following steps are required:

- Submit a Student Organization Fundraising Approval Form at least two weeks before the proposed fundraising activity.

The Director of Student Leadership and Engagement and the Chief Development Officer will review the request. The decision to approve or deny the request will be communicated to the primary contact person. If approval is granted, the organization must follow all University policies.

Before submitting a request, student organizations should be aware of the following resources and guidelines:

SGA funding may be available for eligible student organization activities. Organizations are encouraged to review applicable SGA funding policies and available University resources when developing event and fundraising budgets.

The Director of Student Leadership and Engagement is available to assist organizations with budgeting and planning to reduce fundraising needs.

Raffles are not permitted.

Potential donors must not be contacted before fundraising approval is granted.

Following an approved fundraising event, the following steps are required:

- All donations, including funds, goods, and services, must be reported to the Development Office.
- Received funds must be deposited into the student organization's account on campus. (Deposits should be made at the Cashier's office.)

- Student organizations must acknowledge donors through appropriate thank-you correspondence coordinated with the Development Office.

Risk Management

At least once per academic year, the Director of Student Leadership and Engagement will coordinate a risk management training program for student organization leaders and new advisors. 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 acknowledgment 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 losing recognition as a student organization. The risk management training may include any topic deemed appropriate by HPU but must address the following issues:

- Alcohol and illegal drugs – possession, use, and penalties
- Hazing
- Sexual abuse and harassment
- Fire and other safety issues, including possession or use of firearms, weapons, or explosives
- Group travel outside the surrounding area
- Behavior at parties and other organization-sponsored events
- Adoption by student organizations of a risk management policy

This policy is based on the risk-management requirements of *Texas Education Code § 51.9361*.

Prohibition of Hazing

Howard Payne University prohibits hazing in any form. Hazing is inconsistent with the University's Christ-centered mission, threatens the health and safety of students, and violates University policy. Hazing may also violate Texas and federal law.

This policy applies to hazing occurring on or off campus and to conduct associated with any student organization or group covered by University policy or applicable law.

Definition of Hazing

For purposes of University policy, hazing includes conduct prohibited by applicable law and may include any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student in connection with

pledging, initiation into, affiliation with, participation in, holding office in, or maintaining membership in an organization when the act:

- Involves physical brutality, including whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
- Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or similar activity that subjects a student to an unreasonable risk of harm or adversely affects the student's mental or physical health or safety;
- Involves the consumption of food, liquid, alcohol, drugs, or other substances in a manner that subjects a student to an unreasonable risk of harm or adversely affects the student's mental or physical health or safety;
- Requires or induces a student to perform a duty or task involving a violation of law; or
- Involves coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

University policy may also prohibit conduct associated with membership or participation in an organization that is coercive, degrading, humiliating, dangerous, or inconsistent with University standards, even when the conduct does not constitute a criminal hazing offense under Texas law.

A student's consent to or voluntary participation in an activity does not excuse conduct that constitutes hazing.

Organizations Covered

For purposes of Texas hazing law and this policy, an organization includes a fraternity, sorority, association, corporation, order, society, corps, club, student government, band or musical group, academic organization, athletic team, cheerleading or dance team, including a group or team participating in NCAA competition, or a service, social, or similar group whose members are primarily students.

Hazing is prohibited regardless of whether the organization or activity is formally recognized or approved by the University.

Individual and Organizational Responsibility

Under Texas law, a person may commit a hazing offense by:

- Engaging in hazing;
- Soliciting, encouraging, directing, aiding, or attempting to aid another person in hazing;
- Recklessly permitting hazing to occur; or
- Having firsthand knowledge of the planning or occurrence of a specific hazing incident and knowingly failing to report that knowledge to the Dean of Students or another appropriate University official, peace officer, or law enforcement agency.

An organization may also commit a hazing offense if it condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in hazing.

Hazing may result in criminal penalties under Texas law in addition to University disciplinary action.

Reporting Hazing

Students and other members of the University community who experience, witness, or become aware of suspected hazing should report it promptly.

Reports may be made to:

Office of Student Experience

Howard Payne University
Mabee University Center, Second Floor
325-649-8017
studentexperience@hputx.edu

Reports may also be submitted through the University's online hazing reporting form.

A person with firsthand knowledge of the planning or occurrence of a specific hazing incident should be aware that Texas law imposes certain reporting obligations.

If hazing presents an immediate threat to health or safety, call **911** and contact the Howard Payne University Department of Public Safety at **325-649-8609**.

The University prohibits retaliation against any person who, in good faith, reports suspected hazing, participates in an investigation, or assists another person in making a report.

Immunity for Reporting Hazing

Texas law provides certain protections from civil or criminal liability for a person who voluntarily reports a specific hazing incident to the Dean of Students or another appropriate University official, a peace officer, or a law enforcement agency.

Generally, this protection applies when the person makes the report before being contacted concerning the incident or becoming involved in an investigation and cooperates in good faith throughout the institutional or law enforcement process.

This statutory immunity does not apply to a person who reports their own act of hazing or who makes a report in bad faith or with malice.

University Response and Sanctions

Howard Payne University will review reports of suspected hazing and may investigate alleged violations under applicable University procedures.

Students found responsible for hazing or related misconduct may be subject to disciplinary action up to and including suspension or expulsion from the University.

Student organizations found responsible for hazing may be subject to sanctions including, but not limited to:

- Educational or training requirements;
- Restrictions on organizational activities;
- Probation;
- Suspension of organizational privileges;
- Loss of University recognition; or
- Permanent removal of University recognition.

University disciplinary proceedings are separate from criminal or civil proceedings and may proceed independently of action taken by law enforcement or other governmental authorities.

Hazing Prevention and Education

Howard Payne University provides hazing-prevention and risk-management education consistent with applicable state and federal requirements. Prevention efforts may address the University's hazing policy, applicable laws, the physical and psychological risks associated with hazing, bystander intervention, strategies for preventing hazing, reporting options, and

the responsibilities of students, organization officers, advisors, coaches, and other members of the University community.

Student organization leaders, advisors, and other individuals designated by the University may be required to participate in University-sponsored risk-management or hazing-prevention education.

Hazing Transparency and Public Reporting

In accordance with Texas and federal law, Howard Payne University maintains publicly available information concerning hazing violations involving student organizations.

The University's hazing report and Campus Hazing Transparency Report, as applicable, are made available through the University website and contain information required by law while protecting personally identifiable student information.

Students are provided information regarding the availability of the University's hazing report in accordance with Texas law.

Summary of Texas Hazing Law

Texas Education Code Chapter 37, Subchapter F (§§ 37.151–37.158), as applied to postsecondary institutions through Texas Education Code § 51.936, establishes criminal offenses and other requirements related to hazing.

In summary:

- Hazing may occur on or off campus.
- Individuals may be criminally responsible for engaging in, encouraging, directing, aiding, attempting to aid, or recklessly permitting hazing.
- A person with firsthand knowledge of the planning or occurrence of a specific hazing incident may have a legal obligation to report it.
- Organizations may be criminally responsible for condoning or encouraging hazing, or when officers, members, pledges, or alumni commit or assist in hazing.
- A student's consent or acquiescence to hazing is not a defense to prosecution.
- Texas law provides certain immunity from civil or criminal liability for qualifying good-faith reports of hazing.

- Texas hazing law does not prevent Howard Payne University from establishing and enforcing its own disciplinary standards and sanctions regarding hazing.

Students may review the complete Texas hazing statutes in **Texas Education Code Chapter 37, Subchapter F (§§ 37.151–37.158)** and **Texas Education Code § 51.936**.

Howard Payne University's prohibition against hazing applies independently of whether conduct results in criminal prosecution.

Advisor Responsibilities

Each organization is required to have at least two faculty or staff advisors registered and approved by the Director of Student Leadership and Engagement at the beginning of each academic year. Organization advisors must be employed by the university at least half-time and may not concurrently serve more than one social fraternity/sorority. The advisor's role is as follows:

- Serve as a consultant in setting goals, solving problems, developing policies, and upholding the organization's guidelines and purposes.
- Attend organization and officer meetings as appropriate.
- Attend organization-sponsored overnight activities and other off-campus activities when required by University policy or the nature of the event.
- Provide guidance and support during organization activities and contact appropriate University personnel or emergency services when circumstances warrant.
- Use discretion, in consultation with organization leadership and the Director of Student Leadership and Engagement, to determine whether advisor attendance is necessary for smaller activities, such as service projects, Bible studies, or informal gatherings.
- Review and approve all activity requests.
- Provide continuity for the organization from year to year.
- Provide guidance in understanding and adhering to University policies, including policies related to membership and new member processes.
- Supervise financial arrangements, ensuring that a purchase order is obtained and

available before signing the requisition. Submit invoices to the Business Office promptly.

- Attend required risk-management training and assist the organization in complying with University risk-management requirements.
- Ensure that at least one advisor from the organization attends Student Organization Advisor meetings scheduled by the Director of Student Leadership and Engagement.
- Float Building: Advisors are encouraged to visit the build site periodically to monitor progress and provide support. Advisors should reinforce expectations regarding appropriate use of the float-building facility.
- Spring Sing practices: All Spring Sing rehearsals must be approved by the advisors and the Director of Student Leadership and Engagement. Advisors should attend approved off-campus rehearsals and are expected to review and approve the final Spring Sing production to ensure appropriate conduct.

Organization Responsibilities to Advisors

Student Organizations must give the following considerations to their advisors:

- Organization leaders must consult with their advisors sufficiently in advance of planned activities and obtain required approval before plans are finalized. Advisors may decline to approve an activity they reasonably believe is inconsistent with the University's mission, policies, or procedures or is not in the best interest of the organization or its members.
- Organizations must keep their advisors reasonably informed of organizational business. Advisors must be permitted to attend organization meetings, including committee, new member, and executive council meetings.
- When advisor attendance is required for an organization-sponsored activity, the organization is responsible for approved expenses reasonably necessary for the advisor's participation, including applicable meals, travel, and lodging. Other expenses must receive advance approval from the Director of Student Leadership and Engagement.

Campus Chalking

The Director of Student Leadership and Engagement must approve campus chalking. Guidelines for chalking will be provided upon approval.

Music Policy for University-Sponsored Events

Music selected for University-sponsored events, including athletic events, cheerleading or dance performances, Spring Sing, and other University-sponsored activities, must be consistent with the University's Christian mission and community standards. Music containing sexually explicit content, profanity, racist or discriminatory content, or other material inconsistent with University standards is prohibited.

Posting Policy

The Office of Student Experience must approve flyers and posters before they are posted. If the advertising is for an event, the event must be approved before flyers and posters are posted.

The posting organization should remove advertisements within 24 hours after the event. Do not cover up existing flyers or remove others unless they are expired. Additional guidelines for posting flyers, banners, handbills, or posters include:

- No glitter will be used on any flyer, banner, handbill, or poster.
- All flyers, banners, handbills, or posters must include the date, time, place, and the sponsoring organization's name.
- The University approval stamp must be clearly visible on approved materials.
- Materials may be posted only in designated posting areas and may not be attached to doors, windows, light poles, walls, trees, outdoor furniture, or other unauthorized surfaces.
- Flyers for off-campus organizations, businesses, churches, etc., must be approved and stamped in the Office of Student Experience.
- University departments are not required to obtain approval stamps for postings.

STUDENT SERVICES & RESOURCES

The HPU Bookstore is powered by eCampus and may be accessed through the University website at <https://hputx.ecampus.com/>. Students may purchase course materials and access available textbook rental, return, and buyback services through the bookstore. Current policies, deadlines, eligibility requirements, and instructions for returns and textbook buyback are available directly through the eCampus Virtual Bookstore.

Check Cashing

Students may cash checks of \$50.00 or less at the Business Office, located on the second floor of the Packer Administration Building. Limit one check per student per day.

A fee of \$25.00 will be charged for each returned check. Repeated returned checks may result in the loss of check-cashing privileges. Knowingly issuing a bad check is a serious matter and may result in legal action. Please note: Only checks made payable to Howard Payne University will be accepted for cashing.

Copy Center & Mailroom

Mail Service

The HPU Copy Center & Mailroom is located in the Mabee University Center. Window hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The Copy Center & Mailroom is closed on weekends, federal holidays, and university holidays.

The Mailroom receives mail and packages from all major couriers. Please note that deliveries are not made to residence halls. If a student receives a package, a text notification will be sent to their phone number on file.

Mailboxes

Howard Payne University provides mailboxes for all on-campus residents. Students are responsible for checking their assigned mailboxes for University and personal mail.

Mail addressed to an HPU box number that includes a name not on record with the Mailroom will be returned to the sender. To avoid this, students should notify the Mailroom of any name changes, additions, or commonly used nicknames.

All mail should be addressed as follows:

Student's Full Name
1000 Center Ave. #_____ (student's mailbox number)
Brownwood, TX 76801

Change of Address

Students moving off campus must complete an HPU change-of-address form to have their mail forwarded. Only First-Class mail can be forwarded. Packages from UPS, FedEx, or other couriers cannot be forwarded and will be returned to the sender.

Mailbox and Package Access

Mail from a student's box will only be released to the student assigned to that box. Students must present a valid HPU Student ID card to receive packages or open their mailboxes.

Mailboxes are assigned individually. Students may not share a mailbox unless the number of residents exceeds the number of available boxes. In such cases, the Mailroom staff will arrange shared mailbox assignments as needed.

Counseling Services

HPU Counseling Services provides short-term counseling designed to support students' educational, personal, emotional, and spiritual well-being. Counseling may be provided by appropriately licensed professionals or supervised counseling associates or interns in accordance with applicable professional requirements.

Counseling services and records are maintained in accordance with applicable confidentiality requirements and professional standards. Information disclosed in counseling is generally confidential but may be disclosed when required or permitted by law, including circumstances involving certain safety concerns or mandatory reporting obligations.

While the HPU Counseling Center does not provide medical diagnoses or medication management, students in need of long-term therapy or psychiatric care may be referred to appropriate off-campus providers.

Students may seek counseling for a variety of concerns, including relationships, grief, stress, anxiety, personal growth, faith and spirituality, trauma, substance use, and other issues affecting their well-being or academic success.

All sessions are held in a professional counseling environment and are offered from a Christian perspective. Seminars and workshops may also be provided throughout the year to encourage personal and spiritual growth.

For more information or to schedule an appointment, please contact:

Counseling Services

Jennings Hall – B Pod
Phone: 325-649-8128
Email: counseling@hputx.edu

In an emergency, students should call 911 for assistance. HPU Public Safety can also be reached at 325-649-8609.

Dining Services

Howard Payne University contracts with Sodexo Campus Services to provide all dining services on campus. All residence hall students are automatically charged for room and board during registration. Off-campus students are also welcome to purchase a meal plan.

Weekly meal plans (unlimited, 15, or 12 meals per week) reset every Monday morning. Unused meals do not carry over from week to week and are non-refundable.

Unused Jacket Bucks from the fall semester will roll over to the spring semester. However, any remaining Jacket Bucks at the end of the spring semester will be forfeited.

Dining hours for each campus dining facility are posted near the entrance and are subject to change.

Dining Service Policies

Cafeteria

- A valid student ID card must be presented and scanned at the cafeteria entrance. Meal cards are non-transferable and may only be used by the student to whom they are issued.
- Only individuals with a valid meal plan or those paying cash for a meal are permitted to enter and dine in the cafeteria.
- The cafeteria offers all-you-care-to-eat dining for meals consumed on-site. To-go meals are limited to a single serving per person.
- Outside food and beverages are not allowed to be brought into the cafeteria.

If a student's class schedule conflicts with standard meal times, they may pre-arrange a to-go meal. This service is available seven days a week and deducts one meal from the student's weekly balance. Requests must be submitted at least 24 hours in advance.

Students with dietary needs should contact Dining Services to discuss available options. Students requesting disability-related dietary accommodations should contact the Office of Learning Assistance and follow the University's accommodation process.

Students are encouraged to use the comment cards provided to offer feedback and help improve dining services.

Guests are welcome in the cafeteria. Meal prices for guests are posted at the cashier's stand.

Fambrough's Café

Fambrough's accepts Jacket Bucks and Stinger Bucks. To make a purchase using either, students must present a valid student ID card. ID cards are non-transferable

and must not be used by anyone other than the cardholder.

Stinger Bucks

Stinger Bucks may be used at participating on-campus and local dining locations. A current list of participating locations is available on the University website. A valid student ID card is required when using Stinger Bucks.

A valid student ID card must be presented at the time of purchase at participating locations. No exceptions will be made to this policy.

Stinger Bucks become active after registration is completed. Funds can be added online via credit/debit card or in person at the HPU Cashier's Office.

Stinger Bucks roll over from semester to semester and year to year, provided the student remains enrolled in consecutive academic semesters.

Financial Aid Services

The primary purpose of the student financial aid program at Howard Payne University is to assist qualified students who might not otherwise be able to attend without financial support.

Financial aid may include grants, scholarships, student employment, and loans. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal, state, and certain institutional aid programs. Eligibility for financial aid varies by program and may be based on factors such as financial need, academic achievement, enrollment status, or other applicable criteria.

To remain eligible for financial aid, students must maintain satisfactory academic progress, as outlined in the University catalog. This includes eligibility for participation in federal, state, or institutional work-study programs.

For more information, students should refer to the University catalog or contact the Office of Financial Aid.

Financial Information

All information regarding student financial matters, including billing, payment plans, and account policies, is available in the University catalog.

Refunds

Tuition refunds are available when students withdraw from the University or drop a course before the end of the fifth class day of a long semester.

Early Move-In and Withdrawal: Students who move into University housing before the established move-in date for all students are considered early move-in participants. This includes students approved or required to arrive early for athletics, band, cheer, or other University-sponsored programs or activities. If a student moves in early and subsequently withdraws from Howard Payne University before the fall semester begins, \$500 will be deducted from any refund otherwise due to the student.

Additional details and the official refund schedule are provided in the University catalog.

Health Services and Insurance

Howard Payne University employs a campus nurse who is available for consultation regarding minor illnesses and first aid. The nurse may also assist in evaluating a student's health readiness to return to campus following an illness. However, each student is ultimately responsible for their own healthcare, including medical expenses and any necessary treatment. Students can obtain over-the-counter medications at no cost through the nurse's office.

Students are free to choose their own physician and hospital if they require medical services. The university does not provide health insurance; students are responsible for securing their own accident and health insurance policies. Students covered under a family health insurance plan should contact their provider to confirm coverage in the local area, identify in-network physicians, and understand procedures for filing claims.

The University Health Center is located in B Pod near Jennings Hall. Office hours for the fall and spring semesters are posted on the door. Summer hours are limited.

To make an appointment or for more information, contact:

Health Services
(325) 649-8601
(325) 649-8819 Fax
nurse@hputx.edu

Local Medical Services

Students requiring medical services beyond those available through the University Health Center may seek care from a local physician, urgent care facility, hospital, or other healthcare provider of their choice. HPU does not provide transportation to medical facilities. In an emergency, call 911. Emergency medical services will be contacted for on-campus medical emergencies when appropriate.

Health Forms

All students must submit a completed HPU Student Health Form and immunization records to the university nurse. Students are responsible for notifying the nurse of any changes in medical status to ensure records remain up to date.

Vaccination Requirements

In accordance with Texas state law, all first-time students, including transfer students, are required to provide documentation verifying receipt of the bacterial meningitis vaccine. Documentation must comply with the Texas Higher Education Coordinating Board (THECB) regulations.

A student may request an exemption if they:

- Submit a physician's certificate stating the vaccine would pose a health risk; or
- Submit a notarized affidavit declining the vaccine for reasons of conscience, including religious belief.

Note: The affidavit exemption is not valid during a public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency.

Students seeking an exemption for reasons of conscience, including religious belief, must complete the official Texas Department of State Health Services exemption affidavit. The current affidavit and instructions are available through the DSHS website. The completed affidavit must be notarized and submitted to the University in accordance with applicable state requirements and University procedures.

Under state law, a "new student" includes:

- First-time students at a public or private institution of higher education;
- Transfer students; and
- Students who previously attended an institution of higher education before January

1, 2014, and who enroll in the same or another institution following a break in enrollment of at least one fall or spring semester.

Students are exempt from the bacterial meningitis vaccination requirement when an exemption applies under Texas law, including students who are 22 years of age or older by the first day of the semester or who are enrolled exclusively in online or other distance education courses. Other statutory exemptions may also apply.

Compliance Required:

New and returning students subject to this requirement will not be permitted to register for classes until appropriate documentation (shot record, affidavit, or physician's certificate) is submitted. The required vaccination or booster must have been received during the five-year period preceding the student's first day of the first semester in which the student initially enrolls and, unless an authorized extension applies, at least 10 days before the first day of that semester.

Identification Cards

A student's ID card serves as their official Howard Payne University identification and must be carried while on campus and presented upon request by an authorized University official. Lost ID cards should be reported promptly to the Office of Student Experience. Replacement cards may be issued for a \$15 fee.

Information Technology Policies

Howard Payne University information technology resources include University-owned or managed computers, networks, internet access, email, accounts, software, applications, data, cloud-based services, telecommunications systems, websites, and other technology resources provided or managed by the University. Accounts for 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 professionally and ethically, consistent with the overall policies of the University. Access to University information technology resources is provided to support the University's academic, administrative, and operational purposes. Users are responsible for using these resources professionally, ethically, securely, and in accordance with University policies and applicable law. Misuse may result in restriction or loss of access and may also result in disciplinary action. 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.

University information technology resources and network activity may be monitored, accessed, or reviewed as reasonably necessary to maintain system security and operations, investigate suspected violations of law or University policy, comply with legal obligations, or protect University resources and members of the University community. Users should not expect that use of University-owned systems or accounts is completely private.

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

Users are responsible for protecting their University accounts and credentials and must not share passwords, authentication codes, or other account credentials with others. Users must comply with University password and multi-factor authentication requirements and take reasonable precautions to prevent unauthorized access to their accounts. Individuals who give someone else access to their account are responsible for the other person's actions. All users are expected to use password protection and multi-factor authentication to prevent unauthorized account access. When accounts expire, any files or messages associated with that account are deleted. Student accounts expire on the last day of the semester when the student graduates or leaves school. Employee accounts expire on the last day of employment.

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

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

Use of the system to display antagonism toward the Christian faith, the university, or its personnel will not be permitted. University technology resources may not be used to threaten, harass, discriminate against, exploit, or unlawfully harm others; access or distribute unlawful content; or create, transmit, or store material in violation of University policy or applicable law. Any action that would cause damage to hardware or software or disrupt the operation of any information system is prohibited.

Software and other copyrighted or licensed materials must be used in accordance with applicable licenses, copyright law, and University policy. Users may not unlawfully copy, install, distribute, or use software or other intellectual property through University technology resources.

Computer software and related materials may be protected by federal copyright law and applicable license agreements. Users must comply with copyright law and all applicable software licensing restrictions.

Educational institutions and their constituencies are not exempt from the law. It is illegal to duplicate, copy, or distribute software, its documentation, or anything else considered intellectual property without the copyright owner's permission.

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

Violations of these policies will be handled by the standard disciplinary procedures outlined in the Policies and Procedures Manual and the Student Handbook. Violations may result in restriction or loss of technology privileges, University disciplinary action, and, when applicable, civil or criminal consequences under state or federal law.

University E-mail Policies

E-mail is an official means of communication 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 monitor 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 student's official first and last names 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 Technology Services is responsible for implementing, directing, and

supervising the HPU e-mail system. Users are required to abide by all e-mail policies and procedures issued by the University and the 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 all communications and activity involving the HPU E-mail system.

Inappropriate Usage

As a Christian university, HPU expects all users to be responsible for using the e-mail system appropriately. The HPU e-mail system may not be used for illegal purposes, harassment or offensive communications, vulgar or lewd materials, slander, 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. 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 frequently and consistently to stay current with university-related communications. 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. Students should not share their HPU e-mail passwords with any other individuals. Official e-mail addresses will be included in directory information unless a student requests otherwise.

Library

The Walker Memorial Library provides students with access to both print and electronic resources through its website. Students may log in to online library resources using their HPU username and password. Some services may require the use of the library barcode number, which is located on the back of the student ID.

Library-owned online resources are available from any computer, both on and off campus, providing convenient access to research materials wherever students may be studying. The library also offers a variety of spaces for quiet study as well as areas designated for group work and collaboration.

Wireless internet access is available throughout the library for students using personal laptops or other devices.

Lost and Found

Items that are found should be turned in to the Office of Student Experience. Every effort will be made to return lost items to their rightful owners. Unclaimed items will be held for 60 days and may then be donated, discarded, or otherwise disposed of at the University's discretion. Please note that the University is not responsible for lost, stolen, or damaged personal property.

Students at the El Paso and New Braunfels Centers should contact their respective center directors about lost-and-found items.

Pregnant Students

Howard Payne University prohibits discrimination against students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, recovery from these conditions, or related medical conditions, consistent with applicable Title IX requirements. The University will provide students access to its educational programs and activities without discrimination on these bases.

Students who need pregnancy-related support are encouraged to contact the Title IX Coordinator. The University will provide adjustments and accommodations required by applicable law based on the student's individual circumstances. These may include excused absences, academic adjustments, modifications to schedules or physical arrangements, or a medically necessary leave of absence.

Pregnant students who anticipate needing support are encouraged to contact the Title IX Coordinator. The Title IX Coordinator will work with the student and appropriate University personnel to identify and coordinate adjustments or accommodations necessary to maintain access to the University's education programs and activities.

Contact:

Tammy Arreola
Associate Vice President for Student Experience
Dean of Students & Title IX Coordinator
Mabee University Center, Suite 206C
325-649-8630
tarreola@hputx.edu

Shuttle Service

Howard Payne University provides shuttle service between the main campus and east campus locations in Brownwood. Shuttle routes, schedules, and stop locations are available on the University website.

Social Media Use

Students are responsible for their conduct on social media and other online platforms. Although the University does not routinely monitor personal social media accounts, publicly available online conduct may come to the University's attention and may be reviewed when it reasonably appears to involve a violation of University policy, a threat to the safety or rights of others, or conduct materially connected to the University community.

Students should understand that personal online activity may be associated with Howard Payne University, particularly when they identify themselves as HPU students or participate in University programs, organizations, athletics, or other activities. Conduct occurring online may be addressed under applicable provisions of the Student Code of Conduct when the University has an appropriate institutional interest in the conduct.

To preserve the integrity of HPU's identity:

- Personal social media accounts may not use official University logos, artwork, or branding in a manner that implies the account is an official University account or is otherwise inconsistent with University branding policies.
- Content shared on personal accounts must not be presented as representing the official views or positions of the University.
- Personal accounts should not be used to conduct University business.
- Images of University employees, Trustees, or others may not be used in a manner that falsely implies endorsement, official University sponsorship, or authorization. Use of images for official University marketing or promotional purposes must comply with University Marketing and Communications requirements.

Student violations of this policy may be addressed through the Student Conduct process and may result in sanctions appropriate to the nature and severity of the violation. Employee conduct is addressed under applicable University employment policies.

Student Complaint Process

Howard Payne University is committed to providing students with a fair and accessible process for addressing concerns regarding University programs, services, policies, or procedures. When a concern is not governed by another established University complaint, grievance, or appeal process, students are

encouraged to seek informal resolution when appropriate before submitting a formal complaint.

Informal Complaint Procedures

When appropriate, students are encouraged to address concerns directly with the instructor, school dean, staff member, or administrator who may be able to clarify or resolve the matter before submitting a formal complaint. Students are not required to pursue informal resolution when circumstances make doing so inappropriate or when another University policy provides a different process.

Formal Complaint Procedures

This general complaint process does not replace or supersede specific complaint, grievance, or appeal procedures established for matters such as grade appeals, discrimination or harassment complaints, Title IX matters, student conduct proceedings, disability-related concerns, or other matters governed by separate University policies.

Lodging a Formal Student Complaint

Students wishing to submit a formal complaint must complete the University's Formal Student Complaint Form, available on the HPU website. The complaint will be routed to the appropriate University administrator for review and response.

Administrative Complaint Acknowledgment

Once received, the complaint will be forwarded to the appropriate administrator for review. The University will generally acknowledge receipt of a formal complaint in writing within five business days. The acknowledgment will identify the nature of the complaint and, when appropriate, the administrator assigned to review the matter. The University will generally provide a written response within 15 business days of acknowledgment. If additional time is reasonably necessary due to the complexity of the matter or other circumstances, the student will be notified of the delay and provided an updated anticipated response timeframe. Copies of the written complaint and acknowledgment letter will be sent to the cabinet-level officer overseeing the area.

Administrative Deliberation and Response

If the administrator receiving the complaint determines it falls outside of their area of supervision or expertise, the matter may be referred to the appropriate next-level administrator. The review may include gathering relevant information, consulting appropriate individuals or offices, reviewing prior

efforts to resolve the concern, and considering other information necessary to reach an appropriate resolution. The administrator will then issue a written response to the student, with a copy sent to the applicable cabinet-level officer. Once resolved, the cabinet officer will forward the documentation to the President's Office, where a log of formal student complaints will be maintained.

Student Appeal Process

If a student is dissatisfied with the outcome of a formal complaint, they may submit a written appeal to the senior administrator over the area in which the complaint was lodged. The written appeal must identify the basis for the appeal, such as new information, a material procedural error, or a concern that the resolution was inconsistent with University policy. Appeals must be made within five (5) business days of receiving the initial administrative response. An acknowledgment of the appeal will be provided within five (5) business days, and a written response will be issued within fifteen (15) business days of the acknowledgment.

If the administrator who would ordinarily hear the appeal is the subject of the complaint or otherwise has a conflict of interest, the appeal will be assigned to another appropriate senior administrator or University review body designated by the President or their designee.

Administrative Levels for Student Complaints

Formal complaints will be routed to the senior administrator responsible for the area associated with the concern. If a complaint involves more than one administrative area or presents a potential conflict of interest, the University may assign the complaint to another appropriate administrator or review body.

External Complaint Processes

Texas Higher Education Coordinating Board (THECB)

After completing Howard Payne University's applicable complaint and appeal procedures, current, former, or prospective students may be eligible to submit certain complaints regarding the University to the Texas Higher Education Coordinating Board. THECB's authority is limited to matters within its statutory and regulatory jurisdiction. Students should consult the current Student Complaints information and submission procedures available on the THECB website.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Howard Payne University is accredited by the Southern Association of Colleges and Schools

Commission on Colleges (SACSCOC). Complaints submitted to SACSCOC must relate to alleged significant noncompliance with applicable accreditation standards, policies, or procedures. SACSCOC's complaint process is not intended to serve as an appeal process for individual disputes involving matters such as grades, admissions decisions, disciplinary actions, fees, or other individual grievances.

Individuals considering a complaint to SACSCOC should first review the current Complaints Against SACSCOC or Its Accredited Institutions policy and submission procedures available on the SACSCOC website. SACSCOC generally expects complainants to use the institution's established complaint and grievance procedures first.

VETERANS AFFAIRS

Veterans and Military Education Benefits

Howard Payne University is approved to certify eligible students for certain U.S. Department of Veterans Affairs (VA) education benefit programs. Students who are Veterans, service members, or eligible dependents or survivors and who intend to use VA education benefits should contact the HPU School Certifying Official (SCO) in the Bo Rozell Center for Student Success, located in Walker Memorial Library, Room 201C, at 325-649-8620.

HPU is approved to certify eligible students for applicable VA education benefit programs, including:

- Chapter 30 – Montgomery GI Bill® – Active Duty (MGIB-AD)
- Chapter 31 – Veteran Readiness and Employment (VR&E)
- Chapter 33 – Post-9/11 GI Bill®
- Chapter 35 – Survivors' and Dependents' Educational Assistance (DEA)
- Chapter 1606 – Montgomery GI Bill® – Selected Reserve (MGIB-SR)

Eligible active-duty and reserve service members may also use Department of Defense (DoD) Tuition Assistance in accordance with the requirements of their respective military service. Tuition Assistance is separate from VA education benefits and is subject to applicable DoD and service-specific requirements.

Eligibility for and the amount of VA or military education benefits are determined by the applicable

federal agency, not by Howard Payne University. Students are responsible for applying for benefits and satisfying all applicable eligibility requirements.

Applying for Benefits and Enrollment Certification

Veterans, service members, and eligible dependents or survivors seeking admission to HPU must meet the University's regular admission requirements. Students intending to use VA education benefits should also contact the HPU School Certifying Official as early as possible to determine the documentation and steps required for certification.

Students are responsible for providing HPU with the information and documentation necessary to process their certification. The School Certifying Official will certify eligible enrollment to VA in accordance with applicable federal requirements and University procedures.

Certification by HPU does not guarantee payment of benefits. VA determines a student's eligibility, remaining entitlement, benefit level, and payment amount. Students are responsible for any charges not paid by VA, DoD, or other sources in accordance with HPU's published payment policies.

Students with questions about their VA benefit eligibility, entitlement, or benefit payments should contact the U.S. Department of Veterans Affairs. Questions concerning HPU enrollment certification should be directed to the HPU School Certifying Official.

Courses Eligible for VA Certification

Students using VA education benefits may generally be certified only for courses that apply toward the requirements of their VA-approved program of study. Courses that do not apply toward the student's approved program or that exceed the requirements necessary to complete the program generally may not be certified for VA education benefits.

A course that has been successfully completed generally may not be certified for VA benefits a second time. However, a required course may be repeated and certified when the student's program requires a higher minimum grade than the student previously earned. For example, if a student earns a grade of "D" but the student's degree program requires a minimum grade of "C" in that course, the repeat may be eligible for certification.

Students considering changing majors, adding or dropping courses, repeating courses, or enrolling in courses outside their degree requirements should consult the HPU School Certifying Official before

making the change to determine how it may affect certification of their enrollment.

Changes in Enrollment

Students receiving VA education benefits are responsible for promptly notifying the HPU School Certifying Official of changes that may affect their enrollment certification, including:

- adding or dropping courses;
- withdrawing from one or more courses;
- withdrawing from the University;
- changing programs or majors;
- changing enrollment status or course load; or
- ceasing attendance or otherwise failing to complete a certified course.

HPU is required to report applicable enrollment changes to VA. Changes in enrollment may affect tuition and fee payments, monthly housing allowances, stipends, or other VA education benefits and may result in an adjustment of benefits or an overpayment or debt.

VA determines the effect of a withdrawal or other enrollment change on a student's benefits, including the application of mitigating circumstances or other applicable exceptions. Students should contact the HPU School Certifying Official before changing enrollment whenever possible and should contact VA with questions concerning the effect of a change on their individual benefits.

Academic Progress

Students receiving VA or military education benefits are subject to HPU's academic standards and policies, including requirements governing satisfactory academic progress, academic probation, and academic suspension, as published in the University Catalog.

HPU will report changes in enrollment or academic status to VA when required by applicable federal regulations and VA requirements. A student's eligibility to continue receiving education benefits is determined by the applicable federal program and the student's circumstances.

Student Responsibility

Students receiving VA or military education benefits are responsible for:

- completing all required University admission, registration, and financial processes;
- applying for their education benefits through the appropriate federal agency;
- providing requested documentation to the HPU School Certifying Official;
- ensuring that courses selected apply toward their approved program of study;
- promptly reporting enrollment or program changes to the School Certifying Official;
- responding to requests from VA, DoD, or HPU concerning their benefits or enrollment; and
- paying any University charges not covered by VA, DoD, financial aid, or other sources.

VA education benefits and military Tuition Assistance are governed by federal law, regulation, and agency policy and are subject to change. In the event of a conflict between information published by HPU and applicable federal requirements, the governing federal law, regulation, or agency requirement will control.

Contact Information

HPU School Certifying Official
Bo Rozell Center for Student Success
Walker Memorial Library, Room 201C
Phone: 325-649-8620

Students should contact the HPU School Certifying Official with questions concerning enrollment certification, certified credit hours, program requirements, enrollment changes, or documentation needed by HPU.

For questions regarding individual eligibility, remaining entitlement, benefit amounts, payments, or VA decisions, students should contact the U.S. Department of Veterans Affairs through VA.gov or the VA Education Call Center at 1-888-GI-BILL-1 (1-888-442-4551).

VA Education Benefits:
<https://www.va.gov/education/>

GI Bill® Comparison Tool:
<https://www.va.gov/education/gi-bill-comparison-tool/>

STUDENTS' RIGHTS & RESPONSIBILITIES

Howard Payne University affirms the importance of individual freedom as both a right and a responsibility. By enrolling at HPU, students agree to uphold the University's behavioral standards, academic regulations, and institutional policies.

Students are expected to conduct themselves in accordance with local, state, and federal laws, as well as the policies and behavioral expectations set forth by the University. While HPU does not assume the role of civil law enforcement or a judicial body, it reserves the right to act in matters that affect the academic, spiritual, and communal life of the campus. Compliance with applicable law is considered a baseline expectation for all members of the HPU community; however, University standards of conduct may establish expectations beyond those required by law.

Health and Safety Requirements

Howard Payne University maintains health and safety policies, procedures, and protocols designed to protect the University community. Students are responsible for complying with applicable health and safety requirements while on University property or participating in University-sponsored activities. Failure to comply may result in appropriate action under the Student Code of Conduct.

Intellectual Property Rights and Ownership

"Intellectual property" refers to any creation that falls within, but is not limited to, the following categories: an invention, an issued patent, a copyrighted work, or any legal right inherent in a patent, copyright, trademark, know-how, or trade secret.

Students generally retain ownership of original intellectual property they create through their own initiative, expertise, and effort, subject to applicable law, University policy, contractual obligations, and the provisions below. They may also market these works and retain any royalties earned, subject to the following conditions:

- When a student creates intellectual property as part of paid University employment, a sponsored project, a contractual arrangement, or another activity governed by a written agreement, ownership will be determined by the applicable agreement, University policy, and law.

- If a creative work is developed using significant University resources, such as specialized facilities, equipment, or personnel, ownership rights may be shared between the individual and the University. Determining what constitutes "significant use" must be evaluated based on the specific facts and circumstances of each case. A uniform standard is not appropriate due to varying needs across disciplines.
- Typical use of standard resources, such as library materials, administrative support, word processing software, or basic services, does not constitute significant use.

Questions regarding ownership of student-created intellectual property should be referred to the appropriate school dean or other University administrator responsible for the activity or program. Disputes involving academic intellectual property may be appealed to the Vice President for Academic Affairs.

Political Activity

As a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, Howard Payne University does not participate or intervene in political campaigns on behalf of or in opposition to candidates for public office. This restriction applies to the University and to individuals or organizations acting on behalf of the University; it does not prohibit students from engaging in political activity in their individual capacities. Students may not use University resources, names, logos, or official positions in a manner that implies University endorsement of or opposition to a political candidate or campaign. Recognized student organizations are not permitted to endorse or oppose political candidates. Personal expressions of political opinions should always be shared with courtesy and respect for differing views, and should not be intimidating, harassing, or disruptive.

Candidates for public office may appear on campus only for educational purposes, and such appearances require prior approval from the University President. Approval will be granted only if the University is prepared to offer equal opportunities to all viable candidates for the same office. These events must not be campaign rallies, and each must begin and end with a clear statement that the University does not endorse or oppose any candidate.

Campaign literature and materials in support of or opposition to any political candidate may not be posted, displayed, or distributed anywhere on campus,

at University-sponsored events, or at events sponsored by University-approved student organizations. Students may keep campaign materials in their personal residence hall rooms, campus apartments, or duplexes, but such materials must not be visible from the outside (e.g., posted in windows). Students may wear small campaign buttons, and both students and employees may display campaign bumper stickers on their personal vehicles parked on campus.

University facilities and services may not be used by or on behalf of any outside organization or individual seeking to promote a political candidate or party. No political activity in support of or in opposition to a candidate—whether it involves services, materials, or events—may be funded with University resources. Furthermore, fundraising or recruitment of campaign volunteers for political purposes is not permitted in the name of the University, on University property, or at events sponsored by University-approved student organizations.

University-approved student organizations, faculty, and administrators may use campus communication channels to announce political forums or discussions that are educational in nature and officially sponsored by the University or an approved student organization.

Student Participation in Decision-Making

Howard Payne University values the input of its students and seeks to involve them in the decision-making process where appropriate. Student participation is welcomed through representation on designated University-wide committees. Students may attend Board of Trustees meetings only by invitation.

Student Gatherings

Student-sponsored public assemblies, organized events, and other gatherings requiring use or reservation of University space must be approved in advance in accordance with University procedures. An activity request form must be submitted to the Director of Student Leadership and Engagement at least three business days before the planned event. Any student or group found attempting to disrupt the normal operations of the University may be subject to disciplinary action under the Student Code of Conduct.

Voter Registration

Students at Howard Payne University are encouraged to be active and informed citizens, participating in civic life at the federal, state, local, and institutional levels. One of the key responsibilities of citizenship is voting. Students are encouraged to vote in all elections, whether in person or by absentee ballot. Texas voter registration forms are available at the

Copy Center & Mailroom, located in the Mabee University Center.

STUDENT CONDUCT

University Policies and Regulations

Howard Payne University invites students to participate in and nurture an academic community dedicated to Christ-centered learning. As members of this community, students are expected to act with honesty, demonstrate respect for others, support the mission of the University, and abide by all applicable laws and University policies.

The Code of Conduct identifies general expectations and examples of prohibited behavior, but is not intended to provide an exhaustive list of every circumstance that may constitute a violation of University policy. Students are responsible for complying with all applicable policies and standards published by the University.

Philosophy of Student Conduct

At Howard Payne University, students are expected to uphold personal integrity, be accountable for their actions, observe federal, state, and local laws, and comply with University regulations. Respect for the rights, property, and dignity of others is essential.

As a Christian institution, HPU affirms the God-given worth and potential of every individual. We are committed to cultivating a campus culture that reflects the love, grace, and truth of Jesus Christ. Our goal is to offer an educational experience that is not only academically enriching but also spiritually and personally transformative.

When student behavior conflicts with University expectations, we view these moments as opportunities for growth and restoration. While appropriate consequences are applied, they are administered within a restorative framework focused on reconciliation and transformation. Discipline is not intended to shame but to encourage students to learn, grow, and realign with community values.

Our ultimate aim is to help students become the individuals God has called them to be. The student conduct process exists to support this development, offering guidance in overcoming challenges and fostering growth in character and faith.

Because University conduct proceedings are educational and administrative rather than judicial proceedings, attorneys do not participate in the

University's student conduct process except when otherwise required by law or University policy. Decisions in behavioral matters are made using the preponderance of the evidence standard, meaning outcomes are based on what is more likely than not to have occurred.

By choosing to enroll at Howard Payne University, students agree to uphold and abide by all University policies, including those outlined in this handbook.

Student Behavior

Howard Payne University holds students to high standards of personal conduct beginning at the time of admission. University conduct expectations apply to behavior on University property, at University-sponsored or affiliated activities, and to off-campus conduct when the University determines that the conduct affects the safety, rights, or well-being of members of the University community; substantially affects the University's educational environment or operations; violates the University's expectations for students as members of its Christ-centered community; or otherwise presents a legitimate institutional concern. As representatives of the HPU community, students are expected to uphold the university's values and mission at all times.

Routine conduct concerns, whether in the classroom, residence halls, chapel, or other campus settings, are typically addressed by the appropriate faculty member, resident director, or supervising staff. When issues escalate or involve more serious misconduct, they will be referred to the Office of Student Experience and handled by the Dean of Students or their designee. This helps ensure that significant conduct matters are addressed consistently and in accordance with University policy and applicable law.

When student behavior potentially violates the law and University policy, the Howard Payne University Department of Public Safety (HPU DPS) may be involved to assess the situation, provide an appropriate response, and pursue legal action when necessary. The University may also proceed with its own conduct processes independent of any legal proceedings.

Conduct involving serious criminal behavior may result in University disciplinary action, up to and including suspension or expulsion, regardless of whether criminal charges are filed or resolved.

Breach of Personal and Professional Integrity

At Howard Payne University, integrity is foundational to our identity as a Christ-centered academic community. We are called to pursue truth, honesty, and responsibility in all areas of life, including

academic work. Personal and professional integrity reflects not only the mission of the University but also the character of the individuals who make up our community.

Students are expected to complete all academic assignments with honesty and without unauthorized assistance. Any attempt to misrepresent one's knowledge, understanding, or abilities, or to submit the work of another, including work generated by artificial intelligence (AI), as one's own, is a serious violation of the University's standards.

Cheating

Cheating is defined as any act that seeks to gain an unfair academic advantage. Examples include, but are not limited to:

- Giving or receiving unauthorized assistance on any assignment or exam;
- Using unauthorized technology to send or receive information;
- Collaborating with others on an individual assignment and submitting it as one's own;
- Exchanging money or other compensation in return for academic work or information about exam materials.

Plagiarism

Plagiarism is the act of presenting someone else's intellectual property as your own. Examples include:

- Using another person's words, ideas, or work without proper citation;
- Copying and pasting from online or printed sources without attribution;
- Purchasing or borrowing academic work and submitting it under your name;
- Paraphrasing someone else's ideas too closely without credit;
- Failing to acknowledge collaboration when required.

Use of Artificial Intelligence (AI)

While generative AI tools may be useful for learning, using these tools to complete or produce work without an instructor's permission is considered academic dishonesty. Submitting AI-generated content, whether entirely or in part, without authorization or proper acknowledgment is a violation of the University's academic integrity standards.

Faculty may choose to allow the use of AI for certain assignments and will provide guidance on acceptable use. When permitted, students must follow the instructor's expectations and clearly cite any AI-generated contributions. Misuse of AI tools may result in the same disciplinary consequences as other forms

of academic misconduct, such as cheating or plagiarism.

Accountability and Consequences

Because breaches of integrity harm both the student and the University, violations are addressed with seriousness and care. When an incident occurs, the faculty member will assess the situation and consult with the appropriate School Dean. Based on the circumstances, the student may receive a grade of “F” on the assignment or for the entire course. The faculty member will document the violation in writing and report it to the Vice President for Academic Affairs, where a Personal and Professional Integrity file is maintained.

Repeated or serious violations of this policy may result in suspension or expulsion from the University. As with any grade-related matter, students have the right to appeal a decision made by a faculty member regarding a breach of academic integrity. The appeal process is outlined in the University Catalog.

Prohibited Behaviors

Howard Payne University expects all students to uphold high standards of personal conduct that reflect the University's Christ-centered mission. These expectations apply to student behavior both on and off campus, regardless of whether the student is engaged in University-sponsored activities.

The University's student conduct process is designed to be restorative and transformative, encouraging accountability and personal growth while maintaining the safety and integrity of the campus community. However, violations of the Code of Conduct may result in disciplinary action, including suspension or expulsion, especially in cases involving harm to others, threats to community safety, or illegal activity.

The following are examples of prohibited behaviors:

- Intentional interference with the rights or safety of another member of the University community or conduct that substantially threatens another person's well-being.
- Physical or verbal abuse, fighting, domestic violence, threats, intimidation, harassment, coercion, physical or electronic stalking, or any conduct that endangers the health, safety, or welfare of any person.
- The unauthorized use of, damage to, or theft of University or personal property.
- Providing false information to University officials or refusing to present valid identification upon request.
- Forgery, alteration, or unauthorized use of University documents, records, or identification.
- Disruptive behavior that interferes with teaching, learning, worship, or community life.
- Unauthorized access to or use of University facilities, property, or equipment.
- Tampering with building locks or unauthorized possession, use, or duplication of University keys.
- Tampering with or disabling safety and security equipment, including fire alarms and surveillance systems.
- Making false emergency reports or misusing emergency equipment.
- Conduct that violates applicable local, state, or federal law and presents a legitimate University interest under the University's student conduct authority.
- Lewd, obscene, or indecent conduct inconsistent with University standards.
- Use or possession of tobacco products, nicotine products, electronic smoking or vaping devices, or similar products on University property.
- Use, possession, manufacture, or distribution of illegal drugs, controlled substances, synthetic drugs, or prescription medications for which the student does not have a valid prescription.
- Misuse or distribution of prescription or over-the-counter medications.
- Possession or use of drug-related paraphernalia or devices primarily intended or used for consuming, preparing, storing, or distributing prohibited drugs or substances.
- Use or possession of alcohol on campus, at University-sponsored events or trips, or in violation of local, state, or federal law.
- Possession of alcohol-related paraphernalia, including empty containers, shot glasses, drinking funnels, or similar items.

- Participation in drinking games or other activities that promote binge drinking, regardless of whether alcohol is present.
- Viewing, possessing, displaying, or distributing pornographic or obscene materials or sexually explicit content, devices, or paraphernalia inconsistent with University standards.
- Hazing, as defined in the University's Prohibition of Hazing policy.
- Use of profane or obscene language in speech, print, or digital communications in violation of University community standards.
- Violation of University motor vehicle policies and regulations.
- Gambling in violation of University policy.
- Academic dishonesty, including cheating, plagiarism, or other violations of the University's academic integrity standards.
- Violation of applicable copyright law or University copyright policies.

Weapons and other dangerous items are prohibited on University property and at University-sponsored activities except as expressly authorized by University policy or applicable law. Prohibited items include firearms, handguns, weapons designed or intended to cause bodily injury, pellet and BB guns, electroshock weapons, ammunition, explosives, fireworks, and other dangerous weapons or devices.

In accordance with Texas Senate Bill 11, which allows private institutions to opt out of permitting concealed carry on campus, Howard Payne University has formally opted out. Therefore, it is a criminal offense for a license holder to carry a handgun on HPU property, at University-sponsored activities, or in University-owned or leased vehicles. State law also continues to prohibit the open carry of firearms on any college campus in Texas.

Animals/Pets

Animals and pets are not permitted inside University buildings or athletic facilities, with the following exceptions:

- Service animals, as defined by the Americans with Disabilities Act (ADA)

- Approved animals used for academic or classroom purposes
- Approved emotional support animals (ESAs) for students with documented disabilities (permitted in residence halls only)
- Fish in aquariums not exceeding 5 gallons (in campus housing only)

Animals permitted under University policy must remain under appropriate control, and owners or handlers are responsible for the animal's care and for addressing damage or disturbances caused by the animal, consistent with applicable law and University policy.

Emotional Support Animals

Emotional support animals (ESAs) are permitted in University residence halls, subject to completing the appropriate accommodation request and approval process through the Office of Student Experience.

Pets in Duplex Housing

Pets are permitted in University-owned duplex housing. To maintain this privilege, residents must submit a completed pet application, roommate agreement (if applicable), and pet rental fee every six months, once for the fall term and once for the spring term. Pets may not be brought to duplex housing until full approval has been granted for the current term. Any change in a pet's status must be reported promptly to the Office of Student Experience or the Resident Director. This includes a pet permanently leaving campus, being replaced by a different pet, or any other change affecting the pet originally approved for University housing.

Dress and Appearance

All members of the Howard Payne University community are responsible for how they present themselves. As a professional and educational environment, the University is committed to preparing students for success in their chosen careers. The way you present yourself to faculty, staff, visitors, future employers, and fellow students should reflect respect, professionalism, and Christian values.

These expectations apply while on University property and when participating in University-sponsored or University-related activities, whether on or off campus, including classes, chapel, athletic events, and other University programs or activities.

- Clothing must fit appropriately and provide adequate coverage while sitting, standing, or walking. Clothing that is excessively tight, short, or revealing, or that exposes the midriff, including halter tops, crop tops, excessively short or tight-fitting shorts or skirts, and similar attire, is not permitted.
- Clothing displaying vulgar or obscene language, images, or messages, or content promoting drugs, alcohol, or other conduct prohibited by University policy, is not permitted.

Hazing

Hazing is prohibited by University policy and may also violate Texas or federal law. Students and organizations found responsible for hazing may be subject to University disciplinary action. See the Prohibition of Hazing policy in the Student Organizations section of this handbook for definitions, reporting information, and additional requirements.

Railroad Track Safety

For safety, students and visitors must use the designated railroad crossing and obey all crossing signals and gates. Crossing when gates are lowered or at unauthorized locations is prohibited and may result in University disciplinary action or a citation from railroad authorities.

Sexuality and Gender

Howard Payne University strives to create a Christ-centered environment where students feel safe, supported, and respected as they develop spiritually, intellectually, and personally. HPU fosters open dialogue on complex issues, including those related to sexuality and gender, and encourages students to approach these topics with humility, compassion, and a commitment to Christian values.

The University affirms a biblical understanding of sexuality and gender as gifts from God. Relying on Scripture and documents affirmed by the Baptist General Convention of Texas, HPU maintains the following positions:

- Marriage is a covenant union between one man and one woman.
- Fidelity is expected within the marriage covenant, and sexual abstinence is expected in singleness.
- God created human beings as male and female, and gender is understood to align with one's biological sex.

HPU students are expected to conduct themselves in accordance with these biblical standards of Christian morality. Students who engage in behaviors that violate these standards may be subject to disciplinary action, up to and including expulsion from the University.

As a Christian institution, HPU expects students to refrain from participating in advocacy groups or organizations that promote beliefs or behaviors regarding sexuality or gender identity that are inconsistent with biblical teaching and the University's stated values.

Students who have questions or who are personally navigating these topics are encouraged to seek support through confidential conversations with the University Counselor or other appropriate University personnel. HPU is committed to walking alongside students with compassion and grace.

Sportsmanship

In alignment with the integrity of higher education and in partnership with the American Southwest Conference and the National Collegiate Athletic Association (NCAA), Howard Payne University is committed to upholding the highest ideals of sportsmanship among all individuals associated with HPU's athletic programs and events.

All athletic administrators, coaches, student-athletes, spirit groups, and fans are expected to demonstrate respect, fairness, civility, and honesty in support of a positive, Christ-honoring atmosphere for athletic competition, thereby reflecting well on our institution.

HPU students are reminded to embody the Christian values on which the University is founded when attending athletic events, whether at home in Brownwood or at another location.

The following expectations apply at all HPU athletic events:

1. Cheer for HPU teams, not against visiting teams.
2. Refrain from making personal comments about players, coaches, or officials.
3. Profanity, vulgar language, and racist or sexist remarks are strictly prohibited.

Students who violate these standards of conduct at athletic events may be subject to disciplinary action in accordance with University policy.

Copyright Infringement Policy

Howard Payne University complies with federal requirements regarding copyright protection and the unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer (P2P) file sharing. Students are expected to comply with applicable copyright laws and licensing agreements when using University technology, networks, equipment, or other resources.

In accordance with the Higher Education Act, as amended, and applicable federal regulations, students are advised that:

- Unauthorized distribution of copyrighted material, including through peer-to-peer (P2P) file sharing, may subject individuals to civil and criminal liability.
- Violations of federal copyright law may result in significant monetary damages and, in certain cases involving criminal copyright infringement, fines and imprisonment.
- Unauthorized use, reproduction, or distribution of copyrighted materials through HPU information technology systems may also result in disciplinary action by the University.

Copyright Protection and Infringement

Federal copyright law, primarily contained in Title 17 of the United States Code, protects original works of authorship fixed in a tangible medium of expression. Copyright protection applies to many forms of content, including books, articles, music, photographs, videos, software, websites, and other digital materials.

Copyright owners generally have exclusive rights to reproduce, distribute, display, perform, and create derivative works from their copyrighted material. Copyright infringement may occur when an individual exercises one or more of these rights without authorization or another lawful basis.

Uploading, downloading, reproducing, distributing, transmitting, or sharing copyrighted material without authorization or other legal justification may constitute copyright infringement. This includes unauthorized sharing of copyrighted works through P2P networks or other electronic means.

Copyright law provides certain exceptions and limitations, including fair use. Whether a particular use qualifies as fair use depends upon the specific facts

and circumstances and the factors established under federal copyright law.

Civil and Criminal Penalties

Individuals who infringe copyrighted works may be subject to civil liability. Violations may carry civil and criminal penalties under federal law.

Willful copyright infringement that meets the requirements for criminal prosecution may result in criminal fines and imprisonment. Criminal penalties vary depending upon the nature and circumstances of the offense.

For additional information regarding federal copyright law, penalties, and fair use, visit the U.S. Copyright Office at www.copyright.gov.

Use of University Technology and Resources

Students are responsible for complying with applicable copyright laws and licensing restrictions when using University resources, including University networks, internet services, email systems, computers, software, electronic files, and other technology resources.

Students may not:

- Reproduce, download, upload, distribute, transmit, or otherwise use copyrighted materials in violation of applicable copyright law or licensing restrictions;
- Use HPU networks, internet services, email systems, or other technology resources to engage in unauthorized distribution or sharing of copyrighted works;
- Engage in unauthorized peer-to-peer file sharing or other forms of illegal file sharing; or
- Circumvent technological measures protecting copyrighted works in violation of applicable law.

Violations of this policy may result in University disciplinary action, including restriction or suspension of access to University technology resources and other sanctions permitted under applicable University policies. Conduct that may violate federal, state, or local law may also be referred to appropriate authorities.

Library Copyright Policy

Walker Memorial Library and other library collections and services within the Walker Building operate in accordance with applicable federal copyright law.

Section 108 of the Copyright Act provides qualifying libraries and archives with certain exceptions that permit reproduction and distribution of copyrighted works under specified circumstances and conditions. Library activities may also be subject to other provisions of copyright law, including the fair use provisions of Section 107.

Library employees assist students, faculty, and other patrons in understanding copyright requirements and appropriate use of library resources. Copyright notices and guidance may also be provided near copiers, scanners, and other applicable equipment.

Photocopies and Reproductions

United States copyright law governs the reproduction of copyrighted materials. Under certain conditions established by law, libraries and archives may provide copies or reproductions for purposes such as private study, scholarship, or research.

Users of library copiers, scanners, and other reproduction equipment are responsible for ensuring that their use complies with applicable copyright law and licensing restrictions.

Fair Use

Section 107 of the Copyright Act permits certain uses of copyrighted works without permission from the copyright owner when the use qualifies as fair use. Fair use may apply to activities such as criticism, comment, teaching, scholarship, and research.

Whether a particular use constitutes fair use depends upon the facts and circumstances of the use and consideration of the factors established by federal copyright law. Educational use does not automatically constitute fair use.

Students, faculty, and other users are responsible for evaluating whether their intended use of copyrighted material is authorized by law, license, permission, or an applicable exception.

Public Domain

Works in the public domain are not protected by copyright and generally may be used without permission from a copyright owner. A work may be in the public domain for various reasons, including expiration of its copyright term or because it is not eligible for copyright protection.

Certain works created by officers or employees of the United States government as part of their official duties are not protected by U.S. copyright law. Users should verify the copyright status of a work before assuming that it is in the public domain.

Additional information about copyright and the public domain is available through the U.S. Copyright Office.

Digital Resources and Archives

Access to digital materials, databases, electronic journals, online archives, and other electronic resources may be governed by copyright law as well as contractual license agreements.

Authorized access to a resource does not necessarily authorize unlimited reproduction, downloading, distribution, or sharing. Students and other users are responsible for complying with applicable copyright restrictions and the terms of use or license governing each resource.

Materials may be used for educational, scholarly, or research purposes when permitted by copyright law, applicable licenses, or other authorization. Proper attribution and citation should be provided in accordance with applicable academic standards.

Students wishing to access original or restricted archival materials should contact the library regarding availability and access requirements.

For additional information regarding copyright and fair use, users are encouraged to consult the U.S. Copyright Office at www.copyright.gov, including its Fair Use Index and other educational resources.

Technology Measures Regarding Copyright Infringement

Howard Payne University maintains measures designed to discourage and respond to the unauthorized distribution of copyrighted materials through University technology resources. These measures may include network management practices, access controls, bandwidth monitoring, traffic-management tools, and restriction or suspension of network access when appropriate.

Students may not intentionally bypass, disable, or interfere with University technology or network controls in violation of University policy.

The University periodically reviews the effectiveness of its practices for addressing unauthorized distribution of copyrighted materials and may modify those practices as technology, legal requirements, and institutional needs change.

Disciplinary Actions

Students who violate University policies regarding copyright infringement or misuse of University technology resources may be subject to disciplinary action in accordance with the Student Conduct, Sanctions, and Processes provisions of the Student Handbook.

Policies and disciplinary procedures applicable to faculty and staff are addressed in the University's employee policies and procedures.

Questions and Contact Information

Questions concerning academic copyright or library resources may be directed to the Director of Library Services at 325-649-8610 or 325-649-8602.

Technology-related questions may be directed to the Information Technology Office at 325-649-8075.

Questions regarding student violations or disciplinary actions may be directed to the Office of Student Experience at 325-649-8017.

STUDENT CONDUCT SANCTIONS & PROCESSES

Notice, Hearing, and Sanctions

When a student is found to have violated the HPU Student Code of Conduct, the Dean of Students may collaborate with other University representatives, such as the Athletic Director, University Counselor, or Vice President for Student Experience, as appropriate. Together, they will propose disciplinary sanctions intended to:

1. Address the impact of the student's actions on individuals and the University community;
2. Educate the student on the risks and consequences of their behavior; and
3. Deter future misconduct by fostering accountability, reflection, and growth.

Howard Payne University approaches student conduct with a transformative and restorative philosophy. Disciplinary actions are designed not only to correct behavior but to guide students toward becoming who God has called them to be. These actions aim to redirect harmful behavior, uphold the dignity and rights of others, teach responsibility, and maintain a Christ-centered community in alignment with the University's mission.

Except when immediate or interim action is reasonably necessary to protect the University community or its operations, students will be informed of the alleged violation and provided an opportunity to respond and present relevant information before disciplinary sanctions are imposed. Students are strongly encouraged to participate fully and honestly in this process. Failure to respond to an official summons may be treated as a serious breach of conduct and could result in additional consequences.

Attorneys do not participate in the University's student conduct process except when otherwise required by law or University policy.

Levels of Student Conduct Proceedings

The following levels provide a general framework for addressing student conduct. The examples and sanctions listed are not exhaustive. The University may determine the appropriate level of review and sanction based on the nature and severity of the conduct, the student's disciplinary history, the impact on the University community, and other relevant circumstances.

Academic integrity and other academic matters are addressed through applicable academic policies and procedures under the authority of the Vice President for Academic Affairs and are not governed by the conduct levels below.

Level One

Generally handled by: Faculty members, Resident Directors, coaches, or other appropriate University personnel.

Examples include:

- Excessive noise or other minor residence hall disturbances
- Minor or first-time guest or visitation violations
- Failure to maintain appropriate residence hall room conditions
- Minor disruptive behavior in a residence hall, classroom, chapel, or other University setting
- Minor violations of dress and appearance expectations
- Failure to follow a reasonable instruction from University personnel
- Minor misuse of University facilities or property that does not result in significant damage
- Other first-time or low-level violations of University policy or community standards

Possible sanctions may include:

- Verbal or written warning
- Educational or restorative assignment
- Assigned work or community service
- Restitution, when appropriate
- Referral to the Dean of Students for repeated or more serious conduct

Level Two

Generally handled by: Dean of Students or designee.

Examples include:

- Repeated Level One violations
- Alcohol violations
- Nicotine, tobacco, or vaping violations
- Minor physical altercations
- Harassment, bullying, intimidation, or threatening behavior that does not rise to the level of a more serious offense
- Theft or unauthorized possession of property
- Vandalism or property damage
- Significant or repeated residence hall or campus policy violations
- Failure to comply with previously assigned conduct sanctions
- Other conduct determined to warrant Level Two review based on its nature, circumstances, or impact

Possible sanctions may include:

- Written reprimand
- Educational or restorative requirements
- Assigned work or community service
- Restitution or fines, when authorized by University policy
- Restriction or loss of University privileges
- Disciplinary probation
- Removal from University housing
- Referral for Level Three review when warranted

Level Three

Generally handled by: Dean of Students or designee.

Examples include:

- Repeated or serious Level One or Level Two violations
- Possession, use, manufacture, or distribution of illegal drugs or other prohibited controlled substances

- Serious physical violence or conduct that creates a substantial risk of harm to another person
- Hazing
- Serious harassment, threats, stalking, or other conduct that significantly threatens another person's safety
- Sexual misconduct or prohibited sexual conduct
- Possession or use of prohibited firearms, weapons, explosives, or other dangerous devices
- Serious theft, vandalism, or destruction of property
- Serious criminal conduct that presents a legitimate University concern
- Other serious conduct that threatens the safety or well-being of the University community or substantially disrupts University operations

Possible sanctions may include:

- Any appropriate sanction available under Level One or Level Two
- Significant restriction or loss of University privileges
- Removal from University housing
- Disciplinary probation
- Suspension
- Expulsion

Eligibility and Participation Restrictions

Students who are under active disciplinary sanctions may be ineligible to participate in extracurricular activities, including athletics, band, speech and debate, student organizations, and other activities in which they represent the University, until all sanctions have been completed and cleared by the Dean of Students.

Assigned Work

Students may be required to complete assigned work or community service or may be assessed a monetary fine as a conduct sanction. For purposes of converting between assigned work or community service and a monetary fine, the University generally uses a rate of \$10 per hour. Students may not elect to substitute a fine for assigned work or community service, or assigned work or community service for a fine. Any substitution must be requested and approved in advance by the Dean of Students or designee. Students must receive approval before completing community service or making payment under a substituted sanction.

While completing assigned work hours, a student may participate in practices but is not eligible to compete in intercollegiate athletics, intramurals, or other University-related activities. Additionally, students are expected to attend class regularly and not miss classes to complete assigned work.

If assigned work is issued near the end of a semester, the Dean of Students or their designee will determine whether there is sufficient time to complete it. If not, the student may be given the option to pay a fine equivalent to the remaining uncompleted hours. Assigned work fines must be paid at the Business Office. Work hours assigned for conduct violations occurring during the final three weeks of a semester may be doubled.

Probation

Disciplinary probation may be issued to students who willfully or repeatedly disregard University policies and regulations. While on probation, students are not eligible to:

- Hold membership or leadership in campus organizations
- Serve on University committees
- Participate in intercollegiate or intramural athletics
- Perform or represent the University publicly (e.g., choir, band, debate, etc.)

Counseling services may be recommended as part of a student's probation. Disciplinary probation is generally issued for a specific term, typically one semester.

Further violations may result in suspension or expulsion.

Suspension

Suspension ends a student's active enrollment at the University for a defined period of time. During the suspension, the student is not permitted to attend classes, access campus facilities, or participate in University events. Upon completion of the suspension period, the student may apply for readmission.

Suspended students will be notified of the timeframe within which they are required to vacate campus following the effective date of the suspension.

The student's academic transcript will include a notation indicating the student is ineligible to re-enroll

at HPU for a specified period due to reasons other than academic or financial.

Note: If a student withdraws from HPU while disciplinary charges are pending that could result in suspension, the University will continue the conduct process until a final determination is made, including whether the student is ineligible to re-enroll for reasons unrelated to academics or finances.

Expulsion

Expulsion permanently ends a student's active status at the University. An expelled student is not eligible for re-admission and may not access campus or attend any University-sponsored events.

The student will be notified of the timeframe within which they are required to leave campus once the expulsion becomes effective.

The student's academic transcript will include a notation stating that the student is ineligible to reenroll at HPU for reasons other than academic or financial.

Note: If a student withdraws from HPU while facing disciplinary charges that could result in expulsion, the University will continue the conduct process until a final determination is made, including whether the student will be ineligible to re-enroll for non-academic or non-financial reasons.

Additional Information Regarding Transcript Notations

At the student's request, Howard Payne University may remove a transcript notation if the student becomes eligible to re-enroll or if the University determines that good cause exists for the removal.

Student Conduct Appeals and Reconsideration

Howard Payne University provides students with a fair and respectful process for requesting review of disciplinary decisions. Academic integrity violations, academic sanctions, grade appeals, and other academic matters are governed by applicable academic policies and procedures and are handled through the appropriate academic offices under the authority of the Vice President for Academic Affairs.

Decisions Made by University Personnel

Disciplinary sanctions imposed by a Resident Director or other University official may be appealed to the Dean of Students. The Dean will review the matter and may uphold, modify, or reverse the original decision.

Decisions Made by the Dean of Students

A student may appeal a disciplinary decision made by the Dean of Students directly to the Vice President for Student Experience.

When a student believes the Dean of Students did not have or consider relevant information or evidence when making the original decision, the student may instead request reconsideration by the Dean. The request must identify the additional information and explain how it could reasonably affect the decision. Reconsideration is not required before appealing a decision to the Vice President for Student Experience.

Appeals to the Vice President for Student Experience

Appeals of decisions made by the Dean of Students must be submitted in writing to the Vice President for Student Experience within two business days of the student receiving written notice of the disciplinary decision and sanctions. The written appeal must identify the basis for the appeal and provide relevant supporting information.

An appeal must be based on one or more of the following grounds:

- A material procedural error or other circumstance substantially affected the fairness of the conduct process or its outcome.
- New or relevant information that was not reasonably available or adequately considered and could reasonably affect the outcome.
- The sanction imposed is substantially disproportionate to the nature or severity of the violation.

For lower-level sanctions, the Vice President for Student Experience will review the appeal and provide the student with a written decision within five business days of receiving the appeal.

For sanctions involving suspension or expulsion, the Vice President for Student Experience will, within five business days of receiving the appeal, notify the student of the date for an appeal hearing. The Vice President will convene and facilitate a Student Experience Appeals Committee composed of students, faculty, and staff. The hearing will be scheduled within a reasonable period of time based on the availability of the student, committee members, and other individuals whose participation is necessary.

The Student Experience Appeals Committee has the authority to uphold, reduce, reverse, or otherwise modify the original sanction(s). The decision of the Student Experience Appeals Committee is final and concludes the student conduct appeal process.

Students are expected to attend the appeal hearing as scheduled. A student who is unable to attend in person may request to participate online. A student who arrives more than fifteen (15) minutes late to the scheduled hearing, whether in person or online, without prior notice or good cause may forfeit the appeal, in which case the original sanction(s) will remain in effect.

Charges of Violations of Local, State, or Federal Laws; Felony Charges

If the University has:

(a) information indicating that a student has been convicted of, or has not contested (e.g., by pleading guilty or no contest/nolo contendere to), or has been charged with or arrested for a violation of local, state, or federal law involving drugs, gambling, violence (e.g., rape, assault, destruction of property), or any felony—regardless of jurisdiction; or

(b) confirmed information that a student has engaged in conduct that may constitute such a violation,

then the student may be immediately suspended from participation in student athletics and/or extracurricular activities. This suspension will remain in effect until the legal proceedings are resolved and/or any applicable university or departmental disciplinary process has been completed.

Information that may trigger the application of this policy includes, but is not limited to, court records, arrest reports, law enforcement documentation, or university/departmental records.

Students are expected to report any criminal convictions immediately.

By suspending the student's participation, the department and the university are not 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.

Withdrawal or Suspension Due to Health Problems

Students who are unable to meet the essential requirements of participation in the University's

academic or residential programs, with or without reasonable accommodations, may be subject to involuntary withdrawal or suspension when continued participation cannot reasonably be maintained. The University will make reasonable efforts to work collaboratively with the student, including considering reasonable accommodations, modifications, or other measures that may allow the student to remain enrolled and safely participate in University programs.

If a student's continued participation substantially disrupts the University environment, prevents the student from meeting essential program requirements, or presents a significant risk to the health or safety of others that cannot be sufficiently mitigated through reasonable accommodations or modifications, the University may consider involuntary withdrawal or suspension following an individualized assessment.

As with all policies, Howard Payne University will apply this process in a manner that does not unlawfully discriminate based on disability, race, color, national origin, sex, or age. All decisions will be made following an individualized assessment and in accordance with applicable federal and state laws.

Physical or Mental Health Emergency Procedures

Any student who is experiencing an immediate crisis or life-threatening situation should contact:

- **Brownwood:** HPU Department of Public Safety at 325-649-8609 or dial 911
- **El Paso:** El Paso Police Department at 915-832-4400 or dial 911
- **New Braunfels:** New Braunfels Police Department at 830-221-4100 or dial 911

If a student observes someone harming, attempting to harm, or expressing an intent to harm themselves or another person, the matter should be reported immediately to the Dean of Students, the HPU Department of Public Safety, or another University official.

Individual Threat Assessment

Howard Payne University takes seriously any behavior—including verbal conduct—that demonstrates a desire or intent to harm oneself or others.

The Dean of Students, along with the Vice President for Student Experience and/or a University counselor,

will initiate an individual threat assessment if there is reason to believe a student has:

- Engaged in or threatened behavior that may present a significant risk to the health or safety of others;
- Engaged in behavior or made statements that provide an objective basis for concern regarding a substantial risk of serious self-harm;
- A contagious health condition that, based on current medical knowledge or the best available objective evidence, may present a significant risk to the health or safety of others;
- Caused or is likely to cause substantial disruption to the University's academic or residential programs.

The assessment will be individualized and based on reasonable judgment using current medical knowledge, when relevant, or the best available objective evidence. The University will consider the nature, duration, and severity of the risk; the probability that harm will occur; and whether reasonable accommodations, modifications, or other measures can sufficiently mitigate the risk. Decisions will not be based on stereotypes, generalizations, or assumptions about a disability, health condition, or mental health status.

Whenever reasonably possible, the student will be notified that a threat assessment is being conducted and provided an opportunity to respond before any adverse action is taken. The University will also consider any reasonable accommodations or adjustments based on the student's circumstances.

The Dean of Students and/or the Vice President for Student Experience may take appropriate action following an individualized assessment when the student is unable to meet essential program requirements, presents a significant risk to the health or safety of others, presents an objective and substantial risk of serious self-harm, or substantially disrupts the University's academic or residential programs. Before taking action, the University will consider whether reasonable accommodations, modifications, or other measures can sufficiently address the circumstances. Decisions will not be based on stereotypes or generalizations about disabilities, health conditions, or mental health status.

Responses and Interventions

The student will be notified of any restrictions, interventions, or other measures imposed as a result of the threat assessment. These may include:

- An appropriate medical or psychological evaluation or documentation when reasonably necessary to assess the student's ability to safely participate or meet essential program requirements;
- Removal from university housing;
- Removal from one or more classes or activities;
- Removal from campus;
- Withdrawal from the University; or
- Other appropriate restrictions, precautions, or other measures.

Measures imposed under this procedure are *not* disciplinary and will not be recorded in the student's educational file as disciplinary violations. However, if the student violates any of the imposed restrictions, such violations may result in disciplinary action in accordance with the University's student conduct process.

Students are generally responsible for costs associated with their own medical or mental health care and other personal services. Nothing in this provision alters the University's obligations to provide reasonable accommodations or modifications as required by applicable law.

Appeals Process

A student may appeal the decision by submitting a written appeal to the Office of Student Experience within ten (10) calendar days of receiving the decision. The student may include medical evaluations, personal statements, or other pertinent documentation with the appeal.

A vice president-level administrator, appointed by the University President, will review the submitted appeal materials, the original threat assessment, and the decision of the Dean of Students and/or Vice President for Student Experience. The administrator may also consider any other relevant information.

A decision will be rendered within five (5) business days of receiving the appeal or as soon thereafter as reasonably possible. The student will be notified in writing of the outcome. The decision of the reviewing administrator is final.

All restrictions, interventions, or sanctions will remain in effect during the appeal process unless the reviewing administrator determines otherwise.

Reinstatement Process

The University will identify the information reasonably necessary to evaluate the student's request for reinstatement based on the circumstances that resulted in the restriction, withdrawal, or suspension. Requirements will be individualized and will not require information beyond what is reasonably necessary to determine whether the student can return and meet applicable program requirements with or without reasonable accommodations.

Upon the student's request for reinstatement, the student will receive clear communication outlining the specific steps required, which may include:

1. Evaluation by a Qualified Healthcare Professional

If the situation involves a medical or psychological emergency, the student may be evaluated by a local emergency room physician. If the student is currently under the care of a qualified healthcare provider, that provider may conduct the evaluation. Students not currently in treatment will need to contact a qualified provider of their choice.

2. Communication of Evaluation Results to the Appropriate University Official

The student must provide written authorization for the healthcare professional to release evaluation results to the designated University representative. These results must:

- Substantiate the student's readiness to return to residential facilities, classes, and/or campus activities; and
- Include any recommended treatment or follow-up care.

Verbal communication may be used initially for time-sensitive decisions; however, a written evaluation must follow promptly.

3. Reinstatement Interview

The student must schedule an interview, during regular business hours, with the Vice President for Student Experience. If, following review of the relevant information and completion of the individualized

assessment, the University determines that the requirements for reinstatement have been satisfied, the student will receive written notice confirming reinstatement and any applicable conditions.

Drugs, Alcoholic Beverages, and Tobacco Products

Howard Payne University is a tobacco and nicotine-free campus. The use of any nicotine or tobacco product is prohibited in all campus buildings, outdoor spaces, University housing, and University-sponsored events.

The University strictly prohibits the use of illegal drugs both on and off campus, recognizing their harmful effects on a student's physical, psychological, social, and spiritual health. For similar reasons, the possession or use of alcohol is not permitted on campus, at University-sponsored events or trips, or in any situation that violates municipal, county, state, or federal law. Substance abuse interferes with academic progress and undermines the university's mission. HPU fully cooperates with federal, state, and local authorities in the prevention of drug and alcohol abuse.

In accordance with the Drug-Free Schools and Communities Act and applicable federal regulations, Howard Payne University maintains a drug and alcohol abuse prevention program and provides students with information regarding standards of conduct, applicable sanctions, health risks, and available counseling, treatment, and rehabilitation resources.

As a matter of enforcement and to avoid misunderstandings, empty alcoholic beverage containers are not allowed on campus. Possession of such containers may result in a charge of violating the University's alcohol policy.

Information about drug and alcohol counseling, treatment, and rehabilitation programs is available through the Office of Student Experience.

A criminal conviction is not required for the University to impose sanctions related to violations of this policy.

It is a violation of University policy for a student to:

- Consume or possess alcohol or be under the influence of alcohol on campus or at any University-sponsored or affiliated event;

- Possess, use, or be under the influence of illegal drugs, controlled substances without lawful authorization, or other prohibited intoxicating or hallucinogenic substances;
- Provide or misuse prescription drugs, including using another person's prescription medication or sharing one's own prescription with others.

This prohibition includes, but is not limited to, any University-sponsored trips or events sponsored by University-approved student organizations.

When lawful possession or use of a prescription medication is relevant to a suspected policy violation, the University may require appropriate documentation confirming that the medication was lawfully prescribed to the student. Documentation should be provided to the University official or office designated to receive such information within a reasonable timeframe.

Students are encouraged to notify their parents or legal guardians if found in violation of this policy. In accordance with the Family Educational Rights and Privacy Act (FERPA), the University may notify the parent or legal guardian of a student under 21 years of age following a confirmed policy violation.

Violations of this policy may result in disciplinary sanctions, which may include, but are not limited to, completion of an educational program, substance-use assessment, counseling, or other appropriate intervention; disciplinary probation; suspension; or expulsion. The University may also refer cases to law enforcement authorities when appropriate.

Drug Testing Policy

A student may be required to undergo drug testing when designated University officials determine that reasonable suspicion exists based on specific, articulable, and objective facts indicating possible prohibited drug use. Reasonable suspicion may be based on the totality of the circumstances and may include, but is not limited to:

- Unexplainable, incoherent, or erratic behavior
- Noticeable drug-related odors on the person, clothing, or belongings
- Possession of drug paraphernalia

- Citation or conviction for substance-related violations by University or municipal authorities
- Observable signs of substance use, such as physical symptoms or manifestations of impairment
- Credible reports of drug use or abuse provided by reliable sources

A student who has previously tested positive for prohibited drug use or has been found responsible for a drug-related policy violation may be required, as part of an imposed disciplinary sanction or accountability plan, to submit to periodic or follow-up drug testing for a specified period. Testing required under an existing sanction or accountability plan does not require a new determination of reasonable suspicion for each test.

A student who refuses to comply with a drug test or who declines to authorize the release of test results may be subject to disciplinary sanctions, up to and including expulsion from the University. A confirmed positive drug test may result in disciplinary actions such as suspension or expulsion.

Drug testing may be administered by the University Nurse or conducted at a designated local clinic or hospital. Refusal to comply when requested will be treated as a violation of the University's drug policy. If a test yields a positive result, the student is responsible for the cost of the test. If the result is negative, the University will cover the cost.

The University reserves the right to use canine detection services on University property as part of efforts to identify or deter prohibited drug possession or use.

Criminal Sanctions

For legal information regarding drug and alcohol possession, use, or purchase, students should refer to applicable local, state, and federal laws.

Health Risks Associated with Drug or Alcohol Use

The use and abuse of drugs and alcohol can result in serious physical, psychological, academic, legal, and spiritual consequences. Below are examples of the health risks associated with various substances:

Narcotics (e.g., Opium, Morphine, Heroin, Fentanyl):

These substances can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Fentanyl is an extremely potent synthetic opioid that significantly increases the risk of overdose and death, even in very small amounts. Overdose symptoms include slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal symptoms may include watery eyes, a runny nose, yawning, irritability, tremors, cramps, nausea, and chills.

Depressants (e.g., Barbiturates, Benzodiazepines, and other sedative-hypnotic drugs):

These drugs depress the central nervous system, leading to slurred speech, disorientation, and impaired coordination. An overdose can result in shallow respiration, weak pulse, coma, and death. Withdrawal may involve anxiety, insomnia, tremors, seizures, and, in severe cases, death.

Stimulants (e.g., Cocaine, Crack, Ritalin, Adderall, Methamphetamine, Crystal Meth):

Stimulants increase alertness and energy but also elevate heart rate and blood pressure. Misuse of prescription stimulants like Ritalin and Adderall—often prescribed for ADHD—can lead to addiction, heart issues, anxiety, and sleep disorders. Methamphetamine and crystal meth are highly addictive and can cause severe dental problems ("meth mouth"), skin sores, hallucinations, paranoia, and violent behavior. An overdose can result in seizures, heart failure, stroke, or death. Withdrawal symptoms include fatigue, depression, agitation, and suicidal thoughts.

Hallucinogens (e.g., LSD, Psilocybin/Magic Mushrooms):

These drugs distort perception of time and space and can cause hallucinations, panic attacks, paranoia, and psychosis. In some cases, persistent psychosis or flashbacks may occur even after drug use ends. Overdose effects may include intense fear, dangerous behavior, and in rare cases, death.

Marijuana and Hashish:

While often perceived as less dangerous, marijuana can impair short-term memory, coordination, and learning. It may also lead to anxiety, depression, and paranoia, especially with long-term or heavy use. Heavy or frequent use may contribute to fatigue, dependence, and an increased risk of psychotic symptoms in some individuals. Withdrawal symptoms may include irritability, insomnia, and decreased appetite.

Alcohol:

Alcohol impairs judgment, coordination, and reaction time, increasing the risk of injury and accident. It is a central nervous system depressant and can lead to memory loss, liver damage, brain impairment, dependency, and death, especially when combined with other depressants. Withdrawal symptoms can include tremors, seizures, hallucinations, and in severe cases, death. Long-term use is linked to chronic illnesses and birth defects such as fetal alcohol syndrome.

Polysubstance Use:

Using multiple substances together (e.g., alcohol and sedatives or opioids) significantly increases the risk of overdose, unconsciousness, respiratory arrest, and death.

Dependency & Long-Term Risks:

All of the substances listed above have the potential for addiction and long-term damage to vital organs, cognitive function, and emotional well-being. Substance abuse often disrupts academic success, relationships, employment, and spiritual growth.

RESIDENCE LIFE (UNIVERSITY HOUSING)

The residential communities at Howard Payne University offer a nurturing environment that fosters intellectual, social, and spiritual development.

Living in community requires the cooperation of all members. To promote a positive, safe, and healthy experience for all students, HPU has established a Student Code of Conduct and clear expectations for behavior. Students are responsible for knowing and following all university policies and guidelines.

In support of the University's commitment to the residential experience, students are required to live in residence halls unless they meet one or more of the following exemptions:

- Are a Brownwood-area resident living with parents or guardians within a 30-mile radius of HPU
- Have lived in a residence hall for four long semesters (i.e., fall and spring semesters)
- Have completed 60 HPU academic credit hours
- Are legally married to a person of the opposite sex and can provide a valid marriage license
- Will be 21 years old by August 1 (for the fall semester) or January 1 (for the spring semester)

Students under the age of 17 are not permitted to live in university housing.

Students who meet exemption requirements must complete an off-campus housing application and receive approval before moving off campus. The application is available in the Student Experience Forms section on Gateway. Without official approval, students are required to live in residence halls and purchase a resident meal plan.

Students requesting an exemption from the University housing requirement must complete the Off-Campus Housing Request available on the HPU website and upload all required supporting documentation. Requests and supporting documentation will be reviewed by the Housing Coordinator. Requests must be submitted by June 1 for the fall semester and December 1 for the spring semester.

All students who reside in the residence halls are required to purchase a resident meal plan. To apply for university housing in a residence hall, students must submit a Housing Application/Agreement along with a one-time, non-refundable \$200 residence hall maintenance fee.

University Apartments

Howard Payne University has a limited number of two-bedroom apartments available for eligible upper-level students. Apartment housing is limited and is not guaranteed.

Eligibility for Apartment Housing

Students may be eligible for University apartment housing if they meet at least one of the following criteria:

- Have completed four long semesters (fall or spring) in a University residence hall;
- Have completed at least 60 HPU academic credit hours; or
- Will be at least 21 years of age by August 1 for the fall semester or January 1 for the spring semester.

In addition to meeting at least one of the eligibility criteria above, students must be in good disciplinary standing with the University, with no serious or repeated conduct violations that, in the University's judgment, make apartment placement inappropriate.

When the number of eligible applicants exceeds available apartment spaces, the University may consider factors such as academic standing or GPA, disciplinary history, application date, and other relevant housing considerations in determining assignment priority.

Apartment Housing Requirements

Students approved for apartment housing must complete the required housing application and pay the applicable refundable housing deposit before move-in. Residents are responsible for complying with all terms and conditions of the housing agreement and applicable University housing and conduct policies.

Students living in University apartments are not required to purchase a resident meal plan. Optional meal plans are available through University dining services.

Apartment Deposits and Agreements

- Students approved to live in university apartments must pay a \$400 refundable

housing deposit per occupant space prior to move-in.

- If a student elects to occupy a bedroom as a single (without a roommate), they are required to pay an \$800 refundable housing deposit (equivalent to two spaces).

Apartment Housing Agreement & Occupancy Periods

Apartment residents must submit a new housing application and complete a University Apartment Housing Agreement for each semester they wish to reside in University apartments. Apartment housing does not automatically renew from one semester to the next. Residents are responsible for complying with all terms and conditions of the applicable housing agreement.

Apartment housing agreement and occupancy periods are as follows:

- Fall semester: For renewing residents, the agreement period is June 1 through December 31. New fall residents may move in beginning the first business day following July 4.
- Spring semester: For renewing residents, the agreement period is January 1 through May 31. New spring residents may move in beginning the first business day following January 2.
- Residents not returning to apartment housing: Residents who will not continue in University apartment housing must complete the official checkout process and vacate the apartment no later than the Friday one week following fall graduation for the fall semester or the last business day of May for the spring semester.

All apartment residents are required to sign a University Apartment Housing Agreement. Upon signing, the student assumes full responsibility for the terms outlined in the agreement.

University Duplexes

University duplex housing is reserved exclusively for part-time graduate employees (PTGEs). Duplexes are generally one-bedroom units designed for double occupancy.

Before moving into an assigned duplex, a PTGE must:

- Complete the required housing application and agreement;

- Pay the required \$250 refundable housing deposit;
- Be registered for the applicable semester; and
- Submit the required tuition waiver.

PTGEs may not move into University duplex housing until all requirements have been completed and the University has authorized occupancy.

Duplex residents are not required to purchase a resident meal plan. Optional meal plans are available through University dining services.

Deposit Refunds

Apartment and duplex residents may request a refund of their housing deposit within 30 days of vacating their assigned unit, provided the unit is returned in good condition, free of damages or excessive cleaning needs, and a proper checkout was conducted.

Housing Agreements (All Residences)

All students living in University housing must complete the required Housing Application/Agreement and are responsible for complying with its terms and conditions. The housing agreement is binding for the applicable term, and students remain financially responsible for housing charges unless they graduate, participate in an approved study abroad program, or receive written approval from the University for early termination.

Housing charges will not be canceled or prorated because a student withdraws from the University, is required to vacate University housing due to disciplinary action, or otherwise leaves housing before the end of the agreement period, except as specifically provided by University policy or the applicable housing agreement.

Fall athletes or other approved students who move into University housing before the University's official all-student move-in date and subsequently leave the University before classes begin will be assessed a \$500 early occupancy fee.

Requests to cancel any housing agreement must be made in writing to the Housing Coordinator and the appropriate Resident Director. Any resident who moves off campus without official approval will be held financially responsible for the full term of the agreement. The University reserves the right to terminate a housing agreement for disciplinary reasons.

Any student may request a private room in a residence hall. Requests are approved by the Resident Director based on space availability, with priority given to upper-level students. An additional fee of \$1,000 per semester applies to private rooms. Veda Hodge Hall also offers Private Plus Rooms for an additional fee. Information regarding Private Plus Room features and current rates is available on the HPU website or from the Veda Hodge Resident Director. The University reserves the right to change room assignments when necessary.

Students may not occupy any university housing until a Resident Director or Resident Assistant has officially checked them in. Upon check-in, students are required to complete and sign a Check-In/Check-Out Form and participate in a walk-through inspection of their room, apartment, or duplex. Any damages, cleaning needs, or repairs should be noted at that time. Keys will be issued upon completion of this process.

At the time of move-out, the student must return the key and complete a check-out walk-through with a Resident Assistant or Resident Director, during which the condition of the unit will be evaluated. Failure to follow these procedures may result in charges or fines. Students are only permitted to occupy the room assigned to them and may not switch rooms without prior approval from the Resident Director.

The housing agreement period for residence halls covers two semesters and concludes on the day of spring commencement in May. It does not include Thanksgiving break, Christmas break, spring break, university holidays, or the days between semesters. Students living in residence halls must vacate within 24 hours of their last final exam. Graduating seniors are typically granted an additional 24 hours beyond the hall's closing time to check out, when feasible. For information about housing during breaks, contact the Office of Student Experience or the Resident Director.

The Resident Director supervises all activities in the residence halls. Any unusual behavior, difficulties, or concerns should be reported to the Resident Director.

Residence Hall Hours, Secure Access, and Surveillance Cameras

Residents, Residence Life staff, and the HPU Department of Public Safety work together as partners to create a secure and safe residential community.

To promote safety and security, all residence halls are equipped with ID card readers. Residents must use their HPU ID cards to access the buildings at all times. Residence hall exterior doors must not be propped open or otherwise prevented from securing properly.

Doing so creates a significant safety risk and is a violation of University policy. Students are required to keep their University-issued ID cards in their possession at all times and may not lend or share their ID cards with anyone for any reason.

Residence halls close on commencement day at the end of both the fall and spring semesters.

Surveillance cameras are in use in residence halls and are positioned in common areas such as entry doors, lobbies, and corridors on each floor to support campus safety and security. Surveillance cameras are also in use on the exterior of the university apartments, wellness center, and library to help ensure the safety and security of the campus community.

Housing Damages

Students are responsible for any damage to university-owned furniture, equipment, or rooms. Each room is inspected before move-in and at the time of move-out. Any damage observed should be reported immediately to the Resident Director.

Individual Rooms

Occupants of university housing are responsible for any damage to their assigned rooms, regardless of who caused the damage. Students are expected to maintain their rooms in a clean and orderly condition and must not obstruct walkways, hallways, or surrounding premises.

No partitions, alterations, or additions may be made to a room without prior written consent from the Resident Director. This includes, but is not limited to:

- Adding or changing locks
- Removing window screens
- Tampering with heating, lighting, or other fixtures
- Painting or removing any surface finishes
- Installing television or radio antennas
- Adding internet routers or extenders
- Modifying electrical, cable TV, or telephone wiring

Nails, screws, or adhesives that may cause damage to walls or surfaces are strictly prohibited. Any damage observed in the room must be reported to a Resident Assistant or the Resident Director.

Residence Hall Furniture

Students may not dismantle or remove any university-provided furniture. All furniture must remain intact and within the assigned room. Students are responsible for the condition and presence of all issued furniture.

- Dressers may not be stacked.
- Heavy items (e.g., refrigerators) may not be placed on top of dressers or other furniture.
- Any missing, damaged, dismantled, or relocated furniture will result in charges to the assigned resident(s).

Residence Hall Damages (Common Areas)

All residents share responsibility for the care and upkeep of the residence hall community. Students are expected to report any damage to shared spaces (e.g., lobbies, hallways, restrooms) to the Residence Life staff immediately.

Residents are also encouraged to take initiative in preventing damage and holding others accountable. When responsibility for damage to a common area cannot be attributed to a specific individual, the University may assess the cost of repair among residents reasonably associated with the affected area, consistent with University housing procedures.

Defacing Property

Defacing or damaging University property in any form, such as graffiti, paint, stickers, signs, or posters, is strictly prohibited. Students involved in such acts will be subject to disciplinary action and may be held financially responsible.

Repairs

All damages or maintenance needs should be reported as soon as possible using the online work order system. Once submitted, requests will be reviewed by HPU Maintenance and addressed based on urgency and priority.

Emergency repair needs must be reported directly to a member of the Residence Life staff immediately.

Housing Policies

Animals/Pets

Residents may keep goldfish or tropical fish in a small aquarium (no larger than five gallons). All other animals and pets are prohibited in university housing.

Students requesting an emotional support or other assistance animal as a housing accommodation must complete the applicable accommodation process through the University. Students with service animals

should contact the Office of Student Experience regarding applicable housing procedures.

Appliances for Cooking and Storing Food (Residence Halls Only)

Cooking in residence hall rooms is strictly prohibited for health, safety, and maintenance reasons. Cooking equipment such as hot plates, air fryers, crock pots, toasters, electric fry pans, microwaves, and coffee pots (unless the coffee maker is equipped with an automatic shut-off or is a single-cup maker with no hot plate) is not permitted and will be removed from residence halls. Small refrigerators less than 36 inches tall are permitted in residence hall rooms. Combination mini-refrigerator/microwave units are also permitted; however, only models with a refrigerator capacity of 2.7 or 3.7 cubic feet are allowed. Combination units must be equipped with an approved amperage overload protector, and the two appliances must not exceed a combined electrical load of 11 amps. Students planning to bring a combination mini-refrigerator/microwave unit must notify the Resident Director in advance, as a specific room assignment may be necessary to accommodate the unit's electrical requirements.

Appearance Expectations

Students are expected to be fully dressed when in any public or common areas of the residence hall. For the comfort and respect of all residents, students should not exit restroom or shower areas wearing only a towel, robe, or similar attire. Appropriate dress and conduct must be maintained in all shared spaces at all times.

Authorized Entry and Search

The University respects students' reasonable expectations of privacy in University housing. However, University housing remains University property, and authorized University personnel may enter student rooms, apartments, or duplexes when reasonably necessary for University operations, health and safety, maintenance, enforcement of University policies, or as otherwise permitted by law or the applicable housing agreement.

Authorized agents and personnel of HPU will enter the residence of a student in the event of:

- An emergency
- Health and safety checks
- Maintenance purposes
- Reasonable grounds to believe the room contains evidence of the commission of a criminal offense or a violation of university rules or policies
- A valid search warrant presented by the proper authority

Before holidays and housing closures, Residence Life staff will check all rooms to ensure that rooms are secured and proper procedures have been followed.

Bicycles

Bicycle racks are provided outside each residence hall and near the Newbury Apartments. Bicycles may also be stored in student rooms with the roommate's agreement. Bicycles may not be stored in halls, stairways, bathrooms, or storage closets. Bicycles stored in prohibited locations may be removed by University personnel and relocated to a designated area. Bicycles may not be locked to HPU apartment railings. Bicycles should not be left during summer sessions unless students take summer classes. Bicycles that appear to be abandoned are subject to removal and disposal.

Check-In/Check-Out

A room condition report must be completed and turned in at check-in. It is the resident's responsibility to note any existing damages in the room (e.g., wall damage, chipped paint, missing items, broken furniture, etc.). This form will be used to determine damages that have occurred during a resident's use of the room. Each resident must also follow all check-out procedures. Failure to check out properly will result in an improper check-out charge and may also result in disciplinary action.

Upon check-out, all residents' possessions must be out of the room, apartment, or duplex, and the room, apartment, or duplex must be clean. All furniture must be in the proper location. The key must be returned to the RD. Before leaving, checkout must be approved by the RD or RA. Apartment and duplex checkouts must be scheduled with the RD at least one week before move-out.

Cleaning Expectations

Students are expected to maintain their rooms, apartments, and duplexes in a clean, orderly, and sanitary condition. Periodically throughout the semester, Resident Directors and/or Resident Assistants will conduct health and safety checks to assess the cleanliness and condition of the living space and identify potential health, safety, or policy concerns.

Custodial services are limited to cleaning common areas and emptying designated common-area trash receptacles. Students are responsible for removing trash from their rooms, apartments, or duplexes and disposing of it in the designated dumpsters near their

residence. Trash may not be swept, placed, or left in hallways or other common areas.

Decorations

Students are welcome to decorate their rooms tastefully and respectfully, reflecting good judgment. Vulgar, obscene, or offensive materials are not allowed. The possession or display of stolen property is illegal and will result in disciplinary action and possible involvement of law enforcement.

To maintain a uniform appearance, posters, signs, flags, or other materials may not be displayed in windows or be visible from outside the building. Students may use proper curtains if desired (the University does not provide them); however, these must be neat and appropriate.

Decorations must not damage walls, doors, or fixtures, and nothing may be hung from ceilings, sprinklers, or life-safety equipment. The University reserves the right to require the removal of any items deemed inappropriate or unsafe.

Electrical Appliances

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

Owners and users of stereos and televisions must operate them at a reasonable volume for their own benefit and should keep their room door 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 volume level.

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.

False Alarms/False Emergency Reports

Knowingly initiating, communicating, or circulating a false or baseless report of a fire, bomb threat, crime, or other emergency is prohibited. Such conduct may

result in University disciplinary action and may also violate Texas law. Students responsible for false alarms or emergency reports may be referred to law enforcement when appropriate. Such conduct may also constitute an offense under Texas Penal Code §42.06.

Students should immediately report suspicious activity or potential emergencies to HPU Department of Public Safety or appropriate University personnel.

Weapons, Firearms and Ammunition

As a private institution of higher education, and in accordance with Texas Government Code § 411.2031, HPU has opted out of the Texas "Campus Carry" law. The university maintains a weapons-free campus policy to preserve a safe, Christ-centered educational environment. The possession, storage, or use of any weapon, firearm, or ammunition is strictly prohibited on all university-owned, leased, or controlled property, including vehicles and residence halls. Prohibited items include, but are not limited to:

- Firearms: Shotguns, rifles, handguns, pistols, or any device designed to expel a projectile by the force of an explosion.
- Ammunition: Loaded cartridges, shotgun shells, bullets, gunpowder, primers, or any component used to feed a firearm.
- Air and Gas-Powered Weapons: BB guns, pellet guns, airsoft guns, paintball markers, or any replica or imitation firearm.
- Knives and Bladed Weapons: Any location-restricted knife (blade exceeding 5.5 inches under Texas Penal Code § 46.01), daggers, swords, machetes, switchblades, or dirks.
Note: This policy does not prohibit knives used for food preparation.
- Other Dangerous Weapons: Crossbows, bows and arrows, clubs, knuckles, explosives, or fireworks.

This policy applies to all students, visitors, and unauthorized personnel, including individuals who hold a valid state License to Carry (LTC). Violations will result in disciplinary action up to expulsion, confiscation of the item, and potential referral to local law enforcement.

Fire Drills

Fire drills will be held periodically; whenever the fire alarm sounds, everyone must leave the building immediately. Failure to leave immediately or to follow the directions of the Residence Life staff or HPU Department of Public Safety officers will result in disciplinary action.

Fire Extinguishers and Fire Equipment

All residence halls are equipped with fire extinguishers for use only in a minor fire emergency. If an extinguisher is missing or not fully charged, notify a Residence Life staff member immediately.

When a fire alarm is activated, whether real or false, the fire department must respond, and the building must be evacuated entirely until cleared to re-enter.

Improper use of fire equipment, such as pulling an alarm without cause, discharging an extinguisher, or tampering with sprinklers, is a serious offense. Students who do so may face disciplinary action, fines (including reimbursement for fire department response), and possible legal consequences. False alarms also take emergency personnel away from real emergencies, putting others at risk.

Guests and Visitation

All guests are subject to University policies and standards of conduct. Residents are responsible for the conduct of their guests and must accompany their guests while they are in University housing. Guests may not occupy a resident's room, apartment, or duplex without the resident host present.

Guests under the age of 18 are generally not permitted to stay overnight in University housing. An exception may be made for a resident's sibling who is 16 or 17 years of age with prior approval from the Resident Director and written permission from a parent or legal guardian. Babysitting is not permitted in University housing.

Overnight Guests of the Same Sex

Same sex overnight guests are permitted in University housing under the following conditions:

1. Overnight guests who are not minor siblings of the resident must be at least 18 years of age.
2. The resident must receive approval from the Resident Director and all roommates at least 48 hours before the guest's arrival.
3. The guest must register with the Resident Director according to Residence Life procedures.
4. The resident host must be present while the guest is in University housing and is responsible for the guest's conduct and compliance with University policies.
5. An overnight guest may stay no more than two consecutive nights.

6. A resident may host overnight guests for a combined total of no more than six nights per semester, regardless of the number of individual guests.
7. Overnight guests are not permitted during midterm or final exam periods, move-in, Orientation, Jacket Journey, or graduation week.
8. Guests may not be provided with University keys, access cards, or other means of independent access to University housing.

Violations of University policies by a guest may result in removal of the guest from campus, disciplinary action against the resident host, restriction or loss of guest privileges, or other appropriate action.

The Resident Director may deny, limit, or revoke guest privileges when necessary due to safety, conduct, roommate concerns, occupancy, community disruption, facility concerns, or other circumstances affecting the residential community. Repeated or extended guest stays that constitute unauthorized residency are prohibited.

Visiting Residents of the Opposite Sex: Residence Halls

Members of the opposite sex are not permitted in residence hall residential living areas or student rooms except during approved room visitation hours. Visitation in residence hall lobbies is permitted during designated lobby visitation hours.

Lobby visitation hours are 8:00 a.m. to midnight daily.

Room visitation hours are 7:00 p.m. to 10:00 p.m. daily.

All opposite sex guests must:

- Enter through the front lobby of the residence hall.
- Sign in and sign out using the designated registration process.
- Be escorted by their student host at all times.
- Remain in a room where the door is completely open during the entire visit.
- Comply with all University policies and standards of conduct.

Students are responsible for the actions and behavior of their guests. Policy violations by a guest may result in disciplinary action against the student host, removal

of the guest from campus, restriction of visitation privileges, or other appropriate action.

Visiting Residents of the Opposite Sex: Apartments and Duplexes

For purposes of this policy, the term "apartments" includes the Smith Bell Duplexes and Newbury Place Apartments. These guidelines are intended to promote respect, safety, and consideration among roommates and members of the residential community.

Visitation by members of the opposite sex should be conducted with discretion and respect for roommates and other residents. It is strongly recommended that additional individuals be present in the apartment whenever a guest of the opposite sex is visiting.

If conflicts arise regarding visitation, students are encouraged to discuss the concern directly with their roommate first. If the concern is not resolved, the matter should be brought to the attention of the Resident Assistant or Resident Director.

The following requirements apply to opposite sex visitation in apartments and duplexes:

- Guests of the opposite sex, including other HPU students, are not permitted to stay overnight in apartments or duplexes. Anyone remaining in the apartment or duplex after 1:00 a.m. will be considered an overnight guest and will be in violation of this policy.
- Residents are responsible for the behavior and actions of their guests at all times.
- Residents and their guests must comply with all University policies and standards of conduct.
- Violations of University policies by a guest may result in disciplinary action against the resident host, removal of the guest from campus, restriction of visitation privileges, or other appropriate action.

Mandatory Meetings

Attendance is required at mandatory residence meetings. Students who are unable to attend must notify the Resident Director in advance and receive approval for the absence. Failure to attend without prior approval may result in disciplinary action. Mandatory residence meetings may be called only with the Resident Director's approval.

Personal Property

Students are responsible for taking appropriate precautions to safeguard their personal property.

Maintaining a secure environment is in everyone's best interest.

To protect personal belongings, students should:

- Keep all valuables securely locked and out of sight.
- Lock their room door whenever leaving and before going to sleep.
- Consider engraving personal possessions and maintain a list of serial numbers for items such as watches, televisions, stereos, and computer equipment to assist with recovery in the event of theft.

Please note:

- The University is not responsible for property that is lost, stolen, or damaged.
- Suspected theft or other criminal activity should be reported promptly to the HPU Department of Public Safety and the Resident Director.
- Students are strongly encouraged to obtain adequate renter's insurance or other appropriate property coverage.

By taking these precautions, students can help protect their belongings and contribute to a safer residential community.

Pornographic & Obscene Materials

Consistent with the University's mission, values, and standards of conduct, pornographic, obscene, sexually explicit, or degrading materials are prohibited in University housing. Materials displayed in rooms, hallways, or other residential areas must be consistent with University standards. The University may require the removal of materials determined to violate these standards.

The Resident Director has the authority to determine what constitutes inappropriate or questionable material. Students found to have such items may be instructed to remove them from their rooms. Additionally, the viewing or possession of pornographic materials is strictly prohibited anywhere on campus.

Prohibited Materials

Flammable, combustible, or hazardous materials, including gasoline, kerosene, fuel products, fireworks, firecrackers, and other substances that create a fire or safety hazard, may not be stored or used in University

housing. Burning candles, incense, and other open-flame items are prohibited.

Room Changes

Students seeking a room change should first discuss the concern with their Resident Assistant and/or Resident Director to determine whether the issue can be resolved without a change in assignment. Room change requests will generally be considered after the first two weeks of each semester; however, housing consolidation may occur earlier.

Students approved to pursue a room change should work with the Resident Director to identify available rooms and roommates. Prior approval from the Resident Director is required before a student moves to another room.

Moving without approval may result in disciplinary action, applicable charges, denial of the requested move, and/or a requirement to return to the original assignment. A \$25 charge may be assessed for a requested room change.

A resident may not require or pressure a roommate to move for the resident's convenience. Generally, the resident requesting the change will be responsible for relocating.

Room Keys

Students should keep their room keys with them and promptly report lost keys to the Resident Director. A student who loses a room key will be assessed the applicable nonrefundable charge for re-coring the lock and replacing the room keys.

Smoke Alarms

Smoke alarms are provided for residents' safety and must not be tampered with, disabled, removed, or damaged. Students may not remove smoke-alarm batteries or use the batteries for another purpose. Tampering with a smoke alarm, including unauthorized removal of a battery, may result in a \$100 fine and disciplinary action. A malfunctioning smoke alarm must be reported immediately to the Resident Assistant or Resident Director so that appropriate repairs can be made.

Soliciting

Soliciting is not permitted in the halls, apartments, or duplexes. Solicitors should be reported immediately to the Resident Director. Ticket sales for University or hall functions are exceptions. Residents who seek permission to sell certain merchandise or services should contact the Resident Director for information.

Quiet Hours

Quiet hours are observed every night from 10:00 p.m. to 8:00 a.m. Outside designated quiet hours, courtesy hours remain in effect at all times. Residents are expected to be considerate of others whose study, work, and sleep schedules may differ from their own. Special quiet hours are posted for finals week and must be followed.

Amenities

Internet

Each student's room is wired for Internet access. This access is provided to students as a part of the Student Experience 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 University's IT department monitors the campus's Internet traffic. Inappropriate use will not be tolerated.

The use of routers and wireless hotspots is prohibited. All campus housing facilities are equipped with wireless internet connectivity, which requires WPA-2 Enterprise encryption. Devices that are not capable of this level of encryption (some smart TVs, streaming sticks, gaming systems, and wireless printers) must be connected to the University network via the provided Ethernet connection.

Laundry Rooms

Washers and dryers are available in each residence hall and each Newbury Place Apartment. Residents of the Smith Bell Duplexes may use the laundry facilities in their designated residence hall.

Students residing in the residence halls and Smith Bell Duplexes must download the Speed Queen app and create a profile using their HPU email address to access laundry services.

Students are responsible for promptly removing their laundry from washers and dryers. Laundry left in a machine beyond the posted time may result in a fine.

Students experiencing problems with laundry equipment or the Speed Queen app should contact their Resident Assistant or Resident Director for assistance.

Lobbies

Each residence hall has a lobby on the first floor where students can sit, talk, study, play games, etc. Because these spaces benefit all the students living in the building, they should be treated accordingly. Lobby

furniture must remain in designated lobby areas and may not be moved into student rooms or other areas without authorization. Students are responsible for cleaning up any messes made while using the lobby. Students may not block access to hallways or walkways adjacent to lobby areas for activities such as video game play or movie viewing.

Vending Machines

Vending machines are located in each residence hall. Students encountering problems with the machines should contact an RA or the Resident Director.

PARKING, VEHICLE REGISTRATION, & TRAFFIC SAFETY

Policy Statement and Advisement

Howard Payne University maintains parking and traffic regulations to promote the safety of the campus community and the orderly use of University streets and parking areas. These regulations apply to students, employees, and visitors while on University property. Violations may result in University citations, fines, towing or immobilization, loss of parking privileges, disciplinary action, and/or referral to law enforcement when appropriate.

Violations of parking and traffic regulations may result in either a University citation or, when the conduct violates applicable law, a citation issued by a licensed peace officer. University citations are handled through the University and may include University fines or other administrative consequences. Citations issued for violations of state or local law are handled through the appropriate court or governmental authority.

Parking on campus is available on a first-come, first-served basis. Possession of a parking permit does not guarantee the availability of a parking space. A perceived lack of parking does not justify parking or traffic violations.

General Guidelines and Policies

- Parking and traffic regulations are enforced year-round, including weekends, holidays, breaks, and the summer term.
- The speed limit on all University property is **10 MPH**.
- The absence of a citation for a violation does not mean that the regulation is no longer in effect.

- HPU assumes no responsibility for loss of or damage to vehicles parked on or traveling across University property.
- Vehicles operated or parked on University property must be legally registered and display required license plates in accordance with applicable law. Drivers must maintain any insurance required by Texas law.
- Drivers must provide proof of financial responsibility when required by law or upon lawful request by an authorized law enforcement officer.

Failure to meet these requirements may result in the vehicle being banned from campus.

Inoperable or abandoned vehicles may not remain on University property for an extended period and may be subject to removal at the owner's expense in accordance with applicable law. Vehicle repairs or maintenance may not be performed in University parking lots or other areas of campus, except for minor emergency measures necessary to safely move the vehicle.

During certain special events throughout the year, parking areas may be reserved for patrons. While this may be inconvenient, it does not authorize individuals to violate parking regulations.

For additional information or assistance, contact:

Office of Student Experience: 325-649-8017 (8:00 a.m.–5:00 p.m., Monday–Friday)

Department of Public Safety (DPS): 325-649-8609

Parking Permits

All vehicles parked on HPU property must display a current parking permit.

Permits must not be falsified, transferred to another individual or vehicle, forged, or altered in any way.

Placement of Permits

- **Students:** Permits must be permanently affixed to the outside of the vehicle's rear window on the lower left side. For convertibles, the permit may be placed on the rear bumper on the driver's side.
- **Motorcycles:** Permits must be displayed in a clearly visible location on the motorcycle.

- **Faculty/Staff:** Permits should be hung from the vehicle's rearview mirror.

Obtaining Permits

Parking permits are issued by the Office of Student Experience, which sets all associated fees.

Replacement Permits

If a student purchases a new vehicle or begins driving a different vehicle than the one originally registered, a replacement permit must be obtained from the Office of Student Experience:

- If the remains of the original permit are returned, there is no charge.
- If the original permit is not returned, a \$5.00 replacement fee will be assessed.

Temporary Permits

Temporary permits are available from the Office of Student Experience. There is no charge for a temporary permit; however:

- Temporary permits are valid for a maximum of 30 days.
- If a different vehicle is used beyond 30 days, a permanent permit must be purchased.

Each vehicle is permitted to display only one current HPU parking permit at a time.

Parking Regulations

Parking is permitted only in clearly designated and lined parking spaces located in campus parking lots and along public and private streets throughout campus. Vehicles may not park in visitor-designated spaces unless the driver is an eligible campus visitor. For the purposes of these regulations, a visitor is defined as any individual who is not a current HPU student, staff member, or faculty member.

Parking permits are not required at the University's El Paso or New Braunfels centers.

Special Designations and Permits

Motorcycles may park in any lined parking space on campus (excluding visitor spaces) or in areas specifically designated as motorcycle-only parking.

Only vehicles displaying valid federal or state-issued handicap license plates or parking placards (hang tags) may park in University handicap-designated spaces. In accordance with state law, the HPU Department of Public Safety reserves the right to verify the rightful ownership of a disabled placard or license plate and request proof of eligibility when necessary. The

placard may only be used when the individual to whom it was issued is present in the vehicle.

A long-term visitor is defined as any visitor whose vehicle will be regularly parked on University property for more than 48 hours (two days). Temporary parking permits can be obtained from the Office of Student Experience at no charge.

Parking Restrictions

- Spaces designated for Faculty, Staff, or Official Use are restricted and may not be used by students at any time.
- Student parking spaces are clearly marked with white or yellow lines on both sides of each parking space.
- Safety Zones, often located at the ends of parking rows, are designated by stripes and/or posted signage to allow emergency vehicles (such as fire apparatus) to maneuver; parking in these areas is prohibited.
- Accessible parking spaces and access areas are identified by posted signage (including the international handicap symbol ) and/or pavement striping or wording.

Campus Visitors

Visitors should receive parking guidance from the individual or University department sponsoring their visit. Current HPU students and employees are not considered visitors for parking purposes, even when operating a vehicle that is not registered with the University.

Visitor-designated spaces are available from 7:00 a.m. to midnight daily. Overnight parking in visitor-designated spaces requires prior approval from the HPU Department of Public Safety.

University Parking and Traffic Safety Fines

Students are responsible for any citation issued to their vehicles. Fines not paid by the violator (or a request for an appeal filed) within TEN (10) 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. to 5:00 p.m., excluding University holidays).

University Parking and Traffic Safety Violations

Parking and traffic regulations are enforced 24 hours a day, seven days a week. The following fines apply to University citations issued by the HPU Department of Public Safety. More serious or repeated violations may result in additional University action, towing, loss of campus parking privileges, or referral to law enforcement when appropriate.

\$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 Parking Violation, indicated by Issuing Officer
\$50	Double Parking, Obstruction of Traffic, or Parking in Traffic Lane
\$50	Failure to Obey Traffic Control Devices, Cones, Barricades, etc.
\$50	Parked in a 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 or Access Space

These fines apply to University citations and are separate from citations that may be issued by a law enforcement officer for violations of state law or local ordinances. Conduct that violates state or local law, including unauthorized parking in an accessible parking space or fire lane, may result in a governmental citation carrying penalties different from or greater than University fines.

Students receiving a citation should review it carefully to determine whether it is a University citation issued by the HPU Department of Public Safety or a governmental citation issued by a law enforcement officer. University citations and fines are handled through the University and must be paid through the Business Office. Governmental citations must be resolved through the court or governmental authority identified on the citation.

Parking regulations and fines are subject to change. Current parking regulations and fine schedules are available from the HPU Department of Public Safety.

Appeals

University parking citations may be appealed within 10 business days of the date of issuance, excluding University holidays. Appeals must be submitted in writing or in person to the Office of Student Experience.

Appeals are initially reviewed by the Chief of HPU DPS. The individual filing the appeal will be notified of the decision.

Immobilized (Booted) or Towed Vehicles

Vehicles may be immobilized or towed in accordance with University policy and applicable law. 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 the number of violations) are subject to being immobilized or towed when parked in or obstructing a fire lane, reserved space, accessible 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 its release may obtain information from the HPU Department 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 Vice President of Student Experience for final determination. If the Vice President of Student Experience elects to suspend or permanently revoke the parking privileges of the habitual violator, then the violator will 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 in addition to the offense fine(s), immediate towing, and further administrative disciplinary action by the Dean of Students or Vice President of Student Experience.

Residence Hall Move-In/Out Procedures

Special loading/unloading areas will be designated for significant residence timeframes, such as 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. Driving or parking on sidewalks or grass is not permitted at any time. Violators may be subject to citation or towing at their own expense. Once the temporary signs are removed, regular parking rules will be enforced.

Miscellaneous Information

Vehicles parked on campus should remain locked at all times.

Personal safety escorts are available from 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 DPS immediately.

All lost and found items should be reported to and turned over to DPS immediately.

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 are welcome to use the parking lot at any time as a quiet space to sit in their personal vehicles to study or have private conversations with friends. Those with trucks or SUVs may also sit on the tailgate of their vehicle for this purpose. This privilege is available at all hours, provided that students refrain from any criminal activity or inappropriate behavior while on the premises.

Students should only sit in, on, or touch vehicles they own unless they have been given permission by the vehicle's owner. Out of respect for everyone's property and safety, students are also asked not to loiter or hang around in parking areas without a clear purpose. DPS officers may approach students in the

lots to ask questions or request to see their HPU ID card if needed.

Special Regulations

Special temporary disabled/handicap permits may be obtained from the Office of Student Experience 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* that **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, RVs, trailers, and boats must obtain permission from DPS before parking on HPU property. These types of vehicles are not allowed to park permanently.

SAFETY & SECURITY

Jeanne Clery Campus Safety Act – Annual Security and Fire Safety Report

In compliance with the Jeanne Clery Campus Safety Act (Clery Act), Howard Payne University publishes and distributes its Annual Security Report and Annual Fire Safety Report by October 1 of each year. This report includes:

- Campus crime statistics for the previous three calendar years
- Policies and procedures for reporting crimes or other emergencies
- The University's response protocols
- Security and access policies
- Crime prevention and safety awareness programs
- Policies related to alcohol, drugs, sexual assault, domestic and dating violence, stalking, and related prevention and awareness programs
- Hazing and hazing prevention

The most recent Annual Security and Fire Safety Report is available on the University website. Printed copies may be requested from the Office of Public Safety.

Sex Offender Information

Information about registered sex offenders in Texas can be accessed through the Texas Department of Public Safety Sex Offender Registry: <https://publicsite.dps.texas.gov/SexOffenderRegistry/Search>

Access to Annual Crime Statistics

The University provides required campus safety and crime information to current students and employees and makes this information available to prospective students and employees in accordance with the Clery Act.

Reporting Requirements

The Clery Act requires that certain crimes occurring on campus, on public property immediately adjacent to campus, and at specific non-campus locations be reported to the University community each year.

EMERGENCY PROCEDURES

Emergency Notification

Howard Payne University uses multiple communication methods to provide emergency information to the campus community, which may include email, text messages, telephone notifications, and other available emergency notification systems.

Students are responsible for maintaining current contact information with the University and should promptly update any changes through myGateway or the appropriate University office.

Missing Persons Policy

Anyone who believes a student residing in University housing may be missing should immediately notify the HPU Department of Public Safety, Resident Director, Dean of Students, or Vice President for Student Experience. There is no requirement to wait 24 hours before reporting a concern. Any University official receiving such a report will immediately notify the HPU Department of Public Safety.

Students residing in University housing may designate a confidential contact person to be notified if the student is determined to be missing. This contact information will be maintained confidentially, accessible only to authorized University officials, and disclosed only as permitted by law in connection with a missing-person investigation.

If a residential student is determined to have been missing for 24 hours, the University will notify the student's designated confidential contact and the appropriate law enforcement agency within the timeframes required by federal law. If the student is

under 18 years of age and is not emancipated, the University will also notify the student's custodial parent or legal guardian as required by law.

Tornado Watch

A tornado watch means conditions are favorable for the development of tornadoes. During a tornado watch, monitor weather alerts and University emergency communications, continue normal activities as appropriate, and be prepared to seek shelter if conditions worsen.

Tornado Warning

A tornado warning means a tornado has been detected by radar or reported in the area. When a tornado warning is issued, seek shelter immediately. Go to a designated shelter area or an interior room or hallway on the lowest level of a sturdy building, away from windows and exterior walls. Avoid large open areas such as gymnasiums and auditoriums. Protect your head and neck and remain sheltered until the threat has passed or an all-clear is provided.

If outdoors, seek shelter in a sturdy building immediately. If no suitable shelter is available, follow current emergency guidance and take the safest available protective action.

Inclement Weather

The University will communicate delays, closures, or other changes to normal operations through official University communication channels. Students should monitor University notifications and exercise appropriate caution during hazardous weather conditions.

Fire

When a manual pull station is activated or a smoke detector is triggered, the fire alarm will sound. Every alarm must be treated as a genuine emergency, and immediate evacuation of the building is required.

If the designated escape route for a building is unfamiliar, evacuation maps are posted near stairwells. If a fire is observed but the alarm has not activated, pull the nearest manual alarm, call 911, and notify the HPU Department of Public Safety without delay.

Upon hearing an alarm:

- Evacuate the building promptly and remain calm.
- Use stairways rather than elevators.
- Before opening any door, carefully check for heat. If the door feels hot, use an alternate exit.

- Once outside, move at least 300 feet away from the building and keep all access roads clear for emergency vehicles.
- Do not re-enter the building until emergency personnel have confirmed it is safe to do so.

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

Active Shooter Preparedness and Response

Howard Payne University provides emergency preparedness training based on A.L.I.C.E. principles: Alert, Lockdown, Inform, Counter, and Evacuate. Because active-threat situations are unpredictable and evolve rapidly, individuals should assess the circumstances and take the safest action available.

When possible, move away from the threat and evacuate to a safe location. If evacuation is not possible, secure or barricade the area, remain out of sight, silence electronic devices, and call 911 when it is safe to do so. As a last resort when confronted with an immediate threat of serious injury or death, individuals may need to take action to protect themselves or others.

Once in a safe location, follow instructions from law enforcement and University emergency personnel. Students are strongly encouraged to participate in emergency preparedness training provided by the HPU Department of Public Safety.

Bomb Threat

If a bomb threat is received, remain calm and document as much information as possible, including the caller's exact words and any identifying or background information. Immediately notify the HPU Department of Public Safety at 325-649-8609 or call 911 when circumstances warrant. Do not touch, move, or disturb suspicious items. Follow all instructions provided by law enforcement, DPS, or University emergency personnel.

Responding to a Disclosure of Sexual Assault

If someone discloses that they have experienced sexual assault:

- Make sure the individual is in a safe environment. If there is an immediate threat to safety or a medical emergency, call 911.
- Listen without judgment and provide support. Avoid pressing for unnecessary details or telling the individual what they should do.
- Encourage the individual to seek medical care when appropriate. A medical

examination can address health concerns and may also help preserve evidence.

- If the individual may want a sexual assault forensic examination or may choose to report the assault to law enforcement, encourage them to preserve potential evidence when possible, including avoiding showering, changing clothes, or washing items that may contain evidence.
- Inform the individual that they have options for seeking University support, counseling, medical assistance, and reporting to law enforcement and/or the University.
- Encourage the individual to contact the Office of Student Experience or Title IX Coordinator for information about available resources, supportive measures, and reporting options.

Additional information regarding sexual assault, reporting options, supportive measures, and the University's Title IX procedures is provided in the Title IX Policy.

Serious Injury or Illness

In the event of a serious injury or illness:

- Call 911 immediately if the situation is life-threatening or requires emergency medical assistance.
- For non-emergency medical assistance, contact the University Nurse at 325-649-8601.
- If the incident occurs in University housing, notify a Resident Assistant or Resident Director.
- Do not move a seriously injured person unless remaining in place creates an immediate safety risk. Follow instructions provided by emergency personnel.

Suicide Prevention and Response

Statements or behaviors suggesting that an individual may be considering suicide or self-harm should always be taken seriously. Warning signs may include:

- Talking about suicide, death, or wanting to die

- Expressing hopelessness, feeling trapped, or feeling like a burden to others
- Withdrawing from friends, family, or usual activities
- Giving away possessions or saying goodbye
- Significant or concerning changes in mood or behavior
- Engaging in self-destructive or high-risk behavior

If you are concerned about someone:

- Take statements about suicide or self-harm seriously.
- Encourage the individual to seek help from the University Counselor or another qualified mental health professional.
- Share the concern promptly with the University Counselor, Resident Director, Dean of Students, or another appropriate University official.
- If there appears to be an immediate risk of suicide or serious self-harm, do not leave the individual alone. Call 911 or the HPU Department of Public Safety at 325-649-8609 immediately.
- Students may call or text 988 to reach the 988 Suicide & Crisis Lifeline, which provides free, confidential crisis support 24 hours a day, seven days a week.

Other Potentially Threatening Situations

For any other threatening situation on campus, immediately contact the HPU Department of Public Safety at 325-649-8609. If the situation poses an immediate danger to life or safety, do not hesitate to call 911 first.

TITLE IX POLICY INFORMATION

I. Policy Statement

A. Statement of Nondiscrimination

Howard Payne University (the "University") does not discriminate on the basis of sex in the education programs or activities that it operates and is required by Title IX of the Education Amendments of 1972 and its implementing regulations not to discriminate in

such a manner. This prohibition against sex discrimination extends to employment.

The University prohibits Sexual Harassment within its Education Programs and Activities. As further defined in this Policy, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

The University will respond to reports of Sexual Harassment in accordance with this Policy and applicable law and will provide supportive measures and remedies as appropriate. Individuals who engage in conduct prohibited by this Policy may be subject to University disciplinary action.

B. Statement of Values and Religious Exemption

The University affirms that all members of the University's community are created in the image of God and therefore should be treated with dignity and respect. The University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Further, the University respects the inherent worth of each member of the University Community and does not tolerate conduct that fosters any form of harassment.

With a Biblical foundation of human dignity and worth, the University approaches issues of sex-based misconduct not only as acts that may be potential violations of the law, but also as conduct that is contrary to Christian scripture. Thus, Sexual Harassment is harmful not only to the individuals involved but also undermines the Mission Statement and Core Values of the University.

In accordance with the University's Mission Statement and Core Values, the U.S. Department of Education has granted the University exemptions from certain provisions of Title IX based on the religious tenets of the Baptist General Convention of Texas. The University may act in accordance with these tenets in resolving complaints of Sexual Harassment under this Policy.

II. Scope

This Policy applies to Sexual Harassment, as defined below, that occurs within the University's Education Programs or Activities against a person in the United States. This includes conduct occurring on University property and in locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurs. It also includes

conduct occurring in any building owned or controlled by a student organization that is officially recognized by the University.

Conduct that does not fall within the scope of Title IX or this Policy may nevertheless violate other University policies or standards of conduct and may be addressed through the appropriate University process.

III. Definitions

- a. "Sexual Harassment" for purposes of this Policy is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.
- b. "Quid Pro Quo Sexual Harassment" occurs when an employee of the University conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.
- c. "Hostile Environment Sexual Harassment" is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's education programs and activities.
- d. "Sexual Assault" includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.*

**Note: The University's definition of "Sexual Assault" is mandated by federal regulations implementing Title IX of the Education Amendments of 1972. Those regulations require the University to adopt a definition of "Sexual Assault" that incorporates various forcible and non-forcible sex crimes as defined by the FBI's Uniform Crime Reporting System.*

1. "Rape" is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted Rape is included.

2. "Sodomy" is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of

his/her temporary or permanent mental or physical incapacity.

3. “Sexual Assault with an Object” is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.

4. “Fondling” is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

5. “Incest” is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Texas law.

6. “Statutory Rape” is sexual intercourse with a person who is under the statutory age of consent as defined by Texas law.

e. “Domestic Violence” is felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas, or by 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 Texas.

f. “Dating Violence” is violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship will be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

g. “Stalking” is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their safety or the safety of others; or
- Suffer substantial emotional distress.

h. “Consent” refers to words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is incapacitated is not capable of giving Consent.

i. “Incapacitated” refers to a state in which a person is unable to understand the nature or circumstances of sexual activity due to the effects of drugs or alcohol, a medical condition or disability, unconsciousness, or sleep.

j. “Coercion” is conduct, including intimidation and express or implied threats of emotional, educational, reputational, financial, or other harm that would place a reasonable person in fear of immediate or future harm and that is employed to persuade or compel someone to engage in unwelcome sexual contact.

k. “Retaliation” is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

l. “Complainant” means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

m. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

n. “Formal Complaint” means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a

Respondent and requesting that the University investigate the allegation of Sexual Harassment in accordance with this Policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the University's education programs and activities. A "document filed by a Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.

o. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the University's Education Programs and Activities without unreasonably burdening another Party, including measures designed to protect the safety of all parties implicated by a report or the University's education environment, or to deter Sexual Harassment. Supportive measures may include counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

p. "Education Programs and Activities" include locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurs. This includes University property and any building owned or controlled by a student organization that is officially recognized by the University. Education Programs and Activities may include academic programs, employment, athletics, residence life, extracurricular activities, performances, and other University-sponsored programs or activities.

IV. Understanding Hostile Environment Sexual Harassment

In determining whether a Hostile Environment exists, the University will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other);

the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The University will evaluate the totality of circumstances from the perspective of a reasonable person in the Complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

The University encourages members of the University Community to report all instances of Sexual Harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

Sex-based or gender-based conduct, including conduct based on sex stereotypes, may constitute Sexual Harassment when it satisfies the definition and scope requirements of this Policy. Conduct that does not meet the Title IX definition may nevertheless violate other University policies. This definition will be interpreted and applied in a manner consistent with the accepted standards of mature behavior and the Christian Mission Statement and Core Values of the University.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact;
- Unwelcome kissing, hugging, or massaging;
- Sexual innuendos, jokes, or humor;
- Displaying sexual graffiti, pictures, videos, or posters;
- Using sexually explicit profanity;
- Asking about, or talking about, sexual fantasies, sexual preferences, or sexual activities;
- Electronic communications or online conduct of a sexual nature that violates this Policy;
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin;
- Sending sexually explicit emails, text messages, or social media posts;
- Commenting on a person's dress in a sexual manner;
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; or
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes.

V. Understanding Consent and Incapacitation

A. Consent

Consent exists when someone knowingly, voluntarily, and by word or action agrees to engage in mutually agreed-upon sexual activity or contact. Consent is active and not passive.

- Consent to one act does not constitute consent to another act.
- Consent on a previous occasion does not constitute consent on a later occasion.
- Consent to an act with one person does not constitute consent to an act with another person.
- The existence of a prior or current relationship does not constitute consent. Even in the context of a relationship, there must be mutual consent.
- Consent can be withdrawn or modified at any time, and sexual contact must stop immediately once consent is withdrawn.
- Consent cannot be inferred from silence, passivity, or lack of resistance.
- Nonverbal communication may be ambiguous; individuals are responsible for ensuring that Consent is clearly communicated and understood.

In evaluating Consent, the University will consider the presence of any force, threat of force, or Coercion; whether the Complainant had the capacity to give Consent; and whether the communication, through words and/or actions, between the parties would be interpreted by a reasonable person under similar circumstances as a willingness to engage in the particular sexual activity at issue.

An individual is unable to provide Consent to engage in sexual activity when the individual:

- Lacks the legal capacity to consent under applicable law;
- Has a mental, developmental, or physical condition or disability that renders the individual incapable of giving knowing Consent;
- Is unconscious, asleep, or otherwise unable to understand or communicate Consent; or
- Is incapacitated due to alcohol or other drugs, and the Respondent knew or reasonably should have known of the incapacitation.

B. Incapacitation

Incapacitation is a state in which an individual cannot make an informed and rational decision to Consent to sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., an understanding of the “who, what, where, when, why,

or how” of the sexual interaction) and/or is physically or mentally helpless. An individual is also considered Incapacitated, and therefore unable to give Consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring.

Incapacitation can be found only when the Respondent knew or should have known that the Complainant was Incapacitated, when viewed from the perspective of a sober, reasonable person. A Respondent's own intoxication is not an excuse for failing to recognize another person's Incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, the consumption of alcohol or other drugs, inebriation, or intoxication alone is insufficient to establish Incapacitation. Incapacitation is beyond mere drunkenness or intoxication. Because the effects of alcohol and other drugs vary from person to person, evaluating Incapacitation requires an assessment of how the consumption of alcohol and/or other drugs affected an individual's:

- Decision-making ability;
- Awareness of consequences;
- Ability to make informed judgments; and
- Capacity to appreciate the nature or circumstances of the act.

No single factor is determinative of Incapacitation. Signs that an individual may be Incapacitated include, but are not limited to, slurred speech, confusion, impaired balance, stumbling or falling, vomiting, and unconsciousness.

VI. Reporting Sexual Harassment

A. Title IX Coordinator

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by mail, telephone, email, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports may be made during normal business hours. Reports by mail, telephone, or email may be made at any time, including outside normal business hours.

Reports may be made to:

Dr. Tammy Arreola
Associate Vice President for Student Experience
Dean of Students and Residence Life
Title IX Coordinator
Howard Payne University
1000 Fisk Street
Mabee University Center, Office 206C

Brownwood, Texas 76801
325-649-8630
tarreola@hputx.edu

B. Mandatory Reporting Requirement for University Employees

Under Texas law, University employees who, in the course and scope of their employment, witness or receive information that they reasonably believe constitutes Sexual Harassment, Sexual Assault, Dating Violence, or Stalking involving a person who was a student or employee of the University at the time of the incident are generally required to promptly report the incident to the University's Title IX Coordinator or a Deputy Title IX Coordinator.

The report must generally include all information concerning the incident known to the employee that is relevant to the University's response, including whether the individual has requested confidentiality. Certain employees designated as confidential or whose communications are confidential or privileged under applicable law are subject to different reporting requirements.

Students should understand that most University employees cannot guarantee confidentiality when they receive information concerning Sexual Harassment, Sexual Assault, Dating Violence, or Stalking. Students who wish to discuss an incident confidentially should contact a Confidential Employee or other confidential resource identified in this Policy.

Confidentiality. Unless waived in writing by the alleged victim, the identity of an alleged victim identified in a report made under the University's mandatory reporting requirements will be maintained as confidential and disclosed only as permitted or required by law. This may include disclosure to individuals necessary to conduct an investigation or related hearing, law enforcement as necessary to conduct a criminal investigation, the person alleged to have committed the reported conduct to the extent required by law, and potential witnesses as necessary to conduct an investigation.

Exceptions. The mandatory employee reporting requirement does not apply:

1. When the employee is the individual who experienced the Sexual Harassment, Sexual Assault, Dating Violence, or Stalking;
2. When the employee receives information about such conduct at a public awareness event sponsored by the University; or

3. When the employee receives the information in their capacity as a Confidential Employee or under other circumstances in which the communication is confidential or privileged under applicable law.

C. Confidential Employees

The University recognizes the importance of providing students with access to confidential resources so they can seek support and make informed decisions about their rights and options. Students may speak with designated Confidential Employees about Sexual Harassment, Sexual Assault, Dating Violence, or Stalking without the disclosure triggering the University's mandatory employee reporting requirement.

The University has designated the following Confidential Employees:

- **University Counselors:** Jennings Hall, Pod B; 325-649-8128; counseling services may also be available through tele counseling.
- **University Nurse:** Jennings Hall, Pod B; 325-649-8601.

Confidential Employees are not required to disclose personally identifying information received within the scope of their confidential role, except as permitted or required by applicable law. Confidential Employees may be required to provide non-identifying or aggregate information to the Title IX Coordinator as required by law.

D. Reports to Law Enforcement

Individuals who experience a crime have the right to choose whether to report the crime to law enforcement, to request assistance from the University in making a report to law enforcement, or to decline to report the crime to law enforcement. The University encourages anyone who believes they have experienced or witnessed a crime to report it to the HPU Department of Public Safety if the incident occurred on campus or to the appropriate local law enforcement agency if the incident occurred off campus.

Howard Payne University Department of Public Safety

1000 Fisk Street
Brownwood, TX 76801
325-649-8609
Emergencies: 911
[HPU Department of Public Safety](#)

Brownwood Police Department
1050 W. Commerce Street

Brownwood, TX 76801
325-646-2525
Emergencies: 911

E. Medical Treatment and Preservation of Evidence

In cases of sexual assault, prompt medical attention is encouraged for the individual's safety and well-being, including evaluation and treatment for physical injuries, sexually transmitted infections, and pregnancy, when applicable. A sexual assault medical forensic examination may also allow for the collection and preservation of evidence.

Individuals are encouraged to seek medical care and a forensic examination as soon as possible. Under Texas law, a sexual assault survivor may request a forensic medical examination within 120 hours (five days) after the assault, and an examination may be appropriate beyond that timeframe depending on the circumstances. A forensic medical examination may be obtained without first making a report to law enforcement.

F. Anonymous Reports

Anyone may submit an anonymous report through the University's Online Reporting Form. Individuals should understand that the University's ability to respond to or investigate an anonymous report may be limited by the information provided.

[HPU Online Reporting Form](#)

VII. Preliminary Assessment

Upon receipt of a report, the Title IX Coordinator will conduct a preliminary assessment to determine whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the reported conduct could not fall within the scope of this Policy or could not constitute Sexual Harassment even if the allegations are true, the matter may be referred to another appropriate University office or process. The Title IX Coordinator may notify the reporting party of the referral or disposition when appropriate and consistent with applicable law.

If the Title IX Coordinator determines that the reported conduct could fall within the scope of this Policy or could constitute Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant as described below.

As part of the preliminary assessment, the Title IX Coordinator may take reasonable steps to determine the identity of the Complainant when the Complainant's identity is not apparent from the report.

VIII. Contacting the Complainant

If a report is not closed following the preliminary assessment and the Complainant's identity is known, the Title IX Coordinator or designee will promptly contact the Complainant to discuss:

- the availability of Supportive Measures, with or without the filing of a Formal Complaint;
- the Complainant's wishes regarding Supportive Measures;
- the process for filing and pursuing a Formal Complaint;
- the importance of seeking prompt medical attention following a Sexual Assault, when applicable, for treatment and preservation of evidence;
- the right to report the incident to the University and to receive a prompt and equitable response;
- the right to choose whether to report a crime to law enforcement, to request assistance from the University in making a law enforcement report, or to decline to report the crime to law enforcement; and
- available University and community resources.

IX. Supportive Measures

Generally, any individual affected by or accused of Sexual Harassment will have equal access to support and counseling services offered through the University. The University encourages individuals who have questions or concerns to seek support from University-identified resources. The Title IX Coordinator is available to provide information about this Policy and the University's procedures and to assist individuals in accessing available resources. A list of University-identified resources is available at: [HPU Sexual Assault Policy and Reporting Resources](#)

Complainant. The Title IX Coordinator or their designee will offer and make available Supportive Measures to the Complainant upon receipt of a report of Sexual Harassment, regardless of whether the Complainant elects to file a Formal Complaint.

Respondent. The Title IX Coordinator will notify the Respondent of the availability of Supportive Measures when the Respondent is notified of a Formal Complaint. Once a Formal Complaint has been

initiated, the University will offer and make available Supportive Measures to the Respondent in the same manner in which they are offered and made available to the Complainant. The University will also offer and make available Supportive Measures to the Respondent before notification of a Formal Complaint if the Respondent requests such measures.

All Parties. The University will, to the greatest extent practicable, ensure that each Party or other person who reports an incident of Sexual Harassment is offered counseling by a counselor who does not provide counseling to another person involved in the incident. When both Parties are enrolled in the same course, the University will work with the Parties, as appropriate, to provide reasonable academic Supportive Measures, which may include changes in course schedules or enrollment without academic penalty when practicable.

Confidentiality. The University will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent to the extent that maintaining such confidentiality does not impair the University's ability to provide the Supportive Measures in question.

X. Interim Removal

At any time after receiving a report of Sexual Harassment, the University may remove a student Respondent from its Education Programs and Activities on an emergency basis if, following an individualized safety and risk analysis, the University determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. The Respondent will be provided notice and an opportunity to challenge the decision immediately following the removal.

XI. Formal Complaint

A. Filing a Formal Complaint

A report of Sexual Harassment and a Formal Complaint are not the same. A report notifies the University of alleged Sexual Harassment and allows the University to offer Supportive Measures and take other appropriate action. A Formal Complaint is a document filed by a Complainant or signed by the Title IX Coordinator requesting that the University investigate allegations of Sexual Harassment through the formal grievance process described in this Policy.

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that the University investigate and adjudicate allegations of Sexual Harassment in accordance with this Policy. At the time

a Formal Complaint is filed, the Complainant must be participating in or attempting to participate in one or more of the University's Education Programs or Activities.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by mail, or by email using the contact information provided in Section VI. No person may submit a Formal Complaint on the Complainant's behalf.

In circumstances where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may sign a Formal Complaint initiating the University's grievance process when doing so is not clearly unreasonable in light of the known circumstances. Such action will normally be taken in limited circumstances involving serious or repeated conduct or circumstances in which the alleged conduct may pose a continuing threat to the University community. Factors the Title IX Coordinator may consider include (but are not limited to):

1. the seriousness of the alleged incident, including (a) whether a weapon was involved in the incident, (b) whether multiple assailants were involved in the incident, and (c) whether the incident poses a risk of recurrence;
2. whether the institution has received other reports of Sexual Harassment committed by the Respondent;
3. whether the alleged incident poses a risk of harm to others; and
4. any other factors the University determines relevant.

If the Complainant or Title IX Coordinator files or signs a Formal Complaint, the University will commence the grievance process described in this Policy. When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator does not become a Complainant or otherwise become a Party to the grievance process. In all cases in which a Formal Complaint is filed, the Complainant will be treated as a Party, regardless of the Complainant's level of participation.

B. Consolidation of Formal Complaints

The University may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party

against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this Policy to the singular “Party,” “Complainant,” or “Respondent” include the plural, as applicable.

C. Dismissal of a Formal Complaint

The Title IX Coordinator must dismiss a Formal Complaint or allegations therein for purposes of Title IX if:

- the conduct alleged would not constitute Sexual Harassment as defined by this Policy even if proved;
- the conduct alleged did not occur within the University's Education Programs or Activities; or
- the conduct alleged did not occur against a person in the United States.

The Title IX Coordinator may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or adjudication process:

- the Complainant notifies the Title IX Coordinator in writing that they wish to withdraw the Formal Complaint or any allegations therein;
- the Respondent is no longer enrolled at or employed by the University; or
- specific circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations therein.

A dismissal under this section does not preclude the University from addressing the alleged conduct under another applicable University policy or process.

Upon a mandatory or discretionary dismissal, the Title IX Coordinator will promptly and simultaneously provide the Parties with written notice of the dismissal, the reasons for the dismissal, and their right to appeal. The Title IX Coordinator may refer the subject matter of the Formal Complaint to another appropriate University office or process.

D. Notice of Formal Complaint

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice to the

Complainant and Respondent with sufficient time for the Parties to prepare a response before any initial interview. The written notice will include:

- A physical copy of or hyperlink to this Policy;
- Sufficient details known at the time, including the identities of the Parties involved in the incident, if known; the conduct allegedly constituting Sexual Harassment; and the date and location of the alleged incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination regarding responsibility will be made at the conclusion of the grievance process;
- Notice of the Complainant's and Respondent's right to have an advisor of their choice, who may be, but is not required to be, an attorney;
- Notice of the Complainant's and Respondent's right to inspect and review evidence;
- Notice of the University's prohibition against Retaliation and any provision of University policy that prohibits knowingly making false statements or knowingly submitting false information during the grievance process; and
- Information about resources available on campus and in the community.

If, during the course of an investigation, the University decides to investigate allegations that were not included in the initial written notice, the University will provide written notice of the additional allegations to the Parties.

E. Presumption of Non-Responsibility

A Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

XII. Investigation

A. Commencement and Timing

After the written Notice of Formal Complaint is provided to the Parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the allegations, including

inculpatory and exculpatory evidence. The investigator will be appropriately trained and will serve impartially, without prejudgment of the facts at issue, conflicts of interest, or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The investigator may be an employee of the University or an external investigator engaged by the University.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest with the University and not with the Parties. The investigation will culminate in a written investigation report that fairly summarizes relevant evidence and will be provided to the Parties as described in this Policy.

Although the length of each investigation may vary depending on the circumstances, the University strives to complete the investigation within 45 days after providing the written Notice of Formal Complaint. The University may temporarily delay the grievance process or extend a timeframe for good cause. When a delay or extension occurs, the University will provide written notice to the Parties explaining the reason for the delay or extension.

B. Equal Opportunity

During the investigation, the investigator will provide the Parties an equal opportunity to be interviewed, to present witnesses, including fact and expert witnesses, and to present other inculpatory and exculpatory evidence. The investigator may decline to interview witnesses whose testimony would be unreasonably cumulative, who are offered solely as character witnesses and do not have information relevant to the allegations, or whose proposed testimony concerns evidence that may not be considered under this Policy. The investigator will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The investigation provides each Party an opportunity to present testimony and other evidence that the Party believes is relevant to the resolution of the allegations in the Formal Complaint. Parties are encouraged to identify relevant witnesses and provide relevant evidence to the investigator as early as reasonably possible during the investigation.

C. Documentation of Investigation

The investigator will take reasonable steps to document the investigation. Interviews of the Parties and witnesses may be documented through the investigator's notes, audio recording, video recording, transcription, or another appropriate method. The method used to document interviews will be

determined by the investigator and, to the extent reasonably practicable, will be applied consistently throughout the investigation.

D. Access to the Evidence

At the conclusion of the evidence-gathering phase of the investigation, but before completion of the investigation report, the investigator will provide each Party and the Party's advisor, if any, in electronic format or hard copy, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint. This includes evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a Party or another source. The Parties will have ten (10) days to submit a written response, which the investigator will consider before completing the investigation report.

The Parties and their advisors may use the evidence provided under this section solely for purposes of the University's grievance process and may not publicly disseminate the evidence or use it for an unrelated purpose, except as otherwise permitted or required by law.

The University will not access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity and in connection with the provision of treatment to the Party, unless the University obtains that Party's voluntary, written consent for their use in the grievance process.

E. Investigation Report

After the period for the Parties to review the evidence and submit written responses has expired, the investigator will complete a written investigation report that fairly summarizes the relevant evidence. The investigator may also identify material facts that are disputed or undisputed when appropriate.

The investigator will provide the investigation report to the Title IX Coordinator and will provide each Party and the Party's advisor, if any, with a copy of the report in electronic format or hard copy. The report will be provided at least ten (10) days before the hearing or other determination regarding responsibility to allow the Parties an opportunity to review and submit a written response.

XIII. Selection of Resolution Process

Following completion of the investigation, the Title IX Coordinator will notify the Parties of the resolution

processes available under this Policy. The live hearing process is the University's formal process for adjudicating a Formal Complaint. The University may also offer an administrative resolution process as a form of Informal Resolution when permitted by this Policy and applicable law.

Participation in Informal Resolution is entirely voluntary. The University will not require either Party to participate in Informal Resolution or to waive the right to proceed through the formal grievance process. Before Informal Resolution begins, the University will provide the Parties with written notice describing the allegations; the requirements of the Informal Resolution process, including the circumstances under which it may preclude the Parties from resuming a Formal Complaint arising from the same allegations; any consequences resulting from participation, including records that will be maintained or could be shared; and the right of either Party to withdraw from the Informal Resolution process and resume the formal grievance process at any time before agreeing to a resolution.

Informal Resolution may proceed only after both Parties voluntarily provide written consent. If either Party does not consent, or if either Party withdraws consent before a resolution is reached, the Formal Complaint will proceed through the live hearing process described in this Policy. Informal Resolution will not be offered to resolve allegations that an employee sexually harassed a student.

XIV. Adjudication

Formal Hearing Process

The live hearing process described in this Section is the University's formal process for adjudicating Formal Complaints. The live hearing process will be used unless both Parties voluntarily consent in writing to Informal Resolution as described in this Policy.

1. Hearing Officer

After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing officer who will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint at the conclusion of the hearing process.

The hearing officer may be an appropriately qualified University employee or an external professional, provided the individual meets the impartiality and training requirements of this Policy.

The Title IX Coordinator will see that the hearing officer is provided a copy of the investigation report

and a copy of all evidence transmitted to the parties by the investigator.

2. Hearing Notice and Response to the Investigation Report

After the hearing officer is appointed, the hearing officer will provide written notice to the Parties identifying the hearing officer; establishing a deadline for any written responses to the investigation report; providing the date and time of the pre-hearing conference and hearing; and providing a copy of, or access to, the University's Hearing Procedures. The hearing will be scheduled to ensure that each Party and the Party's advisor, if any, are provided the investigation report in electronic format or hard copy at least ten (10) days before the hearing for their review and written response. This preserves the specific timing and distribution requirements of the 2020 regulations.

A Party's written response to the investigation report may include:

- Any argument or commentary concerning portions of the investigation report with which the Party agrees or disagrees;
- Any argument concerning whether particular evidence should or should not be considered based on relevance, privilege, the restrictions concerning evidence of a Complainant's sexual predisposition or prior sexual behavior, or another applicable provision of this Policy;
- A list of witnesses the Party requests to attend the hearing;
- A list of any additional witnesses the Party intends to bring to the hearing;
- Any objection or concern regarding the University's Hearing Procedures;
- Any request that the Parties be physically separated during the pre-hearing conference or hearing;
- Any request for reasonable accommodations relating to the pre-hearing conference or hearing;
- The name and contact information of the Party's advisor, if known;
- If the Party does not have an advisor who will accompany the Party at the hearing, a request that the University provide an advisor, without fee or charge to the Party, for purposes of conducting questioning at the hearing;
- Any argument regarding whether the allegations in the Formal Complaint are

supported by a preponderance of the evidence; and

- Any argument regarding whether the conduct alleged constitutes Sexual Harassment under this Policy.

A Party's decision not to submit a written response, or not to raise a particular argument in the written response, will not by itself preclude the Party from participating in the hearing or presenting information otherwise permitted under this Policy.

3. Pre-Hearing Conference

Prior to the hearing, the hearing officer will conduct a pre-hearing conference with the Parties and their advisors. The pre-hearing conference may be conducted in person or virtually using technology that permits simultaneous participation by the Parties, their advisors, the hearing officer, and other necessary University personnel. If the pre-hearing conference is conducted in person, the hearing officer may permit or require the Parties to participate from separate locations using appropriate technology.

During the pre-hearing conference, the hearing officer will review the Hearing Procedures with the Parties and their advisors; address matters raised in the Parties' written responses to the investigation report, as appropriate; address questions concerning the relevance or admissibility of evidence; discuss whether the Parties can stipulate to any facts or other matters to expedite the hearing; review the witnesses expected to participate in the hearing; address any requests for reasonable accommodations or other procedural arrangements; and resolve other procedural or evidentiary matters that should reasonably be addressed before the hearing.

Any pre-hearing determinations are subject to applicable requirements of this Policy and do not prevent the hearing officer from reconsidering an evidentiary or procedural determination during the hearing when appropriate.

4. Issuance of Notices of Attendance

After the pre-hearing conference, the hearing officer may issue a notice of attendance to any University student or employee whose attendance is requested or determined to be appropriate as a witness at the hearing. The notice will provide the date and time of the hearing and instruct the individual to promptly notify the hearing officer of any material and unavoidable conflict that may prevent attendance.

A student or employee who receives a notice of attendance should notify any faculty member,

supervisor, coach, or other appropriate University official if attendance at the hearing conflicts with a class, employment responsibility, athletic activity, or other University obligation. The University will provide reasonable arrangements to permit the individual to attend the hearing without penalty for the conflicting University obligation.

The University generally cannot require individuals who are not University students or employees to attend a hearing. The Parties may identify or request the participation of outside witnesses, but the University cannot guarantee their attendance.

5. Hearing

After the pre-hearing conference, the hearing officer will convene and conduct a live hearing pursuant to the University's Hearing Procedures. The hearing will be audio-recorded, and the recording will be made available to the Parties for inspection and review upon reasonable notice, including for purposes of preparing any appeal.

The hearing will be conducted live, with simultaneous participation by the Parties and their advisors. The hearing may be conducted with participants physically present in the same location or, at the University's discretion, virtually using technology that enables participants to simultaneously see and hear one another. At the request of either Party, the University will provide for the live hearing to occur with the Parties located in separate rooms using technology that enables the hearing officer and Parties to simultaneously see and hear the Party or witness answering questions.

While the University's Hearing Procedures and rulings of the hearing officer will govern the particulars of the hearing, each hearing will include, at a minimum:

- An opportunity for each Party to address the hearing officer and respond to relevant questions posed by the hearing officer;
- An opportunity for each Party's advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such questioning will be conducted directly, orally, and in real time by the Party's advisor and never by a Party personally;
- An opportunity for each Party to raise objections concerning testimonial or other evidence and to have such objections addressed by the hearing officer;
- An opportunity for each Party to present relevant evidence consistent with this Policy; and

- An opportunity for each Party to make a brief closing statement or argument.

Before a Party or witness answers a question, the hearing officer will determine whether the question is relevant and will explain any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless: (1) they are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or (2) they concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.

Except as otherwise permitted by the hearing officer, the hearing will be closed to persons other than the Parties, their advisors, the hearing officer, the investigator, the Title IX Coordinator, witnesses while providing testimony, and other University personnel whose participation is reasonably necessary. Witnesses may be excluded from the hearing except while providing testimony.

During the hearing, the Parties and their advisors will have access to the investigation report and all evidence subject to the Parties' inspection and review under this Policy for reference during the hearing, including for purposes of questioning Parties and witnesses.

A Party has the right to attend and participate in the hearing with an advisor. The hearing officer may take reasonable measures to address conduct by a Party or advisor that materially and repeatedly disrupts the hearing, provided that such measures are applied fairly and consistently and do not improperly deny a Party the rights provided under this Policy.

The hearing officer is responsible for maintaining order, determining relevance, addressing evidentiary and procedural matters, and managing the manner and sequence of the hearing consistent with this Policy. The hearing is not a formal judicial proceeding, and the formal rules of evidence do not apply. The hearing officer may make reasonable procedural adjustments for good cause, provided that the requirements of this Policy and the rights afforded to both Parties are maintained.

6. Questioning of Parties and Witnesses

Each Party's advisor will have the opportunity to ask the other Party and any witnesses relevant questions and follow-up questions, including questions challenging credibility, in accordance with the Hearing Procedures and this Policy.

A Party or witness may choose not to attend the hearing or may decline to answer some or all questions. The hearing officer may consider statements previously made by a Party or witness, subject to the requirements of this Policy concerning relevance, reliability, and other applicable evidentiary considerations. The hearing officer will not draw an inference regarding responsibility based solely on a Party's or witness's absence from the hearing or refusal to answer questions.

Before a Party or witness answers a question, the hearing officer will determine whether the question is relevant and will explain any decision to exclude a question as not relevant.

7. Deliberation and Determination

After the hearing is complete, the hearing officer will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, as well as the testimony and other evidence presented or considered during the grievance process. The hearing officer will ensure that credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The hearing officer will not consider evidence that may not be considered under this Policy or applicable law.

The hearing officer will apply the preponderance of the evidence standard in determining responsibility. Under this standard, an allegation is established when the evidence demonstrates that it is more likely than not that the alleged conduct occurred.

After evaluating the relevant evidence and making any necessary credibility and factual determinations, the hearing officer will determine whether the Respondent is responsible for Sexual Harassment as alleged in the Formal Complaint.

8. Discipline and Remedies

If the hearing officer determines that the Respondent is responsible for violating this Policy, the hearing officer will, before issuing the written determination, consult with the appropriate University official having disciplinary authority over the Respondent. That official will determine the disciplinary sanctions, if any, to be imposed. The hearing officer will also consult with the Title IX Coordinator, who will determine whether remedies will be provided to the Complainant. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Disciplinary sanctions for a student found responsible for Sexual Harassment may include, but are not limited to, loss of housing privileges, restitution,

changes in living assignment, assigned work or educational requirements, behavioral contracts, restrictions on participation in extracurricular activities or representing the University, disciplinary probation, suspension, or expulsion.

If a student is found responsible for Sexual Harassment and the sanction imposed makes the student ineligible to reenroll at the University, including suspension or expulsion, the University will include a notation on the student's transcript as required by applicable law. A student may request removal of a transcript notation when the student becomes eligible to reenroll at the University or when the University determines that good cause exists for removal, consistent with applicable law.

When required or permitted by applicable law, the University may provide information concerning a disciplinary determination to another postsecondary educational institution upon an appropriate request.

Disciplinary sanctions for an employee found responsible for Sexual Harassment will be determined in accordance with applicable University policies and may include discipline up to and including termination of employment.

9. Written Decision

After reaching a determination regarding responsibility and consulting with the appropriate University official and Title IX Coordinator as provided in this Policy, the hearing officer will prepare a written decision that includes:

- Identification of the allegations potentially constituting Sexual Harassment;
- A description of the procedural steps taken by the University from receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of this Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- Any disciplinary sanctions the University imposes on the Respondent;
- Whether remedies designed to restore or preserve equal access to the University's

Education Programs or Activities will be provided to the Complainant; and

- The University's procedures and permissible bases for the Complainant and Respondent to appeal.

The written decision will be provided simultaneously to the Parties. The determination regarding responsibility becomes final either on the date the University provides the Parties with the written decision of the appeal, if an appeal is filed, or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely.

Although the length of each adjudication may vary depending on the circumstances, the University strives to issue the hearing officer's written decision within fifteen (15) days after conclusion of the hearing.

B. Administrative Adjudication

In lieu of the hearing process, the Parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator. At any time prior to the issuance of the administrative officer's determination, a Party has the right to withdraw from administrative adjudication and request a live hearing. If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer who does not need to be an employee of the University. The administrative officer must be a professional with an advanced degree in counseling, law, criminal justice, or psychology and experience adjudicating allegations of discrimination and harassment. The administrative officer may not be an employee of the University.

The Title IX Coordinator will see that the administrative adjudicator is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator.

The administrative officer will promptly send written notice to the Parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this paragraph.

A Party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history, or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence;
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the Parties' written responses, the administrative officer will meet separately with each party to provide the Party with an opportunity make any oral argument or commentary the Party wishes to make and for the administrative officer to ask questions concerning the Party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each Party, the administrative officer will objectively reevaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the Parties in their respective written responses to the investigation report. The administrative officer will resolve disputed facts using a preponderance of the evidence (*i.e.*, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any University official and the Title IX Coordinator and will prepare and transmit a written decision which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal.

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, the University strives to issue the administrative officer's written determination within twenty-one (21) days of the transmittal of the initiating written notice.

XV. Dismissal During Investigation of Adjudication

The University may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer employed by the University, or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator determines that a Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other University offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination as it pertains to this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

XVI. Appeal Grounds for Appeal

Either Party may appeal the determination of an adjudication or a dismissal of a Formal Complaint on one or more of the following grounds:

1. A procedural irregularity affected the outcome;
2. There is new evidence that was not reasonably available at the time the determination or dismissal was made that could have affected the outcome;

3. The Title IX Coordinator, investigator, hearing officer or administrative officer had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

No other grounds for appeal are permitted.

B. Deadline to File Appeal

A Party must file an appeal within seven days of the date they receive notice of dismissal or determination appealed from or, if the other Party appeals, within three days of the other Party appealing, whichever is later. The appeal must be submitted in writing to the Vice President for Academic affairs, who serves as the appeal officer. The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing Party believes the appeal should be granted, and articulate what specific relief the appealing Party seeks.

C. Resolution of Appeal

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is filed in a timely manner and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other Party that an appeal has been filed and that the other Party may submit written opposition to the appeal within seven days. Any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explain the outcome of the appeal and the rationale. The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no Party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision. No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, the University strives to issue the appeal officer's written decision within 21 days of an appeal being filed.

XVII. Informal Resolution

The University may, in the Title IX Coordinator's discretion, facilitate an Informal Resolution in accordance with the protocol outlined below.

A. Guiding Principles

Generally, informal resolution involves a structured, supervised interaction between the Parties and/or other affected community members that seeks to identify and meet the needs of the Complainant while providing an opportunity for the Respondent and/or other affected community members to accept responsibility and repair harm (to the extent possible). Informal resolution may not include an investigation, hearing, or disciplinary action against a Respondent (including transcript notations), but may include imposing appropriate and reasonable remedies as agreed to by the Parties. All informal resolutions are facilitated by a trained administrator or outside expert.

B. Availability of Informal Resolution

Informal resolution is available in matters in which the Title IX Coordinator, in the Title IX Coordinator's discretion, determines it is appropriate. Factors the University will consider when determining whether a report of Prohibited Conduct is suitable for Alternative Resolution include, but are not limited to:

- the nature and severity of the conduct, including whether the use of force or a weapon was involved;
- the Respondent's prior known disciplinary or criminal conduct, including whether the University **has** received other reports of Prohibited Conduct committed by the Respondent;
- whether the alleged incident poses a risk of harm to other individuals or the community;
- the dynamics of power or control commonly associated with the alleged conduct or the nature of the parties' relationship;
- whether multiple parties are affected or involved;
- any admissions of responsibility by the Respondent; and
- any other factor deemed relevant by the Title IX Coordinator or their designee in the interest of overall campus safety or safety of the parties involved.

Informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

C. Informal Resolution Process

At any time after the parties are provided written notice of the Formal Complaint, and before the completion of any appeal, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administrative Adjudication is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the Parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the Parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another University official, or a suitable third-Party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a Party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each Party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence. The University will not pressure or compel any individual to engage in mediation, to directly confront the other, or to participate in any particular form of informal resolution. Individuals may be accompanied by an adviser or support person at any meetings related to the informal resolution process.

If the Parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees

that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the University, except as otherwise provided in the resolution itself, absent a showing that a Party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either Party or to the University. Notwithstanding the foregoing if the form of informal resolution is Administrative Adjudication, there shall not be an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution resulting from the Administrative Adjudication process, all other forms of informal resolution pursuant to this Section are not subject to appeal.

D. Termination of Informal Resolution

A Party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

E. Deadlines for Informal Resolution

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within 21 days. If an informal resolution process does not result in a resolution within 21 days, and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed, and all related deadlines are suspended.

XVIII. Other Investigation and Adjudication Considerations

A. Advisor of Choice

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their

choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing specified in Section XVIII.A.5, the advisor will play a passive role and is not permitted to communicate on behalf of a Party, insist that communication flow through the advisor, or communicate with the University about the matter without the Party being included in the communication. In the event a Party's advisor of choice engages in material violation of the parameters specified in this Section XXI and Section XVIII.A.5, the University may preclude the advisor from further participation, in which case the Party may select a new advisor of their choice.

In the event a Party is not able to secure an advisor to attend the hearing specified in Section VIII.A.5, and requests the University to provide an advisor, the University will provide the Party an advisor, without fee or charge, who will conduct questioning on behalf of the Party at the hearing. The University will have sole discretion to select the advisor it provides. The advisor the University provides may be, but is not required to be, an attorney.

The University will provide an advisor to any Party upon receipt of a request to the Title IX Coordinator or their designee. The University will provide an advisor for any Party at a hearing specified in Section XVIII.A.5 for the purpose of cross-examining a Party or witness.

B. Conflicts of Interest, Bias, and Procedural Complaints

The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any Party who believes one or more of these University officials has a material conflict of interest or material bias must raise the concern promptly so that the University may evaluate the concern and find a substitute, if appropriate. The failure of a Party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal.

C. Objections Generally

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so

that the University may evaluate the matter and address it, if appropriate.

D. Treatment Records and Other Privileged Information

During the investigation and adjudication processes, the investigator and adjudicator are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party; or
- information or records protected from disclosure by any other legally-recognized privilege, such as the attorney-client privilege unless the University has obtained the Party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator may consider any such records or information otherwise covered by this Section XIX if the Party holding the privilege affirmatively discloses the records or information to support their allegation or defense.

E. Sexual History

During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior is not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section for the purpose of supporting the Complainant's allegations may be deemed to have waived the protections of this Section.

F. Student Withdrawal or Graduation Pending Disciplinary Charges

If a student withdraws or graduates from the University pending an investigation of a complaint of Sexual Misconduct under this Policy, the University will expedite the disciplinary process as necessary to

accommodate both the Complainant and the Respondent's interest in a speedy resolution and continue the investigation with or without the participation of the Respondent.

XIX. Other Policy Violations

A. *Bad Faith Complaints and False Information*

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Code of Student Conduct in the case of students and other University policies and standards, as applicable, for other persons.

B. *Other Sex-Based Misconduct*

This policy applies only to Sexual Harassment as defined in this Policy. Complaints of other forms of sex discrimination are governed by the University's Non-Discrimination Policy.

XX. Discretion in Application

Interpretation

The University retains discretion to interpret and apply this Policy in a manner that is not clearly unreasonable, even if the University's interpretation or application differs from the interpretation of the Parties.

The provisions of this Policy and the Hearing Procedures are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the University retains discretion in revising this Policy and the Hearing Procedures at any time and for any reason. The University may apply Policy revisions to an active case provided that doing so is not clearly unreasonable.

B. *Outside Appointments, Dual Appointments, and Delegations*

The University retains the discretion to retain and appoint suitably qualified persons who are not University employees to fulfill any function of the University under this policy, including, but not limited to, the investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer. The University also retains discretion in appointing two or more persons to jointly fulfill the role of investigator, hearing officer, administrative

officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given University official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in the University's discretion, be delegated by such University official to any suitably qualified individual and such delegation may be recalled by the University at any time.

C. *Vendors, Contractors, and Third Parties*

The University does business with various vendors, contractors, and other third parties who are not students or employees of the University. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the University retains its right to limit any vendor, contractor, or third party's access to campus for any reason. The University retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third party irrespective of any process or outcome under this policy.

D. *Recordings*

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by the University and is considered property of the University, subject to any right of access that a Party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only the University is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any Party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the hearing officer.

E. *Relationship With Criminal Process*

This policy sets forth the University's processes for responding to reports and Formal Complaints of Sexual Harassment. The University's processes are separate, distinct, and independent of any criminal processes. While the University may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, the University will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

Pregnancy, Childbirth, Lactation, and Related Medical Conditions Policy

Nothing in this policy is intended to create or define the terms of a contract between Howard Payne University and any student or other individual or entity. The University reserves the right to alter, amend, or deviate from the provisions in this policy at any time, with or without notice to the University community.

I. Purpose

Howard Payne University (the “University”) is dedicated to providing equal access to its education programs and activities for all students and fostering a welcoming and supportive community for pregnant and parenting students and employees. This policy outlines the University’s commitment to comply with applicable Federal law, including Title IX of the Education Amendments of 1972 and any other applicable law. It establishes the University’s intent to protect students, employees, and applicants against unlawful discrimination based on pregnancy, childbirth, lactation, related medical conditions, and recovery from these conditions. The policy also describes reasonable accommodations and resources available to pregnant and parenting students, reasonable break time for employees for lactation, and a clean, private lactation space for students and employees.

While the University expects community members to abide by the provisions of the University’s Lifestyle Commitment relating to sexual purity and marriage, the University is committed to supporting students who are pregnant or new parents, including the mother and, as appropriate, the father, regardless of their circumstances. The University expects all community members to treat students who are pregnant or new parents with Christian love, dignity, and respect in all situations.

II. Scope

This policy applies to individuals seeking admission or currently admitted and to students enrolled at the University (collectively referred to as “students”). This policy applies to pregnancy, childbirth, medical conditions relating to pregnancy, lactation, and recovery from any of these conditions. Generally, recovery from childbirth will be presumed to include the six (6) weeks following childbirth. However, recovery time will be extended when deemed medically necessary by a student’s medical provider. Recovery time from other conditions will be determined based on the time a student’s medical provider deems medically necessary.

- a. Parental Status: a biological, adoptive, foster, stepparent, or legal custodian or guardian.

III. Nondiscrimination, Harassment, & Retaliation

In accordance with Title IX and other applicable Federal and state laws, the University does not unlawfully discriminate against any student or exclude any student from its education program or activity on the basis of sex, which includes a student’s pregnancy, childbirth, or recovery from any of these conditions in its education programs and activities. Additionally, in accordance with Title IX, the University will not apply any rule concerning a student’s actual or potential parental, family, or marital status, which treats students differently on the basis of sex.

The University will not tolerate discrimination or harassment on the basis of sex, including on the basis of pregnancy, childbirth, or recovery from any of these conditions, in its community. It will promptly and equitably respond to reports of discrimination and harassment. The University also prohibits retaliation against any individuals for reporting discrimination or harassment prohibited by this policy or for exercising or attempting to exercise a right under this policy. Reports of discrimination, harassment, or retaliation should be made to the Title IX Coordinator at TitleIX@hputx.edu. Any member of the University community can make a report. Reports of discrimination, harassment, or retaliation will be handled according to the applicable grievance procedures outlined in the University’s Student Grievance Process or Title IX Sexual Misconduct Policy, as is appropriate based on the allegations in the report.

As a faith-based institution, the University is exempt from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its commitment to Biblical values, employment, and other matters, to uphold and apply its religious beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity.

IV. Reasonable Accommodations

As appropriate, the University will provide reasonable accommodations due to pregnancy, childbirth, medical conditions relating to pregnancy, lactation, or recovery from any of these conditions, provided such reasonable accommodations do not fundamentally alter the University’s education program or activity. The University will treat pregnancy, childbirth, medical conditions relating to pregnancy, lactation, and recovery from any of these conditions in the same manner as it treats other temporary disabilities or medical conditions. A student in need of a reasonable accommodation on the basis of one of these conditions should contact the Title IX Coordinator at

TitleIX@hputx.edu. The Title IX Coordinator will work with the student and faculty to identify and implement appropriate reasonable accommodations to help provide the student with equal access to the University's education program or activity and not fundamentally alter the education program or activity. In any situation where an agreement regarding an accommodation cannot be reached, the Title IX Coordinator has the discretion to determine whether a particular requested accommodation is reasonable and will be provided. While not exhaustive, the following sub-sections provide additional information about reasonable accommodations that may be available.

a. Absences and Missed Coursework

- Course absences due to pregnancy, childbirth, medical conditions relating to pregnancy, lactation, and recovery from any of these conditions will be excused as long as a medical provider deems it necessary.
- When the student returns to the University, to the extent possible, the University will reinstate the student to the status the student held when the absence began.
- As discussed under the "Certification to Participate" section below, a student may need to provide the University with certification from the student's medical provider prior to returning to an academic or extracurricular program or activity.
- The University will allow students to make up coursework missed as a result of an absence due to pregnancy, childbirth, medical conditions relating to pregnancy, lactation, and recovery from any of these conditions. The method and timing for making up missed coursework may depend on the nature of a particular course or activity. For example, courses with lab work or clinical rotations may need to be made up by taking or retaking part or all of a course during a subsequent semester.
- Where grading is based in part on class participation or attendance, students who miss classes due to pregnancy or childbirth will be permitted to make up the missed participation or attendance credits.
- Students are responsible for contacting faculty members to notify them of their intent to miss class or to be on leave due to pregnancy, childbirth, medical conditions

relating to pregnancy, lactation, and recovery from any of these conditions. In the event prior notice is not possible due to an emergency, students are responsible for contacting faculty as soon as possible after the fact. Students should work with faculty to determine how they will make up any missed work during the absence.

- Faculty are responsible for ensuring all students have equal access to the University's education programs and activities. This includes, where appropriate, making reasonable accommodations for students to make up any missed coursework, fieldwork, and any points or credits based on course attendance or participation. When appropriate, faculty may assign different coursework to replace missed coursework, fieldwork, or attendance/participation points. Notwithstanding the previous, nothing in this policy is intended to fundamentally alter course requirements or other aspects of the education program or activity.

b. Remote Learning

- When appropriate, remote learning may be a reasonable accommodation needed due to pregnancy, childbirth, medical conditions relating to pregnancy, lactation, or recovery from any of these conditions. The availability of remote learning as an accommodation will be based on the nature of the course, the availability of needed technology, and the student's needs. Generally, remote learning will be provided as a reasonable accommodation only for a limited period based on medical necessity. Notwithstanding the previous, nothing in this policy is intended to fundamentally alter course requirements or other aspects of the education program or activity.

c. Physical Accommodations

- Physical accommodations, such as more comfortable seating, a larger desk, elevator access, more frequent breaks during class time or fieldwork to use the restroom or rest, etc., may also be made available for students as needed due to pregnancy, childbirth, medical conditions relating to pregnancy, lactation, or recovery from any of these conditions, provided such accommodations do not fundamentally alter an education program or activity.

d. Lactation Accommodations

- Reasonable accommodations are available for lactating students. A private room has been designated as a Mother's Nursing Room in Thompson Academic Complex, Room 307, for students to breastfeed or express breastmilk. Students needing an alternative location should contact the Title IX Coordinator at TitleIX@hptux.edu.
- If possible, students are encouraged to breastfeed or express breastmilk between classes or outside of instruction time to minimize disruption to the student's learning. When not possible and a student must miss class or fieldwork to breastfeed or express breastmilk, such absence will be excused, the student will not be penalized for the time missed, and the student will be provided an opportunity to make up any time or work missed during the absence, provided such accommodations do not fundamentally alter an education program or activity. Students should work with faculty to determine how they will make up any missed time or work during the absence. See the "Absences and Missed Coursework" section above for more information.

e. Accommodations for Pregnancy-Related Disabilities

Reasonable accommodations may also be available for students with a pregnancy-related disability. Students with a pregnancy-related disability are encouraged to contact the Academic Success Coordinator at 325-649-8620 or in the Thompson Academic Complex (TAC), 310. To the extent possible, the Title IX Coordinator and ASC will work together to provide reasonable accommodations to students with a pregnancy-related disability.

f. Other Reasonable Accommodations

- The descriptions of accommodations above are not an exhaustive list of accommodations available from the University. The availability and reasonableness of a requested accommodation will be determined on a case-by-case basis, regardless of whether they are specifically mentioned in this policy. The Title IX Coordinator will work with the student and faculty to identify and implement appropriate reasonable accommodations to help provide the student with equal access to

the University's education program or activity and not fundamentally alter the education program or activity.

g. Assistance for Other Expectant and New Parents

- While most provisions in this policy apply to expectant or new birth mothers, assistance and adjustments may be available for expectant or new parents other than birth mothers, such as expectant or new fathers and expectant or new adoptive or foster parents, as appropriate. Students needing assistance or adjustments because they are an expectant or new father or expectant or new adoptive or foster parent should contact the Title IX Coordinator at TitleIX@hputx.edu. Additionally, resources available to all expectant and new parents are described in the "Resources" section below.

V. Leave of Absence

Students may take a leave of absence due to pregnancy, childbirth, medical conditions relating to pregnancy, lactation, or recovery from any of these conditions for as long a period of time as is deemed medically necessary by the student's medical provider. At the conclusion of such leave of absence, to the extent possible, the student will be reinstated to the status the student held when the leave began. Notwithstanding the previous, nothing in this policy is intended to fundamentally alter course requirements or other aspects of the education program or activity.

VI. Certification to Participate

Depending on the nature of the course, fieldwork, extracurricular activity, or other education program or activity in which a student is involved, the University may require the student to obtain written certification from the student's medical provider stating the student is physically able to continue or resume participation. Such certification will only be required in situations where the University requires certification from other students with other physical conditions requiring the attention of a medical provider.

VII. University Employment

If the University also employs a student, the student should review the University's Staff Policy Manual and contact the Office of Human Resources regarding any pregnancy-related questions or concerns pertaining to the student's employment.

VIII. Resources

The University is committed to supporting students who are expecting or new parents, including mothers and, as applicable, fathers. Students can contact the Title IX Coordinator at TitleIX@hputx.edu for more resource information.

a. On-Campus Resources

University Nurse
Martha Brunette, R.N.
(325) 649-8601
Jennings Hall – Pod B (outside)
nurse@hputx.edu

University Chaplain
Gary Gramling
(325) 649-8408
ggramling@hputx.edu
Paul and Jane Meyer Faith and Life
Leadership Center, 135

Baptist Student Ministry Director
Bryan Pate
(325) 649-8319
bpate@hputx.edu
The Hub at the Quinn House
Davis-Thompson Baptist Student Ministry

University Counseling Services
(325) 649-8128
counseling@hputx.edu
Jennings Hall – Pod B (outside)

Bo Rozell Center for Student Success
Dr. Wendy McNeeley
(325) 649-8200
css@hputx.edu

Office of Student Experience
(325) 649-8017
studentexperience@hputx.edu

Office of Financial Aid
Phone: (325) 649-8015
Packer Administration Building, First Floor

b. Off-Campus

Central Texas Pregnancy Care Center
2200 Austin Avenue
Brownwood, Texas
325-646-5433
www.pccbrownwood.com

Confidential free services include: pregnancy

tests, pregnancy care education, free prenatal vitamins, physician referrals, community service referrals, Medicaid application assistance, parenting classes - Learn to Earn Program and baby needs store, and free diapers, formula, and other baby needs.

IX. Contact Information

To make a report of discrimination, harassment, or retaliation, to request reasonable accommodations, or to ask questions regarding this policy, please contact:

Dr. Tammy Arreola
Associate Vice President for Student Experience
Dean of Students and Residence Life
Title IX Coordinator
(325) 649-8630
tarreola@hputx.edu
TitleIX@hputx.edu
Mabee University Center
Office of Student Experience
2nd Floor, Suite 206C

Anyone experiencing discrimination based on pregnancy or parenting status may file a complaint:

- Using the school's internal Title IX grievance procedures.
- With the U.S. Department of Education, Office for Civil Rights (OCR), even if you have not filed a complaint with your school. OCR complaints must be filed within 180 days of the discrimination taking place.
- In court, even if you have not filed a complaint with your school or OCR.