

STUDENT HANDBOOK



SOUTHERN
ADVENTIST UNIVERSITY

Power for Mind & Soul

Undergraduate

2022-2023

SOUTHERN'S COMMITMENT TO STUDENT RIGHTS

SOUTHERN ADVENTIST UNIVERSITY WILL PROTECT THE ACADEMIC, SPIRITUAL, SOCIAL, PERSONAL, AND CORPORATE RIGHTS OF OUR STUDENTS.

Academic

Southern Adventist University will provide substantive academic programs that are clearly communicated and are responsive to the educational needs and concerns of our students.

Spiritual

Southern will promote the spiritual development of our students through the values we espouse, programs we present, and individual nurturing we provide.

Social

Southern will treat our students with dignity and cultivate an environment of respect for individuals, including privileges of expression and assembly in harmony with university standards.

Personal

Southern will provide our students opportunity for development of personal potential by articulating and practicing high standards of healthful living, wellness, and entertainment.

Corporate

Southern will clearly communicate what is required for all members of the university community and will apply our regulations

STUDENT COMMITMENT TO RESPONSIBLE CONDUCT

AS A STUDENT AT SOUTHERN ADVENTIST UNIVERSITY I WILL CONSISTENTLY COMMIT MYSELF TO ACADEMIC, SPIRITUAL, SOCIAL, PERSONAL, AND CORPORATE RESPONSIBILITY.

Academic

I will follow directions in the university catalog and will apply my best effort to my academic program with inquisitiveness, propriety, honesty, and integrity. I will promote the same conduct among my peers.

Spiritual

I will honor the university's mission of seeking and teaching truth as revealed by Jesus Christ in the Bible. I will balance work, study, and recreation with Sabbath rest and spiritual enrichment.

Social

I will show respect for all members of the university community—their lives, property, and environment. This includes respect for diversity, ethical use of communication technologies, and community service.

Personal

I will develop high standards of personal health, wellness, and entertainment and will promote the same for other members of the university community. I will avoid alcohol, tobacco, improper drug use, and sex outside of marriage.

Corporate

I will actively participate in the corporate life of the university, taking initiative to meet all my duties under its regulations. I will follow the policies and standards of the Student Handbook, which includes financial obligations, program and class attendance, appropriate dress and behavior, vehicle procedures, and fulfillment of my designated role as a member of this residential community.

STUDENT HANDBOOK 2022-2023

Southern Adventist University is a community committed to following Christ. We seek to create biblically-centered learning environments that promote the holistic development of all students. Our hope is that as you engage with this community, the experiences you have will enable the empowerment and transformation Christ has in store for you while here at Southern and after you graduate.

We consider Jesus's command to "Love your neighbor as yourself" as foundational to community. We believe that community is born of other-centered practices and strengthened when members choose to

- live with integrity,
- accept responsibility for their actions and words,
- attempt to live in reconciled relationships,
- submit to biblical instruction, and
- walk by the Holy Spirit.

We acknowledge that character development is a work of a lifetime; therefore, we urge everyone who voluntarily becomes a member of this community to be a person who pursues growth in their personal, relational and spiritual lives. Our desire is to support your growth and development by coming alongside you and offering care, resources, and, when necessary, accountability, in order to help you grow.

SOUTHERN'S COMMUNITY STANDARDS

As you read through this handbook, you'll notice that parts of our community standards and university policies are connected to specific biblical instruction, while other parts ask that you abide by a code of conduct that appears to compromise your personal choices for the good of the greater community. By choosing to enroll as a Southern student, you have chosen, freely and willingly, to abide by these standards and policies in order to promote the flourishing of all in our community.

Please note that as a student, you are responsible to know and abide by all Southern policies, rules, or regulations and will be held responsible if a violation occurs. Published university policies, rules and regulations include:

- Southern Adventist University Student Handbook
- Southern Adventist University Catalog
- Residence Hall Handbook
- Campus Safety Regulations
- Southern Adventist University Network Usage Policy
- All other official Southern publications, including information posted on Southern's website

TO WHOM THE STANDARDS APPLY

Southern Community Standards apply to all students, both full-time and part-time:

- While enrolled in classes for the Fall semester (including Thanksgiving), Spring semester (including Spring Break), and/or summer Sessions
- Who are representing Southern in any off-campus events, such as mission trips, internships, study abroad, clinicals, student teaching, and athletic or academic activities;
- Who are not enrolled in classes but are living on campus and not checked out of university housing.

That these standards apply only to students while they are enrolled or in residence in no way indicates that Southern believes that contrary behavior is acceptable during non-enrolled periods. Southern recognizes that it is inherently the responsibility of the individual to make such behavior decisions. The essential role of individual judgment, discernment, and recognition of personal accountability to God throughout the Southern community cannot be overemphasized. However, behaviors while not enrolled may affect a student's ability to re-enroll or continue at Southern.

Southern reserves the right to refuse or revoke admittance and/or suspend or dismiss any person who does not conform either to the stated guidelines and regulations governing student conduct or to the expressed principles, policies, and expectations of this university community. Southern also reserves the right to take action against an individual for violating the standards regardless of how much time has passed since the violation. Finally, Southern reserves the right to sanction graduates awaiting degrees and students who withdraw from school while a disciplinary matter is pending.

DO THE STANDARDS APPLY OFF CAMPUS?

Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, Southern, and the community. Accordingly, Southern reserves the right to take action in response to behavior off campus that violates University standards and policies or adversely affects the University community and/or the pursuit of its objectives. Southern also reserves the right to sanction for violation of University standards by graduates awaiting degrees and students who withdraw from school while a student-conduct matter is pending.

VIOLATION OF LAW AND UNIVERSITY SANCTIONS

Southern reserves the right to review actions taken by civil authorities regarding any student or student organization. Accordingly, Southern's Student Conduct Board may sanction a student who has been charged with violation of a city, state, or federal law, and may, at the sole discretion of the University, impose the sanction prior to, concurrently, or following civil or criminal proceedings. Additionally, Southern reserves the right to sanction a student whose charges have been dropped by a city, state, or federal entity as the "dropping of charges" cannot always be interpreted as an individual not actually committing the misdemeanor or felony.

Violations that occur when a student is not enrolled may impact a student's eligibility to continue his/her standing as a member of Southern's community.

SERVICES

MY ACCESS southern.edu/access

All Southern students and employees have a personal account on Access, Southern's campus information service. Once logged in, students can access:

- Campus calendars
- Campus bulletin boards
- Class schedules
- Email
- Financial records
- Grades
- Online class information
- Enrichment credit records

AUDIO VISUAL

Campus Services Building, 236.2411, southern.edu/audiovisual

Audio Visual manages the setup and running of the AV equipment for most Southern Adventist University programs, including Friday night Vespers, Saturday Renewal church service, most SA events, and Weeks of Prayer. Classroom event videotaping can also be scheduled through Audio Visual. A limited supply of AV equipment is available for club rental. Please contact the department using the above phone number or email for any of your AV needs.

CAMPUS PHONES

When using the Southern phone system to call off-campus, you must press 8 and then the number. If calling long distance, press 8 and then 1+ area code and number.

CAMPUS SAFETY

Campus Services Building, 5061 Colcord Drive, 236.2100, southern.edu/campussafety,

Campus Safety is available for assistance and service 24 hours a day, seven days a week. Emergencies and life-threatening situations should be reported to 911 immediately. Crimes, criminal-type activities, and life-safety problems should be reported to Campus Safety. The United States Department of Education, the State of Tennessee, and the Tennessee Bureau of Investigation require colleges and universities to process statistics on the following crimes: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, liquor violations, drugs, weapons, arson, larceny, and hate crimes.

Crime statistics or additional information regarding safety is available at Campus Safety during regular business hours or on Campus Safety's website.

COMPLAINTS

Bietz Center - #2400, 236.2814, southern.edu/studentdevelopment

All employees of the office of Student Development have an open-door policy, which means that, if not in a meeting, the vice president for Student Development, the Director for Student Life and Activities, or the administrative assistant welcomes face-to-face meetings with students who want to bring attention to a campus problem.

In lieu of a meeting, students who have complaints about nonacademic issues should forward them in written form to the Office of Student Development. Complaints are addressed by the vice president for Student Development, the Director of Student Life and Activities, or the Student Development Committee, whichever entity is the appropriate one to address the issue. In some cases, complaints will warrant a subsequent face-to-face meeting.

COUNSELING SERVICES

Bietz Center - #3800, 236-2782, southern.edu/counseling

See the Counseling Services subheading under Student Support Services in this section of this handbook.

DISABILITY SUPPORT SERVICES (DSS)

Bietz Center - #3912, 236.2574, southern.edu/disabilitysupport

See the Disabilities Support Services subheading under Student Support Services in this section of this handbook.

ECLASS HELP DESK

Art Annex, 236.2086, eclasshelp@southern.edu

Eclass is the online platform Southern professors use to support their course content. If you are new to Eclass, you may receive help by contacting the Eclass Help Desk at the above phone number or emailing the above address. The Help Desk also welcomes walk-ins if you need support with technical issues relating to using eClass (Southern's Learning Management System), proctoring platforms Panopto, and Turnitin (the originality checking application used on campus).

EMAIL / USER ACCOUNT

To create a Southern email account, go to southern.edu and click "My Access." Click "Create Account," and then enter your six-digit student ID number. If you do not know your number, contact the Campus Card Desk at 236.2707.

EMERGENCY NOTIFICATION SYSTEM

southern.edu/notify

The Emergency Notification System is designed to inform students and employees in real time of potential dangerous situations. Sign up for this services, which you can do thru the Enrollment checklist or at <http://www.southern.edu/notify>

FIRST YEAR EXPERIENCE

Bietz Center - #3411, 236.2575, southern.edu/fye

See the First Year Experience under Student Support Services in this section of the handbook.

FOOD SERVICES

Wright Hall, 3rd Floor, 236.2708, southern.edu/food

Food Services offers 5 venues for your dining needs (For a description of each venue, see below). Each of these venues offers nutritious, vegetarian selections that can be paid for using your meal plan, cash, or credit card. Visit Food Service's webpage above to learn of menus, meal schedules, and holiday closings.

- **Dining Hall**, located on the 3rd floor of Wright Hall, as the main eatery on campus, they offer a wide array of choices for each meal as well as sandwiches, salad, fruit, and packages foods to grab-n-go. You can view the daily menu on the above website.

- **The Deli**, located at the Village Market in Fleming Plaza, serves hot entrees for most meal periods throughout the week and offers a self-service soup/salad bar plus a large variety of snacks, sandwiches, pizzas, desserts, and drinks.
- **The Kayak**, located in the lobby of the Hulsey Wellness Center, offers real fruit smoothies and healthy, natural snacks five days per week.
- **CK₂**, located in the Bietz Student Center, offers plant-based burgers, sandwiches, wraps, fries, snacks, desserts, and slushies Sunday through Thursday and on Sabbath evenings.
- **The Garden**, located in the Ulmer Center (former venue of KR's Place), offers students and employees a strictly vegan cuisine. It currently is open only for lunch. Please visit the Food Services' webpage for days when it is open.

Vending machines are located in the Residence halls, Brock Hall, Advent Health Hall, Hickman Science Center, and McKee Library. They contain drinks and snacks.

Food services also has its own catering business and bakery, which with enough advanced planning, can make your club event a special time. Please coordinate with the Catering Manager to determine menu and availability.

GRADUATION

Academic Administration, Wright Hall, 236.2805

Your graduation from Southern represents the culmination of dedicated years on your part to reach that milestone. To be fully informed of your responsibilities, deadlines, and dates, please visit Southern's website: www.southern.edu/graduation. Information regarding graduation regalia and ordering of announcements may also be found there.

HULSEY WELLNESS CENTER

Hulsey Wellness Center, 236.2850, *southern.edu/wellness*

Included in your tuition and fees that you pay to attend Southern is a free membership to the Hulsey Wellness Center. Here to help students, employees, and our community develop and maintain life-long habits of wellness, the Hulsey is a state-of-the-art facility providing trained assistants and a wide variety of activities to suit various interests.

INFORMATION TECHNOLOGY (IT)

Information Technology, Wright Hall, 236.2712, *southern.edu/it*

Information Technology provides students diagnostic and repair services for their personally-owned computers for a small fee (usually around \$15). The office specializes in software issues and removing malware and viruses. It also can help students with some hardware repairs.

Operating system installations are charged at a flat rate of \$30 plus tax.

Bring your computer to the IT Help Desk (second floor of Wright Hall, beneath the Dining Hall) during business hours. Usually turnaround time is no longer than 24 hours.

In addition, the Campus Card Desk prints ID cards and encodes them for non-residence hall door access. In regards to the ID card, the first card issued to you is paid through your general fee. Replacement cards are \$15. Exceptions to this replacement cost include worn cards that are due to use required by a job, such as a resident assistant, as well as cards that show no visible signs of wear but do not work. Replacement costs can be paid with cash, check, credit cards, or funds from the student's pre-paid account.

LIBRARIES

236.2788, *southern.edu/library*

To provide outstanding assistance for both residential and distance education students, McKee Library offers a wide range of resources and services both online and on site.

The McKee Library website provides access to an array of full-text databases, indexes, e-books, peer-reviewed journals, serials, and digitized materials. Patrons utilize the library website to find books and articles, submit interlibrary loan requests, schedule consultations with librarians, reserve study rooms, renew loans, view tutorials, and make use of the Ask-a-Question feature to get research advice.

When visiting the library facility, you can utilize computer workstations or borrow a laptop, iPad, Kindle, or Nook. You can have a group study session in one of the study rooms, attend an information literacy session, get help at the Writing Center, view Special Collection exhibits, study, read newspapers and journals, or enjoy an art display.

While on campus, users can also visit the Teaching Materials Center, an educational curriculum collection in Summerour Hall, to explore elementary- and secondary-curriculum materials and teaching guides and to make use of Ellison dies, laminators, and other resources.

Additional libraries include: the William G. Dever Research Library, which houses a premier collection of archaeological resources, and the School of Music's music collection located in Wood Hall.

LIFE CALLING AND CAREER SERVICES

Bietz Center - #3405, 236.2078, *careerservices@southern.edu*

See the Life Calling and Career Services subheading under Student Support Services in this section of this handbook.

LOST AND FOUND

236.2100 *southern.edu/campussafety*

Campus Safety maintains a lost-and-found system for cataloging, storing, and disposing of items found on campus. If you misplace a personal item and retracing your steps has not resulted in its recovery, you should check with the office of Campus Safety on Colcord Drive.

OFFICE OF MINISTRY AND MISSIONS (OMM), formally Campus Ministries

Bietz Center - #2200, 236.2787, *southern.edu/chaplain*

Spiritual activities make Southern's campus special. The university desires that students take advantage of opportunities to mature their faith in Christ. Here's a look at some of the components that help make your college experience a time of spiritual growth. The Office of Ministry and Missions oversees the spiritual life of the campus, and our mission is to ignite every student to be a missional leader by providing an exceptional spiritual environment that empowers each one of you to:

- Find identity and value in Jesus through activities such as Vespers, Afterglow, Weeks of Prayer, and individual spiritual counseling;
- Belong to a faith community by joining a LifeGroup or engaging in a local church;
- Embrace a vocational calling by identifying your unique talents and gifts to further God's calling in your life;
- Go wherever God leads;

- Change by serving others. Whether you spend a few hours at a nursing home in Chattanooga or teach Buddhist kids for 10 months in Thailand, life gets better when you minister to humanity as the hands and feet of Jesus. Southern encourages students to live a countercultural faith through serving others. There are exciting opportunities for students in all areas of study to serve locally, domestically, and internationally for a day, a week, or a year. To find opportunities to serve people in Southern's local community, visit southern.edu/serve; to inquire about short-term vision trips, visit southern.edu/vision, or to explore long term service through student missions, visit southern.edu/studentmissions.

OMM serves students in a variety of ways through the vice president for Spiritual Life, associate chaplain, assistant chaplain, director for Student Missions, and director for Humanitarian Engagement. Together with employees and departments across the campus, they provide opportunities for every student to grow closer to Jesus.

Located in the Bietz Center for Student Life on the campus promenade, we are committed to journeying alongside our students. Feel free to call at 423.236.2787, email chaplain@southern.edu, or visit southern.edu/chaplain.

PARENT COMMUNICATION

The Student Development office is committed to facilitating communication between the campus and parents within the guidelines specified by FERPA (the Family Educational Rights and Privacy Act). Because FERPA allows students to opt out of communication between their parents and Southern, parents who want to discuss grades and student conduct with Southern should discuss with their children the importance of including their names as family that are given this privilege.

Another way that Southern is committed to parent communication is through its parent orientation. At the beginning of each semester, First Year Experience schedules a new-parent Zoom event to allow families to get acquainted with what their children can expect upon arriving on Southern's campus for the first time.

Still another avenue is Parents Weekend, which takes place in the winter of every even-numbered year. Generally occurring in February, Parents Weekend gives parents the opportunity to join their children in their classes, to meet with administrators, and to attend special programming and meals.

Southern also publishes Panorama, an online parent newsletter. It is sent out four times a year.

RETENTION SERVICES AND ACADEMIC SUPPORT

Lynn Wood Hall, #3012, 236.2400, asm@southern.edu

The Academic Support Team offers helpful resources to all students who strive to make the most of their college experience. The team implements timely intervention for students facing circumstances that may impede their academic success. This is accomplished through personalized, one-on-one meetings with a specially trained manager. Topics include: How I Learn, Get Organized, Ace My Tests, Reduce My Stress, Overcoming Anxiety.

STUDENT ASSOCIATION (SA) / SA SENATE

Bietz Center - #3313, 236.2723, southern.edu/sa

Student Association (SA) is Southern's undergraduate student government organization. SA officers serve as liaisons between Southern's administration and students. As such, they receive leadership training to strengthen their abilities at the beginning of each Fall semester. Three of these officers are elected positions: President, Executive Vice President, and Social Vice President. The other nine are appointed positions, selected from a pool of students who have applied to serve in those capacities. Those positions are as follows: Executive Secretary, Director for Finances, Assistant Director for Finances, Director for Communications, Parliamentarian, Multicultural Liaison, and the three student media positions (see below for more information on these offices).

Another opportunity to get involved in student government is through serving as a student senator. Students who wish to run for an elected office or apply for an appointed position, must meet the following qualifications:

- a) Be a member of the SASAU General Assembly (must be a student at Southern for a minimum of a semester or attend SmartStart to meet this qualification;
- b) Complete a minimum of 3 academic hours on campus;
- c) Have a cumulative GPA of 2.50, including a 2.50 GPA in the last semester completed;
- d) Have a clean student conduct record.

The three student media positions that are part of Student Association are as follows: Editor-in-Chief of the Southern Accent (the student newspaper), Editor of Southern Memories (the yearbook), and Director of Strawberry Festival (the end-of-the-year picture/video show). These positions are also known as Student Association officers. Students who wish to be appointed to one of these positions must meet the same requirements as Student Association officers and senators.

STUDENT DEVELOPMENT

Bietz Center - #2400, 236.2814, southern.edu/studentdevelopment

The Office of Student Development serves students by meeting their non-academic needs. Under the umbrella of this office are the following departments: Residential Life, Student Association, Student Support Services (Counseling Services, Testing Services, Life Calling and Career Services, Disability Support Services, First-Year Experience), Student Life and Activities, and the University Health Center.

The vice president for Student Development provides administrative leadership, support, and direction for all matters related to student development and student life and is a member of the President's Cabinet.

STUDENT JOB BOARD

Wright Hall, 2nd floor, southern.edu/studentjobs

Students who are looking for student employment should check the Student Job Board at the following online address: www.southern.edu/studentjobs. Checking the board regularly is a wise approach to job hunting as postings are updated as jobs become available around campus.

Southern is committed to equal employment opportunities for all individuals. The university does not discriminate on the basis of race, color, sex, age, national origin, veterans, or handicap/ disability in its hiring and employment practices. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. When offered a position on campus, you, as a condition of employment, will be asked to complete the Form I-9 for employment eligibility verification.

Documents presented in support of the I-9 must be unexpired and in their original form (copies, scans/faxes, and e-mail will not be accepted). For more information on acceptable Form I-9 documents, please visit: www.uscis.gov/i-9-central/acceptable-documents. Southern Adventist University participates in E-Verify.

You are encouraged to excel academically, but when hired for a student position, commitment to that responsibility is necessary in order to maintain active student employment status. To obtain more information about these and other student employment standards and conduct, please contact our Student Employment Coordinator: 423.236.2278.

To be eligible for an on-campus job, you must be enrolled for a minimum of 6 credit hours. During the academic school year student employees are limited to working no more than 24 hours per week (combined hours for ALL campus positions). During the summer, student employees are limited to working no more than 38 hours per week (combined hours for ALL campus positions). Further limitations on hours may apply in certain situations. Students and their supervisors are expected to work together to ensure that students do not exceed the maximum hours per week.

STUDENT FINANCE

Wright Hall, 236.2535, southern.edu/finances

The Student Finance advises students about the availability of grants, scholarships, and loans from institutional, private, and government sources. Student Finance is also responsible for managing student accounts.

You are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by going to fafsa.gov or downloading the My Student Aid app and filling out the application electronically. Student Finance processes financial aid information and generates a Financial Aid Offer Letter that notifies you of your eligibility. You may view your financial aid in the Financial section of MyAccess. Once you accept the financial aid offer and are recognized as enrolled at Southern after the census date, the financial aid will be credited to your student account.

You are also encouraged to work with a student finance counselor and develop a financial budget. Students are expected to have their account paid in full or be current on a payment plan each semester to register for the next semester. Accounts must be current by the start of each semester in order to continue enrollment at Southern. Students or parents should contact Student Finance if their financial situation changes.

A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid. Student Finance will explain to any affected student the requirements for regaining eligibility for federal financial aid.

STUDENT LIFE AND ACTIVITIES

Bietz Center - #2404, 236.2484, southern.edu/activities

Student Life and Activities is the organization that coordinates most student social programming on campus, including Saturday night activities, Student Association events, Christmas on the Promenade, Cookies on the Promenade, and several pop-up events. The director of Student Life and Activities collaborates with more than 50 student organizations to provide additional social opportunities.

The office also serves as a special advocate for student interests and challenges.

STUDENT RECORDS ACCESS

Wright Hall, 236.2895, southern.edu/records

Southern is committed to meeting all Family Education Rights to Privacy Act (FERPA) requirements. Students have the right to inspect and view official records, files, and data directly related to them kept by any entity of the university. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request has been filed. FERPA stipulates a reasonable fee may be charged if copies of the material in the file are desired. See *Student Records policy* in the Policies and Procedures section for more information.

STUDENT SUPPORT SERVICES

Bietz Center, 3rd Floor, 236.2782, southern.edu/successcenter

Southern offers its students at no extra charge above tuition several resources to help them adjust to university life. Personal and life-calling counseling, consultation, testing, advisement for first-year students, and referral services are among these services and are provided in a confidential, caring environment.

Counseling Services: Student Support Services (SSC) staffs 3 full-time and 4 part-time, fully-licensed counselors, all of whom are trained to address the issues of anxiety, stress, depression, suicidal ideations, relationship concerns, family concerns, interpersonal functioning problems, sleep problems, and loneliness/social isolation. Appointments are made through the Student Support Service's office manager. In some cases the SSC may also make referrals to professional services in the community. Communication between counselors and students is confidential and privileged as defined by Tennessee law.

Disability Support Services/Support of Alternative Readiness (SOAR): Southern complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, regarding students and applicants with disabilities. SOAR's mission is to assist students in reaching their goals regardless of any physical, learning, psychological, psychiatric, or other documented disability they might have. SOAR advocates for reasonable accommodations that help ensure equal access to course content and evaluation. Students with disabilities, who intend to seek accommodations, are encouraged to contact SOAR as soon as possible. Sufficient advance notification and proper documentation allows SOAR the necessary time to process requests. Without sufficient advance notice, requests may be delayed. Moreover, retroactive accommodations cannot be provided.

First-Year Experience (FYE): FYE assists new university students in achieving a fulfilling and balanced university experience. The student-orientation program at the beginning of the year has been designed to prepare all new students and their parents to the demands and expectations of living and studying on our university campus. The Southern Connections course provides first-time college students with tools for managing the challenges and opportunities faced on their university journey. Southern Connection students are assigned a peer mentor that will help them adjust to their first year on campus. FYE also manages summer advising to incoming new students, assisting them with signing up for classes, and connecting them to their academic department.

Life Calling and Career Services: Life Calling and Career Services focuses on helping students identify the vocation God has in store for them. Towards that end, the office offers career counseling, administers career assessments (interests, work values, skills and personality), provides occupational exploration resources, and assists with writing resumes and cover letters

Testing Services: The Testing Services staff coordinates and administers testing and assessment programs that include national admission and certification tests, institutional assessment programs, individual diagnostic screening assessments, and career assessments.

Southern is an established non-Saturday National Test Center for the administration of entrance examinations for students applying to graduate and professional programs. Testing Services is a member of the National College Testing Association (NCTA) and the Consortium of College Testing Centers (CCTC) and subscribes to the NCTA Professional Standards and Guidelines.

STUDENT WELLNESS PROGRAM

Hulsey Wellness Center, School of Health and Kinesiology, 236.2850, southern.edu/health-kinesiology

The Student Wellness program is designed to help improve the quality of students' lives. Student leaders plan, implement, and evaluate programs that promote healthful living. Student Wellness assists students in pursuing a holistic, temperate lifestyle full of purpose and satisfaction. This goal is accomplished by encouraging changes that create a balanced life spiritually, socially, environmentally, physically, intellectually, emotionally, vocationally, and financially.

TESTING SERVICES

Bietz Center - #3800, 236.2782, southern.edu/testing

See *Testing Services* subheading under Student Support Services in this section of this handbook.

THE SOUTHERN SHOPPE (Bookstore)

Bietz Center, 236.2152, saucampusshop.com

The Southern Shoppe sells school and office supplies, Southern imprinted merchandise, cards and gifts. It contracts with BNC Services to supply textbooks to students. You may order your books through BNC Services at <http://southern.edu/bookstore>. The Southern Shoppe webpage of the Southern website contains additional instructions. Your ID card may be used to charge purchases to the student's account. Cash and credit cards are also accepted forms of payment.

TITLE IX

Bietz Center - #2406, 236.2814, southern.edu/titleix

The Title IX offices addresses matters of gender discrimination on campus. When an incident of sexual harassment or violence occurs between students, between employees, or between employees and students, the Title IX office will investigate the matter as long as the incidences occurred on Southern's property. In situations where the incident did not occur on Southern's property, the matter will be referred to the Human Resources office if the harassment or violence was allegedly perpetrated by an employee or to Student Conduct if the harassment or violence was allegedly perpetrated by a student. For a fuller discussion of Southern's Sexual Harassment and Title IX policy, turn to the policy section of this handbook.

TRANSPORTATION SERVICES

Park Lane, 236.2716, southern.edu/transportation

Students needing local transportation to medical appointments or the Social Security office can place a request online at southern.edu/transportation within 48 hours of the appointment. Services are offered Monday through Thursday, from 7:30 a.m. to 5 p.m. and Friday from 7:30 a.m. to 12 p.m.

Transportation is available to and from campus to Chattanooga airport, Groome Transportation, on specific dates before and after breaks. Check the website for dates and times. These services are free of charge to currently enrolled students.

THE TUTORING CENTER

McKee Library, 236.2578, southern.edu/tutoring

The Tutoring Center offers free individual and group tutoring to any Southern student. The Center provides tutoring for more than 60 courses, as well as tutoring to help students with study skills and ACT preparation. All tutors are students who have demonstrated mastery in the course and who are recommended by their department. Tutoring is available Sunday through Thursday from 9 a.m. to 10 p.m. and Friday from 9 a.m. to 4 p.m.

UNIVERSITY HEALTH CENTER (UHC)

4687 University Drive, 236.2713, southern.edu/universityhealth

The UHC provides medical services for primary, acute, sub-acute conditions, illnesses, and injuries to Southern students, employees, and dependents, ages 10 and older, if they are covered by the university student health insurance or their own private health insurance plans.

Students with chronic-health conditions should continue to have their condition managed by their primary-care physician, and the UHC will work closely with the primary-care physician while the student is at Southern. The UHC is available to make referrals to area health-care providers in the event a student's condition needs the attention of a medical provider that specializes in the medical condition presented to them.

The University Health Center (UHC) is under the supervision of a physician. Two nurse practitioners work regular office hours, and the physician sees students at pre-arranged times. Registered nurses also work regular office hours.

After-hours Emergencies (evenings, nights, and weekends): For any perceived life-or limb-threatening emergency, on or off-campus, please call 911. Emergency care should NEVER be delayed due to being unable to reach the UHC or the on-call nurse.

Medical charges: All charges incurred at the UHC are applied to the student's account. The UHC does submit claims for those students with Southern's health insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should plan to file their own insurance. A walk-out statement summarizing fees for services provided is available by request.

Medical information is strictly confidential and may be released only with the written permission of the student. The medical record is not accessible to anyone other than the professional staff of the UHC.

The UHC retains medical records for 10 years after a student's last attendance at the university. Immunization records are kept indefinitely. To request copies of medical and/or immunization records, please submit a Medical Release Authorization form. This can be obtained at southern.edu/administration/university-health-center/forms. Submit form to UHC@southern.edu.

WRITING CENTER

McKee Library, 236.2014, southern.edu/writingcenter

The Writing Center provides free writing support to any enrolled Southern student. The Center is staffed by a full-time director and experienced tutors from a variety of academic disciplines. Writing tutors are trained to respond to any writing assignment, at any stage of the writing process and can help writers with brainstorming, paragraph development, organization, grammar, citation, the conventions of academic

writing, English as a Second Language, and issues of clarity and style. Schedule an appointment at <https://trac.e.southern.edu/>. The Writing Center is open Monday through Thursday from 9 a.m. to 8 p.m., Friday from 9 a.m. to 12 p.m., and Sunday from 3 p.m. to 8 p.m.

POLICIES AND PROCEDURES

ACADEMIC GRIEVANCES

The student who believes that he or she has been unfairly treated or disciplined, may enter into an academic grievance process. The student shall first discuss the grievance with the instructor, within two weeks of the grievance, in an informal conference. If the student believes that the solution is not appropriate, the student must submit the grievance, in writing, to the Dean of the School or Department Chair within four weeks of the informal conference. If the student believes that the resolution facilitated by the Dean is not appropriate, the student can appeal to the Associate Vice President of Academic Administration within six weeks of the informal conference. The Associate Vice President will convene a Grievance Committee, chaired by the Associate Vice President, or her designee, and including three other faculty members and two students selected by the counsel. Both the student and the professor involved in the case are entitled to appear before the committee or to present a written statement of the case. The decision of the committee shall be presented in writing to the individuals involved within three days of the committee meeting unless both parties agree upon a later time. The decision of the committee is binding and will be implemented by the professor involved or the vice president for Academic Administration.

ACADEMIC POLICIES

Academic policies are managed by the office of Academic Administration. Students may familiarize themselves with policies that affect their academic standing by clicking on the following link: <https://www.southern.edu/administration/academic-administration/student/>. To see the requirements of a specific major or minor, click here: AdvisingGuideMaster_COVER_2023_FINAL_Apr19-22.pdf (southern.edu).

ALCOHOL, TOBACCO AND ILLICIT DRUG USE

Southern strives to maintain a safe and healthful community for its students and employees. One way the university endeavors to accomplish this goal is by enforcing a drug-free lifestyle. Therefore, manufacturing, distributing, possessing, and/or using tobacco, vapor or e-cigarettes, alcohol, and illicit drugs are strictly prohibited. These restrictions are expectations of Southern students when they are on and off campus and include the serving of alcohol, a fact which should be taken into consideration when seeking employment.

Though tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. Therefore, as part of its efforts to maintain a healthy community, Southern bans the possession, use, or distribution of tobacco products.

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs, natural or synthetic, prohibited by law. This list does not include lawfully-prescribed drugs that are being taken under a physician's direction.

By voluntarily becoming a member of the Southern community, you agree to submit to random drug testing. If the Dean of Students or a residence hall dean have reasonable suspicion or evidence of drug use, they will require you to submit to a chemical screening. The student is obligated to pay the expenses of the assessment and screening if those tests are the result of the student having violated this policy. You are also obligated to pay the expenses in the event that a random screen reveals that the student has used illicit drugs. Any student who has been found to have drunk alcoholic beverages or is in possession of alcoholic beverages will be required to submit to a chemical screening.

The results of a student's failed alcohol or drug test are kept in the student's file in the office of the Dean of Students. Consistent with the regulations of FERPA, disclosure of this information to other school officials, including professors within the institution, occurs only if the institution has determined that those entities have a legitimate reason to know. As such, the schools of Nursing, Social Work, Education and Psychology, and Religion have policies that establish them as legitimate need-to-know entities.

Southern responds to violations of this policy redemptively. While a short-term, on-campus suspension is given to a student who violates any part of this policy, the primary goal of Southern's approach to illicit-substance abuse is to restore students to health and to direct them away from medicating with illicit substances. Therefore, students who violate this policy are required to interview with a professional drug-and-alcohol intervention counselor, become involved in an illicit-substance education program, meet with a mental-health counselor, and sign a commitment to remain substance free for the remainder of one's time at Southern. In rare cases, the intervention counselor recommends inpatient intervention, thus requiring a student to suspend their studies for a period of time. The goal of this multi-prong approach is to facilitate the student's return to a healthy lifestyle. In the event of a student's recidivism—that is, the violation of this policy again, a student may be sanctioned with long-term suspension or dismissal.

Further information can be obtained from the Substance Abuse Policy booklet available in the office of Student Development or Dean of Students. You may also access the booklet by clicking here: <https://www.southern.edu/administration/student-development/SubstanceAbusePolicy.html>.

AUTOMOBILES AND MOTORCYCLES

[southern.edu/campussafety](https://www.southern.edu/campussafety)

All students who bring a motorized vehicle onto campus are required to register their vehicles through Campus Safety. Vehicle registrations are good for one semester; you must re-register your vehicles each semester or summer that you are in attendance.

Students are to place the registration decal for their vehicles in the lower left corner of the windshield. These decals give you permission to park in lots that match the color of the decal assigned to the vehicle. Visitor parking is found in the northwest lot in front of Wright Hall. You should avoid parking in this lot as well.

Failure to register a vehicle or to park in an assigned parking lot will result in a parking fine. Repeat offenders of these policies can expect their vehicle to be booted.

BICYCLES

Students who ride bicycles on campus are expected to ride them safely and courteously. The following activities are prohibited while riding a bike: trick riding, towing, riding with a passenger, riding on stairs or in buildings. This list is not exhaustive; therefore, a student using a bicycle in an activity that is deemed unsafe may be asked to refrain from the activity.

Bicycles should be parked and locked in appropriate bicycle parking racks and not attached to handrails, light poles, sign posts, or parked in locations that will limit or delay pedestrian traffic or emergency exits from a building or an area.

You are strongly advised to register your bicycle with the residence hall in which you reside. Campus Safety is responsible for monitoring and enforcing bicycle safety. Abandoned or confiscated bicycles that are not claimed after 90 days will be disposed of in accordance with state statutes.

BUILDING ACCESS

As part of Southern's efforts to keep its community of students and employees safe, administration and academic buildings are locked and unlocked according to university-set schedules. Students and visitors are requested to vacate these buildings at closing time unless a current university employee is present or the students are working.

BULLETIN BOARDS

The office of Student Development approves all material that are posted on bulletin boards across campus. Materials that do not have the Student Development stamp that indicates the items have been approved will be taken down. The poster size should be no larger than legal size paper (8.5 x 14).

CAMPING

Students who wish to leave campus for weekend camping trips must submit a request through the regular weekend-leave process. The following guidelines must be verified: specific identification of camping site, approved adult sponsor to accompany mixed-gender groups, and separate sleeping arrangements for each gender. Campus organizations and non-residence hall students are expected to follow these guidelines.

Camping on the Biology Trail and White Oak Mountain is prohibited.

CELL PHONES AND MOBILE DEVICES USE

The use of cell phones and other mobile devices on campus is governed by general cell-phone etiquette. Three of the "top ten things" to know about cell phone etiquette especially pertain to student life:

- 1) Be courteous to those you are with by turning off your phone if it will be interrupting a conversation, lecture, or activity;
- 2) Don't make calls in a library, theater, or church;
- 3) Don't text during class or at your job.

These rules of politeness govern the expectations Southern has for its students at chapels, convocations, and performing arts programming.

Professors often state their expectations about the use of mobile devices on their syllabi; however, in the event that faculty fail to do so, the polite act is that you put the devices away unless professors instruct you to use them as part of a class assignment.

The use of the camera on a mobile device is always inappropriate in public restrooms, locker rooms, and showers. An incident in which a cell phone or portable device has been used in such a manner will be referred to the Title IX office for investigation. Any sanction that is levied as a result of this sort of inappropriate use of a portable device will come from the Title IX office unless the subject of the photography was not under the jurisdiction of the university. In such a case, the incident will be referred to Student Conduct as a violation of Southern's Freedom of Expression policy.

CLASS VISITATION

Classes at Southern are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells. Hence, visitors may not enter such gatherings unless they are official guests with legitimate business in a classroom or have the permission of the instructor. Visitors who attend classes may not engage in the discussions unless invited to do so.

CLASSROOM CONDUCT

Professors and the institution reserve the right to remove students from classes if their behavior threatens the purpose of the class by exceeding the bounds of normal academic freedom.

Professors conducting extension classes from other institutions on the Southern campus share the rights spelled out by this policy.

CLERY ACT

southern.edu/clery

Southern complies with the federal CLERY requirements for reporting and maintaining public record of reported crimes. A daily crime log, Annual Security Report, and other required safety information is available upon request at Campus Safety.

CLUBS

See the *Student Organizations* heading.

COMMUNICABLE DISEASE POLICY

Southern is committed to protecting the members of its community from exposure to communicable diseases. The university's position is that practicing universal contamination precaution—washing hands frequently, especially after coughing and sneezing, avoiding intravenous drug use, and abstaining from sexual relations outside of marriage—are the most effective ways to avoid exposure to communicable diseases.

The following is a list and description of some of the more common communicable diseases. This list should not be considered exhaustive:

COVID-19 is an infectious disease caused by the SARS-CoV-2 virus. Most people infected with the virus will experience mild to moderate respiratory illness and recover without requiring special treatment. However, some will become seriously ill and require medical attention. The most common symptoms are fever, cough, tiredness, and a loss of taste and/or smell. Less common symptoms are sore throat, headache, general aches and pains, diarrhea, rash, and red or irritated eyes. Southern requires students who are experiencing any one of these symptoms to call the University Health Center (UHC) at 423.236.2713 for a consultation. Students who test positive for COVID-19 are required to isolate themselves through the UHC. Close contact with someone who is positive for the virus may result in a quarantine of a period of time consistent with current CDC guidelines. Failure to abide by Southern's isolation and quarantine policy may result in long-term suspension. You are encouraged, but not required, to obtain a COVID vaccination.

Influenza is a communicable disease that has symptoms such as fever, headache, tiredness, dry cough, sore throat, nasal congestion, and body aches. While most people who get influenza recover, some individuals will develop life-threatening complications such as pneumonia. The University Health Center offers flu vaccinations during the fall of each year. You are encouraged, but not required, to obtain a flu vaccination.

Measles, Mumps and Rubella are acute, highly contagious viral diseases which can be transmitted through casual contact. Southern adheres to the Tennessee state regulations requiring proof of two vaccinations or immunity before you begin classes.

Tuberculosis (TB) is a disease that spreads through the air. The general symptoms include feeling sick or weak, weight loss, fever, and night sweats. Other symptoms of TB of the lungs include coughing with or without bloody sputum and chest pain. The University Health Center has all new incoming students complete a TB risk questionnaire. Based on the results of the questionnaire, further testing may be needed to rule out current or past TB exposure.

Viral Hepatitis is an inflammatory liver condition caused by a group of related viruses. Three types are most common: Type A, milder than the others and self-limiting, contracted from exposure to contaminated food or water; types B and C, both contracted from either blood exposure or sexual contact and causing a more severe, chronic condition than type A. Symptoms are generally flu-like initially, and can progress to abdominal pain, loss of appetite, dark urine, and yellowing of the skin.

Meningitis is a potentially life-threatening inflammation of the tissues covering the spinal cord and brain. While it has multiple potential causes, one of the most dangerous is infection from bacteria. Some types of bacterial meningitis are highly contagious. Common bacteria can be transmitted through the spread of respiratory emissions during coughing, kissing, sneezing, or even sharing a water bottle. Common symptoms include headache, profound neck stiffness, fever, sensitivity to light and sound, confusion, and an altered level of consciousness. Immediate emergency medical care is imperative, and immunization is recommended for adolescents/young adults, especially if living in a group-housing environment.

HIV/AIDS - Acquired Immune Deficiency Syndrome (AIDS) is a blood-borne disease caused by a virus known as the Human Immunodeficiency Virus (HIV). This virus attacks and destroys the body's immune system. The virus is transmitted through the exchange of contaminated bodily fluids such as blood, semen or vaginal secretions. The primary methods of transmission from one individual to another include intimate sexual contact and the sharing of syringes and other drug equipment that has come in contact with contaminated blood products. Because the virus is fragile, it cannot remain infectious for prolonged periods outside the body. It does not appear to be transmitted by casual contact, i.e. via drinking cups, eating utensils, water fountains, toilet seats, or even exposure to tears or saliva.

Should you suspect you have a communicable disease, you should immediately contact your health care provider or the University Health Center to initiate treatment and precautionary measures to prevent transmission to others.

COMMUNICATION

Good and effective communication is vital for a community to thrive. Therefore, Southern is committed to using various media to disseminate information to students—email, Instagram, Snapchat, Facebook, the Campus Chatter, and The Weekender (online newsletters produced by Student Association and the Office of Student Life and Activities, respectively)—to keep you informed of information you need to know.

Sometimes, face-to-face communication is the best choice for dialogue between an administrator and a student. In those situations, your responsibility is to respond to invitations to meet in person. Failure to do so may result in your registration for future classes being temporarily suspended until the conversation has occurred.

CRIME ON CAMPUS

Campus Safety, 236.2100, southern.edu/campussafety

Students are strongly encouraged to report all suspicious activities, including obvious criminal acts, criminal-type activities, and life-safety situations to Campus Safety. However, you should call 911 first for emergencies and life-threatening situations.

CROSSWALKS

Pedestrians crossing the streets on campus should cross at the designated crosswalks. Tennessee law requires drivers to yield the right-of-way to pedestrians in crosswalks. However, no pedestrian should suddenly leave a curb or another place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. If the pedestrian does not allow reasonable time and distance for the driver to stop, the driver has the right-of-way.

CURFEW

To promote your safety and property, campus closes at midnight and remains closed until 5 a.m. Loitering after campus closes is prohibited. Residence hall students will be asked to return to their respective residences, and commuter students will be asked to head home.

Other areas of campus that have curfews as follows. Residence halls close at 11:15 p.m. Sunday-Friday, and at 1:00 a.m. on Saturday. The Student Park closes at sundown unless prior arrangements have been made through the Student Development office. Ropes courses and mountain trails are closed at sundown.

DISTRIBUTION OF INFORMATION

If you wish to disseminate information or advertise an event, you must receive permission from the proper office before doing so. The following list provides you the appropriate contact for the type of medium you wish to communicate your information.

- Pamphlets, Flyers, Posters: Student Development
- Student Center Digital Screens: Student Development
- Outdoor Digital Sign: Marketing & University Relations
- Campus Chatter: Student Development

DRESS CODE

As a Christian educational institution, Southern has established a dress code emphasizing modesty, cleanliness, neatness, and professional appropriateness. Students are to meet the following requirements:

Men

1. Modest pants worn at the waist with shirts or sweaters
2. Sabbath services (Vespers, Sabbath School, church): suits or collared dress shirts or turtleneck sweaters
3. Beards and mustaches clean and well groomed
4. Modest recreational apparel

Women

1. Modest dresses, skirts, or pants with shirts or sweaters
2. Sabbath services (Vespers, Sabbath School, church): modest skirts, dresses, or dress pants with shirts or sweaters
3. Makeup should be natural in appearance
4. Modest recreational apparel, including one-piece swimsuits

Men and Women

1. Shoes and shirts are required in all non-recreational public places
2. Hair is to be clean, neat, and without radical styles
3. Shorts worn in classroom buildings or during Convocation must be modest in length, no shorter than mid-thigh, and not recreational shorts

Specifically prohibited in public are:

1. Sloppiness, tank tops, pajamas/loungewear, and clothing that is torn, frayed, or with printing that contradicts university standards
2. Tight fitting and revealing styles, sheer fabrics, low-cut tops, bare midriffs or shoulders, exposed camisoles, miniskirts with or without leggings, and skirts with deep slits
3. Jewelry: bracelets, necklaces, chains, medallions, earrings, and rings. Medical alert chains and bracelets are allowed. Married students may wear wedding bands. Medical alert chains and bracelets are allowed.

**Students who wear jewelry may be fined*

When working out in the Hulsey Wellness Center, modesty of dress should always be considered. Tops with sleeves and closed toed shoes must be worn on the fitness floor and walking track. No denim is allowed on the fitness floor.

Students not compliant with the dress code may be subject to university sanctions. Guests at Southern are encouraged to comply with the dress code.

EMOTIONAL SUPPORT ANIMALS (ESA) – STUDENT HOUSING

The following statement is an abridged version of the full ESA policy. For the complete version, you may click on the following link: southern.edu/dss.

Southern Adventist University is committed to creating and sustaining a successful community of inclusive excellence as it prepares students to live, learn, and work among people who experience the world in fundamentally different ways. As such, Southern is committed to allowing Assistance Animals, also known as Emotional Support Animals (ESAs), on its campus to provide individuals with disabilities an equal opportunity to use and enjoy university housing. Although it is the policy of Southern that pets, except for fish, are prohibited in university housing, Southern will consider a request for reasonable accommodation from this prohibition by an individual with a disability. However, no ESA may be kept in university housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.

The university will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Violations of the policies governing the possession of an ESA or animal behavior contrary to how the ESA was described on the application are grounds for rescinding approval. Any removal of an ESA is done in consultation with DSS.

ENTERTAINMENT CHOICES

Because streaming film, television, and music is the principal choice of entertainment among Southern students, Southern encourages you to think seriously about the artistic merits as well as the moral and philosophical implications of the material you are digesting. 2 Corinthians 3:18 gives us a glimpse of the

possibility of spiritual transformation when looking to Christ: "But we all, with unveiled faces, beholding as in a mirror the glory of the Lord, are being transformed into the same image from glory to glory, just as by the Spirit of the Lord." (NKJV). This transformation is possible if you apply to your choices the principle found in Philippians 4:8: "Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things."

As a result of such great possibilities if Christ and biblical principle are central to our entertainment choices, individual decisions regarding movies, television programs, music, video games, and all forms of electronic media and other activities are expected to reflect this moral commitment.

Although the university discourages the use of the industry rating code as a guide in determining which films and programs are "acceptable" for Christians, films with an "R" rating are not permitted for viewing in public places on campus, nor are television programs rated "MA." Students are encouraged to select films and programs of aesthetic and ethical interest that offer an important perspective on contemporary culture, and will show discretion not only in the content of the material viewed, but in the amount of time spent in such activity.

Consistent with this policy, Southern reserves the right to discontinue the personal or group viewing or listening of material that is not consistent with the values of Philippians 4:8 when such activity is done in public.

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Southern is committed to following all the requirements of FERPA. For specific information, contact Records and Advisement or see the *Student Records* heading in the Academic Policies section of the Undergraduate Catalog.

FIRE ALARM

When a fire alarm sounds, all occupants of the building in which the alarm is sounding are required to exit the facility and head to the assembly area designated on each building's evacuation signage.

Assembly areas are placed beyond the collapse zone of a building. The collapse zone is defined as 1½ times the height of the building, including the porch (if a building has such a structure). All individuals who vacate a building during a fire alarm are required to be beyond the collapse zone of the building.

Students are to refrain from entering a building while an alarm is sounding. If the alarms or emergency personnel give other instructions, follow those instructions.

FIRE DRILL

Fire drills are required for all buildings each semester. When an alarm sounds, occupants are to follow the announced procedure promptly. Failure to evacuate a building during a drill may result in a fine of \$200 fine. A building may not be entered while the alarm is sounding. If the alarms or emergency personnel give other instructions, follow those instructions.

FIRE EQUIPMENT

Students found tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, sprinkler valves, or other fire protection equipment are subject to a \$200 fine, sanctions, and replacement costs for any equipment that needs to be replaced or repaired. Tampering with fire equipment or violating fire regulations may also result in civil and/or criminal charges.

FIRE HAZARDS

The following items are considered fire hazards and thus are prohibited not only in the residence halls but also in all academic buildings as well: all appliances that heat, other than microwaves, including rice cookers, deep fryers, crockpots/hotpots, coffee makers with hot plates; oil/lava lamps; open (spider or torch style) lamps containing incandescent bulbs; objects with open flames; candles/torches; fireworks; incense; combustible chemicals; gasoline and fuel cans; bean bag chairs; hover boards; flammable camping equipment (Steno/camping fuels); and overhead objects strung from ceiling tiles (such as string lights). This list should not be considered exhaustive. If you are unsure if an item you possess may be a fire hazard, please consult with Campus Safety.

Campus Safety will review any request to use any one of these hazardous items for academic purposes. Some residential and academic buildings may have kitchen or break room designated cooking areas with ranges or ovens. Use vent hoods when cooking in these areas.

The use of a prohibited fire hazard item that results in the activation of a fire alarm may result in a \$200 fine.

FIREWORKS AND EXPLOSIVE MATERIALS

Unless part of a Southern-sanctioned activity, fireworks, explosives, or any mixture of chemicals or substances that can cause fire, smoke, or explosions are prohibited on campus, including in outdoor areas. The storage of personally-owned fireworks or chemicals must occur off campus. Students who violate this policy are subject to university sanctions and fines, and potential restitution costs as a result of damage that occurred from smoke, fire, or explosions, and arrest on local, state, and/or federal charges.

FREEDOM OF EXPRESSION

Southern supports the public expressions of personal values and opinions as long as those expressions are not profane or obscene, do not promote a lifestyle that is contrary to the mission, vision, and values of this institution, or do not belittle individuals or groups of people. However, in all communication, Southern has the expectation that students work, individually and together, to create an atmosphere that is safe, valuing of one another, and open to diverse perspectives.

Students are expected to show courtesy, civility, and respect for one another and for their instructors. Comments that degrade or ridicule another, whether based on individual or cultural differences, are unacceptable. Any conduct involving actions, images, words or data that are indecent, abusive, profane, harassing, or sexually offensive, whether via clothing, telephone, cell phone, e-mail, audio, film, video, printed materials, homepages, or online social networks, is considered activity that violates the community standards of Southern's campus (An example of such conduct is the display of the Confederate flag).

Other conduct that is a violation of this policy is voyeuristic activities, including the unauthorized use of cell phones, laptops, other portable devices, and drones to film others secretly; sexual exploitation; public nudity, and indecent exposure (These latter activities may also be violations of Southern's Title IX policy). Because this list is not exhaustive, Southern uses its mission, vision, and values as guidelines to determine whether a group or an individual's expression is appropriate.

Occasionally, a class may present content that contains material contrary to Southern's community values. These episodes are rare and done so only after judicious discussion between professors and their school's

or department's administration about the content's value to the academic goals of the class and Southern's Sexual Integrity policy.

FUNDRAISING

Fundraising by student organizations requires approval by the Student Activities Committee. Soliciting an amount exceeding \$500 requires approval by the Fundraising Committee. For further information, contact the director of Student Life and Activities. Approval must be received before any fundraising activities begin. Only organizations with current approval status may request permission to raise funds.

GRADUATION DECORUM POLICY

Southern's commencement ceremony is a formal event that exhibits the pride we have in the accomplishments of our graduates. As such, professional decorum is expected from those who attend or participate. Behavior that is loud, disruptive, or otherwise incongruous with that expectation may result in fines or other repercussions. Southern is within its rights to withhold diplomas and transcripts from students who have not paid their bill in full, including fees associated with improper graduation behavior. We encourage all in attendance to join us in enthusiastically celebrating individual academic accomplishments without diminishing this milestone moment for the group as a whole.

HORSEBACK RIDING

Because of the damage it causes to Southern's campus and landscaping, horseback riding is neither allowed on campus nor on its Bauxite and White Oak Mountain Trails.

HOUSING AND RESIDENCE REQUIREMENTS

In its efforts to build community, Southern has chosen to be primarily a residential university as opposed to a commuter institution. The campus provides two residence halls, which are gender-exclusive. For more information regarding housing, visit southern.edu/housing.

Single students under the age of 23, who are enrolled for more than six semester hours, and do not live with their parents or legal guardians, are required to live on campus. Exceptions to this policy are outlined below.

GENDER HOUSING ARRANGEMENTS

Except for students who live in family housing and university-approved situations, Southern students of any age may live only with individuals of their same gender.

HOUSING AGE REQUIREMENTS

The residence halls are designed for currently enrolled undergraduate students under 23 years of age. Those who are older than 23 may live in the residence halls if space permits, but only after all younger students have received an on-campus housing assignment.

PETITIONING TO LIVE OFF CAMPUS

Students who are not 23 or have completed the academic minimums above may request an exception by submitting a petition to the Housing Appeals Committee. Exceptions are rarely given to freshmen and sophomores, more often given to juniors, and almost always to seniors. The petition form along with pertinent information on requesting an exception to policy is found at: southern.edu/housing.

A student's petition is complete only when the following information has been submitted: parental approval, specifics regarding the off-campus residence at which you hope to reside, a letter of invitation if the student will be living with a family, and the reasons an exception to the policy is being requested. The committee may request further information to make an informed decision, such as proof of the parent's local residence when a student makes the statement as part of the petition that parents have moved to the Chattanooga area. Incomplete petitions will not be evaluated.

When making a decision on a petition, the committee also considers a student's citizenship—has a student had a clean record for at least a year—and one's chapel attendance—is it up-to-date and does the student consistently complete this requirement. While not the sole criterion on which a decision is made, a no answer to any one of those questions decreases the chances of a petition being approved. Requests will not be considered if a student is on citizenship probation.

If approval has been obtained through the housing appeals committee, the approval is for that school year only and you will have to submit requests for each subsequent school year. Moreover, if you change residences after having been approved, you are expected to inform the office of Student Development of such a change.

Students who do not abide by the residence requirements will have their registration placed on hold.

IMMUNIZATION REQUIREMENTS

All students are required to provide proof of the following immunizations in order to attend classes. The university does recognize religious exemptions to this policy. Students who request an exemption must fill out the Religious Exemption form found by clicking on the link "Forms" at the following link: southern.edu/uhc. Because the form must be notarized, you should print the form off, complete all steps, and attach the scanned form to an email addressed to uhc@southern.edu.

- PPD (TB) Skin Test- Must be done within 6 months from the start of school. If positive, will need IGRA lab test results within the past year. If you have received TB treatment, please submit proof of treatment and a chest x-ray done in the past 5 years.
- Two MMRs (Measles, Mumps, and Rubella)—After 12 months of age for students born after 1956 or attach lab copies of titers showing immunity for all three diseases
- Hepatitis B (Series of 3)—Students must choose either to be vaccinated or sign a waiver.
- Meningococcal Meningitis—Students must choose either to be vaccinated or sign a waiver.
- Two Varicella (chickenpox) - For students born after 1980 or attach a history of illness diagnosed by a healthcare provider or documentation of blood test showing immunity to Varicella.

Proof of vaccinations must be provided by submitting a copy of an official immunization record (in English) or a form by a medical provider verifying the immunization dates along with the physician's signature.

INTELLECTUAL PROPERTY POLICY

Southern recognizes that research and creative activities are integral functions of a university. As a result, it encourages such activities by the faculty, staff, and students, and acknowledges its role in seeing that creative and scholarly works are administered for the best interest of all parties concerned, including the public.

Southern affirms that the creator of intellectual property should have maximum freedom with respect to the creation, consistent with obligations to Southern and other legal entities as established by the Faculty Affairs Committee. All intellectual property produced at Southern by faculty, staff, or students is covered by this policy. Intellectual property shall consist of, for example and without limitation inventions, creative works, patentable subject matter, teaching resources, copyrightable materials, audiovisual materials, photographs, software, trade secrets, and trademarks. No intellectual property is specifically excluded.

WAIVER OF UNIVERSITY RIGHTS

1. Time for Review: Before the creation of any work of intellectual property using substantial University resources, the creator(s) shall notify the office of the vice president of Academic Administration. Inventors and authors shall receive the written decision of the University's intention to pursue or release rights of ownership within 45 days of the date of the formal submission to the office of the vice president of Academic Administration.
2. Release of Invention to Inventor(s): The University may determine that an invention will not be patented and will not be licensed or otherwise commercialized by the University. In those cases, the vice president for Academic Administration will recommend Southern waive its ownership rights.
3. Use of Revenue: Funds received by Southern from the sale of intellectual property owned by Southern will be allocated and expended as determined solely by the University.

UNIVERSITY OWNERSHIP

When intellectual property, such as works, inventions, developments, or discoveries, is created with substantial use of University facilities, whether provided by external support or not, the University will originally retain the rights to the property, provided that it desires to commercially develop the property or to make it available to the public. If, however, the University elects not to commercially develop said property or fails to show diligence in such development, the ownership rights to that property may be acquired by the creator.

If the creator develops an intellectual property with substantial use of University facilities, she or he must make full and fair disclosure to the University of all such sources of compensation relating to that intellectual property.

INTRAMURALS

Southern.edu/intramurals

Southern provides organized sports activities through the intramural program administered by the School of Health and Kinesiology. The program is committed to excellence and offers activities that foster a positive, safe, and active social and moral environment. The goal of the intramural recreation program is to provide a wide variety of positive experiences for as many students as possible.

All students and employees who meet one of the following eligibility criteria may involve themselves in all intramurals.

1. Undergraduate students (enrolled on campus for more than 6 credit hours) and spouses
2. Graduate students (enrolled on campus for more than 3 credit hours) and spouses
3. Full-time employees of Southern and spouses
4. Full-time employees of the Collegedale Church and spouses

The Intramural Office has set up rules of fair play consistent with Christian values that all participants are expected to follow. Failure to follow those rules may result in suspension from participation in

intramurals. On rare occasions, a student who has egregiously violated the rules may be referred to Student Conduct.

In order to protect the physical well-being of students and the liability of the university, Southern prohibits participation in sports with excessive physical contact, such as tackle football.

Southern does not sponsor or participate in athletic competition with other educational institutions or churches.

LOCKDOWN

As part of Southern's commitment to the safety of its community, the university may lock down the campus or portions of it in the event of an imminent threat to student or employee safety. If a lockdown is announced, you are urged to get into or stay in a lockable room. Stay away from windows and doors. Once you have locked the door, do not open it for anyone. Wait for the all-clear from emergency personnel or the alarm system. If you are outside in the open during a lockdown, move to a protected area. If you are able to leave campus safely, you are advised to do so.

MEDIA TECHNOLOGY

Because media technology has the potential to hinder learning and motivation, Southern has established policies and practices regarding its use.

Students are expected to choose media content by applying the Biblical standard found in Philippians 4:8: "Whatever things are true, whatever things are honest, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report; if there be any virtue, and if there be any praise, think on these things."

Student choices that have a negative impact on their own or another student's grades and/or spirituality may result in fines and/or confiscation of equipment. Media use should not disturb neighboring rooms in residence halls or cause a distraction in common areas on campus.

Students are expected to honor the policies of the Acceptable Use Policy, which they signed through Information Technology, when receiving a southern.edu email account and access to the Southern network. You may review the policy by clicking on the following [link](#). Failure to abide by these standards may result in university disciplinary action and as well as potential criminal charges.

MEDICAL EMERGENCIES ON CAMPUS

236.2100 or 911

Southern Adventist University has an open medical services system, meaning any person can activate the emergency medical system by calling 911 or Campus Safety.

Situations that call for emergency medical services (EMS) include:

1. Any life threatening situation
2. Loss of consciousness
3. Difficulty breathing
4. Chest pain
5. Uncontrolled bleeding
6. Seizures
7. Detached body parts

8. Severe/uncontrollable pain
9. Visible deformity

Because every situation is different and dynamic, each situation calls for decision-making that is beyond the scope of this policy. If in doubt, call. Calling 911 or having an ambulance on the scene does not mean the patient must be transported by ambulance. Conscious, coherent, competent adults may refuse service and assume responsibility for their own medical outcome.

MEDICAL LEAVE OF ABSENCE/WITHDRAWAL

Students may experience life circumstances or physical or mental health conditions that compromise their health, safety, or academic success. In such circumstances, students may need to leave the university and their studies and resume the pursuit of their academic and co-curricular goals later. The student, the student's representative, or Southern may initiate a medical leave of absence. At all times, however, if initiated by a party not the student, the student retains full agency in the decision.

A completed Academic Petition Form with appropriate supporting information should be submitted to the Records and Advisement office. The Records and Advisement office processes Medical Withdrawal requests upon receipt of the appropriate supporting information. The timeframe for requests is within 30 days of the last day of attendance, but in no case later than two weeks prior to test week. A 'W' is recorded for all classes dropped.

Students are encouraged to speak with a Student Finance counselor prior to withdrawal to determine how a withdrawal will impact current and future charges, financial aid, scholarships, and Satisfactory Academic Progress. Refunds for withdrawals are calculated according to the standard refund policy.

The full Medical Withdrawal policy is available at www.southern.edu/records

MOVIES / VIDEOS / DVD's

The Film Subcommittee must approve in advance any feature-length films that are shown on campus or during any university-related function. Current copyright laws prohibit universities and organizations from publicly showing movies that are intended for private use. Requests for the showing of a film should be submitted to the chair of the Film Subcommittee.

Academic schools/departments and residence halls may approve films for specific Non-academic use. In such cases, the chair/dean plus one or more additional departmental faculty must participate in the approval process. Prior to the approval process, the schools/departments must contact the chair of the Film Subcommittee, who will provide film approval guidance.

MUSIC STANDARDS

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste, applicable to the occasion, and in keeping with the ideals of spiritual commitment and personal relationship with God. To assist with this responsibility, a screening committee is appointed by the University Senate screens student programs before they are presented. Student groups must contact the chair of the Screening Committee three weeks before their scheduled performance, so the committee can be convened for the screening. Failure to have a program properly screened may result in a program's cancellation or alteration.

NONDISCRIMINATION CLAUSE

In compliance with all applicable federal and state regulations, the university does not discriminate on the basis of race, color, gender, ethnic or national origin, disability, or age.

PARKING

See the Automobiles and Motorcycles heading.

PUBLIC ASSEMBLY AND FORUM

Southern supports the expression of diverse views that do not fundamentally conflict with the mission and identity of our Adventist higher-education community. As such, it allows for both on- and off-campus public expression of such views through rallies, demonstrations, marches, silent vigils, peaceful assemblies, protests, and counter protests.

Southern's mission, vision, and values are the guidelines to determine whether a group or an individual's expression is appropriate. Therefore, group or individual acts of expression at public forums may be deemed in violation of both this policy and Southern's Freedom of Expression policy if a group's or an individual's actions are deemed to run contrary to these guidelines. The following are examples of inappropriate expressions during a public forum (the list should not be considered exhaustive): the display of objectionable symbols or demeaning phrases on flags, posters, or placards; decorating residence-hall windows with profane material; posting profane or belittling comments on various social media platforms, and wearing t-shirts with similar content.

Neither the use of Southern space for a public forum to express ideas or viewpoints in compliance with this policy nor a student's attendance at an off-campus forum implies university acceptance or endorsement of the views expressed.

Students wishing to use Southern for a public forum are expected to follow the following protocols:

1. Time, place, and manner are subject to the approval of the office of Student Development. A request by any Southern group to assemble or hold any event that could be otherwise construed as an assembly or forum must be submitted three business days before the event by filling out an application for approval ([Form is available here](#)). The office of Student Development may make exceptions to this deadline if it deems all other aspects of the application are in place and the reason for the inability to meet the deadline is valid.
2. The organizers of an on-campus forum must specify the space or venue of the forum as part of the written application. The forum must occur only in the area that has been approved.
3. A group must use only Southern's A/V department for sound amplification needs. A group must make these arrangements directly with A/V only after approval has been given for an on-campus forum and must present a signed application to A/V as proof that an event has been approved.
4. The organizers must be in possession of the written approval from the office of Student Development at the time and at the location of the assembly/forum.
5. On-campus forums may occur only between the hours of 8 a.m. and 8 p.m., Monday-Thursday (excluding Convocation time on Thursdays, 11:00 am) unless otherwise approved by the office of Student Development. Employees who attend these forums must do so during hours that do not interfere with their workdays.
6. The office of Student Development may place additional stipulations on an event as per the unique requests of a forum's organizers. Student Development will note any additional provisions on the application.

7. A forum's activities may not interfere or disrupt the orderly conduct of university business and events, or infringe upon the rights of others. If an activity becomes disruptive, the university may take appropriate action to limit or terminate the activity, including the use of the Collegedale Police Department, if a forum's participants refuse to cooperate with Southern's corrective measures. In the event the area is not restored to its original condition, the organizer will bear fiscal accountability for any repairs or cleanup that are the result of this failure. Moreover, any public demonstration that leads to violence, the interference of normal university business, or the damage to university property may result in sanctions on the parties involved in these activities.
8. The office of Student Development must approve all individuals who are not employees or students of Southern who plan to participate in the protest or forums.
9. Groups with no affiliation with Southern who wish to organize a public forum on Southern properties must go through the same process of approval detailed above. The use of Southern properties by outside groups may occur only at the sole discretion of Southern Adventist University and is subject to Southern's facilities rent rates.

Assemblies or forums that do not conform to these provisions may subject participants to temporary or permanent suspension from the university or other sanctions as outlined in the Student Handbook. Forums and debates that are organized by faculty for academic schools or departments should receive the approvals of a school's dean or a department's chair and the senior vice president for Academic Administration. Should a school's or department's plans include the use of Southern property that is not under the purview of the school or department, the organizers should reserve the area before using it.

QUESTIONNAIRES, SURVEYS, AND RESEARCH

Students who wish to survey the student body, whether the inventory is for a student organization or a class research assignment, are required to submit their project to a review process prior to research activity. Further information and the required approval forms may be obtained from the vice president for Academic Administration or vice president for Student Development.

RECORDING CLASS LECTURES

The recording of class lectures may not occur without prior approval from the professor teaching the class.

RECREATIONAL VEHICLES (RV's)

Recreational Vehicles (RV) and tent camping are not permitted on university property. The university does not have facilities or parking areas for RV or tent camping.

REGISTRATION

Students register for classes online at southern.edu/register. Help with academic questions is available by calling 236.2899, for technical support, call 888.309.2471. Students must register for courses no later than the second week of the semester. See the academic catalog for a full explanation of how to register for classes, related forms and fees. See the Records & Advisement Office website for important dates related to registration.

RESIDENCE HALL EVICTION

See the Residence Life Handbook by clicking here: southern.edu/residencelife. The link to the handbook is found in the right-hand side menu.

RESIDENCE HALL ROOM RESERVATIONS

See the Residence Life Handbook by clicking here: southern.edu/residencelife. The link to the handbook is found in the right-hand side menu.

ROOFS

The roofs of all university buildings are considered off-limits to all individuals who are not authorized to be on such premises. Violations of this policy may result in a \$200 fine. If the Collegedale Police are involved in the investigation of an unauthorized presence on a university roof, such individuals may be charged with trespassing.

If a film project or class assignment requires the use of a roof, please contact Campus Safety first for approval.

SABBATH OBSERVANCE

The Sabbath holds a special place on Southern's campus. It is God's time for people to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate such an atmosphere, Southern gives primary attention to worship, rest, Christian fellowship, and service from Friday sundown until Saturday sundown. During these hours students are urged to refrain from secular activities, including secular entertainment, secular music, shopping, sports, school studies, work, and other similar activities.

SELLING

Salespeople and buyers are not allowed to solicit on Southern's general campus, including the Bietz Center. Exceptions to this policy are given to student organizations who have made prior arrangements with the office of Student Life and Activities to have a fundraiser. The Dean of Students may also give exceptions to this policy when the fundraiser is occurring in a residence hall.

SEVERE WEATHER

If the outdoor tornado siren or indoor warning systems sound, students are to seek shelter immediately—severe weather is imminent. Follow the instructions of the announcement or emergency personnel. In preparation for these rare catastrophic events, please familiarize yourself with shelter locations in the buildings you use.

SKATEBOARDS, LONGBOARDS, INLINE SKATES, AND SCOOTERS

Roller skating, inline skating, skateboarding, longboarding, scootering and other similar board-type activities have a risk of injury or damage. Consequently, you perform these activities at your own risk. The university assumes no liability or responsibility for injuries received while riding on university property.

Students who choose to assume the risk of one of these activities on campus are to abide by the following guidelines. They are to

1. Wear protective gear, including a helmet, required wrist guards, elbow pads, and kneepads.
2. Provide right-of-way to pedestrians.
3. Stop at all pedestrian roadway crossings, check for cross traffic, and proceed with crossing only when it is safe to do so.
4. Avoid riding on roads, driveways, parking lots, the running/walking track, or in areas where vehicles are normally driven and operated.
5. Avoid riding inside buildings.
6. Avoid riding, jumping, or sliding on stairs, railings, curb edges, benches, walls, or trick riding.

7. Avoid hanging onto or being pulled by any moving motorized or pedaled vehicle.

Because motorized bicycles, longboards, skateboards, and scooters are ridden at greater speeds than their non-motorized counterparts, they are banned from campus.

STUDENT CONDUCT RECORDS

Student conduct records of drug-screening results are housed in the Dean of Students office; Student Development recommendations, chapel attendance, and convocation records, in the Student Development office. Except for documents that pertain to a student's suspension, expulsion, and/or banning, Student Development maintains the above records for a minimum of four years from the date a student last attended Southern. Documents pertaining to suspensions are maintained for a minimum of seven years; expulsion and banning, indefinitely.

STUDENT HEALTH INSURANCE

Wright Hall, 2nd Floor, 236.2266, southern.edu/risk

Health Insurance—The university requires all students to have adequate accident and health insurance that complies with the Affordable Care Act, covering both inpatient and outpatient services. The insurance plan should be valid in Tennessee for emergency and non-emergency care. The same coverage is encouraged for spouses and dependents. All students must submit the Health Insurance Enrollment and Verification form prior to the start of each semester. This form is located within the Enrollment Checklist in the MyAccess student portal. Students taking six or more credit hours (three or more credit hours during any summer session) or living in university housing are automatically enrolled in the healthcare plan offered through the university if adequate insurance has not been indicated. Students will continue to be enrolled each successive semester unless a waiver is completed. Students who have signed a waiver form and later decide to enroll in the insurance plan may do so. Note: the premium is not prorated. A refund of the premium is allowed only upon entry into the military services. For more information about the healthcare plan offered by United Healthcare Student Resources, log on to their website: www.uhcsr.com/southern.

Injury Insurance—Injury Only insurance is included in the school general fees for each respective semester and is afforded to students taking six or more credit hours. This coverage is for students who are accidentally injured on campus or on a school-sponsored trip. The limit for this plan is \$2,500 per occurrence and will cover eligible medical expenses. For policy information such as benefits, exclusions, terms and limits, and to access the insurance ID card, visit www.uhcsr.com/southern. Students are welcome and encouraged, but not required, to be seen at the University Health Center for injuries. For any life-threatening injuries, students should go to a local emergency room and advise medical facilities to bill the Injury Only policy as primary insurance.

STUDENT ORGANIZATIONS

Forming an organization: More than 50 academic and special-interest organizations are approved each school year. Students who wish to create an organization are required to file a Student Organization Registration Form listing the organization's purpose, officers, and faculty adviser(s) with the office of Student Life and Activities. The Student Development Council reviews student organizations for formal university recognition. Only approved organizations may function on campus.

Student Organization Officers: If holding a student organization office or serving on a university committee is something you plan to do while you are at Southern, please note the following minimum qualifications for doing so:

1. You must be a current full-time student;
2. You must maintain a minimum cumulative grade point average (GPA) of 2.00, including maintaining at least this level while in office;
3. You must maintain a record of good citizenship while in office;
4. If a violation of Southern's Student Code of Conduct appears on your student record, at least a year has gone by since the incident occurred.

TUITION REFUND

A student who withdraws from school during the semester may receive a tuition and fees refund. The amount of the refund is based on the date when the completed withdrawal form, with all returned signatures, is filed with Records and Advisement. Click on the following link for important dates and percentage details: <https://www.southern.edu/undergrad/finances/refund-policy.html>.

UNDERAGED STUDENTS

Students under the age of 18 are subject to specific regulations appropriate to their age. If they do not live with their parents or legal guardians as commuting students, all minors must reside in one of the residence halls. A parent or legal guardian must sign all release forms for the university, University Health Center, and the residence hall. Southern requires hard copies of a signed release; however, parents may scan the signed release with the university application. The scanned release does not replace the actual signed document. Prior to a student's departure on university-sponsored trips off campus, a parent or legal guardian must sign the release form specific to the event. Minors must follow all requirements specified in the Residential Life Handbook pertaining to their age, including curfew, late leaves, overnight leaves, employment, and automobiles. A student under the age of 16 must reside with his or her parents or legal guardian.

VEHICLE SALES

Only university-owned vehicles are permitted to be left on campus for the purpose of advertising for sale.

WORSHIP / CONVOCATION / VESPERS / EVENSONG

The Bible makes clear that spiritual growth is dependent on both personal devotional life and corporate worship. Community in a university setting occurs best when students and employees come together in fellowship. Southern makes possible this fellowship primarily through its Chapels, Vespers, and Convocations, although community occurs during other functions throughout the academic year. The following meetings occur weekly on Southern's campus:

Chapels: Though the residence halls are gender-exclusive, their chapels are not. Chapels occur on Tuesday evening at 8 p.m.

Hall Worship: Although part of the residence hall chapel program, hall worships are more informal, occurring on your hall and led by the RA of your hall. They occur at 10:00 p.m. in both Talge and Thatcher/South Halls on Sundays.

Morning Meditations: A third option of the residence-hall-chapel program, Morning Meditations occur at 7:30 a.m., Monday through Friday, in the Talge Hall Chapel for those students who are morning risers. A short worship meeting ends in time for you to make 8:00 a.m. classes.

Vespers: The most-popular worship service at Southern, Vespers opens the Sabbath on Friday evening. Most often held at the Collegedale Church, it occasionally is held in Iles P. E. Center or at the Goliath Wall. The program begins at 7:30 p.m. An *Afterglow* service occurs afterwards.

Evensong: Evensong is a special worship tradition in our community—a time when uplifting music and devotional readings celebrate the blessings of Sabbath and prepare us for the coming week. Held at the Collegedale Church, Evensong begins approximately half an hour before sundown and usually lasts for half an hour.

Southern's School of Music is responsible for organizing and facilitating the programs.

Convocation: Southern accentuates its liberal arts program with its weekly convocation series. Meeting at 11:00 a.m. every Thursday of the academic year, it is an hour when the entire academic community assembles to celebrate God's good gifts of intellect.

Convocation provides a unique opportunity to celebrate persons whose scholarship, art or public service embodies the ideals of a Christian, Liberal Arts University. The mission of the convocation program is to enhance the academic program of Southern by celebrating and honoring academic achievement and presenting programs that enrich the classroom experience. Speakers bring a variety of perspectives on topics and issues drawn from across the spectrum of liberal arts disciplines in the arts, sciences and humanities. This Southern program is intended to promote broad discussion and active response from the academic community, extending beyond the convocation setting to classrooms and residence halls. The goal is to broaden and deepen our appreciation of creation and culture and to equip us to become discerning agents of redemption. Consistent with Southern's mission, the ultimate goal of convocation is to foster the development and application of a Christian worldview, though individual speakers need not endorse this goal. Other purposes of convocation include:

1. To present programs that will reinforce and/or challenge perspectives expressed elsewhere in the academic program
2. To encourage students to listen respectfully and learn graciously both from those with whom we agree and disagree
3. To have the opportunity to meet and understand those outside the community and to provide them opportunity to meet and understand us (i.e., the purposes of the program extend beyond just the period of formal presentation)
4. To provide some common experiences as an academic community, which can serve as points of reference for illustration in other academic activities.

Cultural Credits: All convocation programming is deemed cultural because of their emphasis on academic, contemporary, or cultural topics. Students are expected to earn a certain number of cultural credits as part of their attendance requirements (See chart below).

Because Southern's Worship and Convocation program is co-curricular, all students, both residential and commuter, are required to attend a set number of services during a semester. This number is determined by class standing as follows:

Requirements for residential students:

Class Standing	Chapel Credit	Cultural Credit	Total Credit
<i>Freshman</i>	45	15	60
<i>Sophomore</i>	41	14	55
<i>Junior</i>	37	13	50
<i>Senior</i>	34	11	45
<i>Graduating Senior</i>	Exempt	Exempt	Exempt

Requirements for commuter students:

Class Standing	Chapel Credit	Cultural Credit	Total Credit
<i>Freshman</i>	30	10	40
<i>Sophomore</i>	27	9	36
<i>Junior</i>	24	8	32
<i>Senior</i>	22	5	30
<i>Graduating Senior</i>	Exempt	Exempt	Exempt

Requirements for part-time students: Part-time students (defined for this policy as any student taking 6-11 hours) who reside on campus follow the residence hall requirement for their class standing. Part-time commuter students are to maintain worship attendance at the same level as full-time commuter students.

Exempted students: The following cohorts of students are exempted from earning attendance credits. However, their voluntary attendance at these community-building events are still welcome:

- Married students.
- Students with children.
- Military veterans.
- Students 23 or older prior to the start of the semester (If you turn 23 during a semester, your credit amount will be prorated. Please come to the office of Student Development to find out what your prorated number is).
- Students who have already earned 124 academic credit hours.
- Students involved in student teaching.
- Students who are completely online or Consortium students

Students may earn Chapel Credits in the following increments:

- 1 Credit: Evening Worships, Morning Meditations, Student Organizations, Departmental, Schools, Class-sponsored Convocations, and Evensong
- 2 Credits: LifeGroups, Vespers, Weeks of Prayer (Fall Student Week of Prayer, and Residence Hall Week of Prayer), Thursday Convocation, Performing Arts programs, Music Department Concerts

The following chart reveals the consequences of failing to meet chapel attendance expectations. If a student fails to meet cultural credit expectations, they will incur an additional fine for failing to meet these requirements.

	Fewer than 10 credits missed at the end of the semester	10 or more credits missed at the end of a semester
<i>First Offense</i>	Probation	- Probation - \$5 fee per credit missed
<i>Second Offense</i>	- Probation - \$5 fee per credit missed	- Probation - Meet with VP of Student Development - \$5 fee per credit missed
<i>Third Offense</i>	- Probation - Meet with VP of Student Development - \$5 fee per credit missed	Semester suspension
<i>Fourth Offense</i>	Semester suspension	Semester suspension

Reductions in credit expectations: Chapels, Vespers, and Convocations are all integral co-curricular parts of attending Southern and are required for all undergraduate students taking 6 hours or more. As such, exemptions are rare and for exceptional situations only.

The following circumstances are situations that might necessitate reductions:

1. Being a commuter student that has no classes on Thursday,
2. Attending nursing clinicals or skills labs during the Convocation hour,
3. Working as a nurse whose shift is regularly during the Convocation hour or Friday night,
4. Working an on-campus job that cannot close during Convocation (examples of such jobs are Food Services student personnel and a number of desk jobs that must remain open 24 hours a day). The question that will be asked of work that is occurring during the Thursday 11:00 am hour: Is it a job that cannot do without student labor during that period of the day? To apply for a reduction, please go to the Student Development webpage on the Southern website and click on the Chapel Reduction link. A reduction is for one semester only as class and work schedules change by semester. Therefore, you must fill out a reduction form every semester.

CODE OF CONDUCT

ALCOHOL, TOBACCO, AND ILLICIT DRUG USE

Southern strives to maintain a safe and healthful community for its students and employees. One way the university endeavors to accomplish these goals is by enforcing a drug-free lifestyle for employees and students. Therefore, manufacturing, distributing, possessing, and/or using tobacco, vapor or e-cigarettes, alcohol, and illicit drugs is strictly prohibited. These restrictions are expectations of Southern students when they are on and off campus and include the serving of alcohol, a fact which should be taken into consideration when seeking employment.

Though tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. Therefore, as part of its efforts to maintain a healthy community, Southern bans the possession, use, or distribution of tobacco products by students.

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs, natural or synthetic, prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's direction.

By voluntarily becoming a member of Southern's community, you agree to submit to random drug testing. If the Dean of Students or a residence hall dean have reasonable suspicion or evidence of drug use, they will require a student to submit to a chemical screening. The student is obligated to pay the expenses of the assessment and screening if those tests are the result of the student having violated this policy. The student is also obligated to pay the expenses in the event that a random screen reveals that the student has used illicit drugs. Any student who has been found to have drunk alcoholic beverages or is in possession of alcoholic beverages will be required to submit to a chemical screening.

The results of a student's failed alcohol or drug test are kept in the student's file in the office of the Dean of Students. Consistent with the regulations of FERPA, disclosure of this information to other school officials, including professors, within the institution occurs only if the institution has determined that those entities have a legitimate reason to know. As such, the schools of Nursing, Social Work, Education and Psychology, and Religion have policies that establish them as legitimate need-to-know entities.

Southern responds to violations of this policy redemptively. While a short-term suspension will be given to a student who violates any part of this policy, the primary goal of Southern's approach to illicit-substance abuse is to restore students to health and to direct them away from medicating with illicit substances. Therefore, students who violate this policy will be required to interview with a professional drug-and-alcohol intervention counselor, become involved in an illicit substance education program, meet with a mental health counselor, and sign a commitment to remain substance free for the remainder of one's time at Southern. In rare cases, the intervention counselor will recommend in-patient intervention, thus requiring a student to suspend their studies for a period of time. The goal of this multi-prong approach is to facilitate the student's return to a healthy lifestyle. In the event of a student's recidivism-that is, the violation of this policy again, a student may be sanctioned with long-term suspension or dismissal.

Further information can be obtained by clicking on the following link:

<https://www.southern.edu/administration/student-development/SubstanceAbusePolicy.html>.

FALSE INFORMATION

The reporting of a crime or a violation of Southern's Code of Conduct that did not actually occur is an egregious abuse of Southern's community values. Therefore, students who provide false information against another student(s) or an employee will be handed a sanction that, at a minimum, begins at a short-term suspension. Students who offer false information to support another student's report of a crime or code of conduct violation will be sanctioned in like manner.

FIREARMS AND OTHER WEAPONS

All city, state, and federal laws and regulations governing firearms and weapons apply on university property. Firearms and guns (including, but not limited to, bullet, pellet, BB, and paintball), bows and arrows, blowpipes, knives (or any edged weapon over four inches from bezel to tip), nunchucks, throwing stars, brass knuckles, and any other type of weapon prohibited by law are not allowed on campus. The storage of personally-owned firearms and weapons must occur off campus. Students who violate this policy are subject to university sanctions and fines, and arrest on local, state, and/or federal charges.

HAZING

Hazing is defined as often humiliating, and sometimes dangerous, initiation rituals, especially as imposed on college students seeking membership to an organization. As such, hazing is a violation of Southern's community standards, even when the initiation ritual does not rise to the level of being humiliating. Any student(s) engaging in hazing or committing any act with intent to degrade, embarrass, or injure a fellow student is subject to sanctions commensurate with the actions, including short- to long-term suspension and dismissal.

PHYSICAL HARASSMENT

Although disagreements are an inevitable part of living in a community, resolving a disagreement by way of a physical assault, instigating a physical fight, or mutually agreeing to fight one another is a violation of Southern's community standards. Students who are involved in such actions may be subject to university sanctions, including short- to long-term suspensions and dismissal.

RIGHTS OF A STUDENT

Students and student organizations who come before the Student Conduct Board because of a violation of Southern's Student Code of Conduct are entitled to the following rights:

- The right to notice of violation(s), account of the alleged misconduct, witnesses, and notice of the scheduled hearing delivered no less than twenty-four (24) hours before the hearing. The student may request additional time by showing good cause.
- The right to notice of the maximum allowable sanction for the alleged violation.
- The right to a hearing closed to the public.
- The right to a non-adversarial hearing before the Student Conduct Board
- The right to remain silent at one's hearing. However, one's silence does not negate the violation.
- A preponderance of evidence may still be used to determine responsibility and sanction.
- The right to present the testimony of witnesses and other evidence.
- The right to a presumption of innocence. The burden of proof rests with Southern, such that Southern must prove the student's responsibility by a preponderance of the evidence.
- The right to a hearing only after all evidence is in place (e.g., Focus assessments) and reports have been properly filed (e.g., dean's incident report)
- The right to a written decision specifying the rule violated, sanction given, and right of appeal in cases when suspension or dismissal has been the sanction given.

- The right to challenge the seating of any committee member for good cause. The dismissal of a challenged committee member shall be at the discretion of the Dean of Students. If the chairperson is challenged, he/she may be excused at the discretion of the vice president for Student Development.
- The right to have his/her case heard only on the misconduct specified in the written notice.
- The right to appeal the decision of the Student Conduct Board if its decision is suspension or dismissal.

SANCTIONS

Except in Title IX cases, the Dean of Students handles all violations of the Student Code of Conduct. The Dean of Students has the authority to suspend and dismiss students. When a violation of the Code of Conduct comes to the Student Conduct Board, the Dean of Students meets with students and advises them of their rights, including, in rare cases, students' right to withdraw voluntarily without facing disciplinary action. The Student Conduct Board's decision usually communicates its decisions via email although face-to-face meetings often occur.

The following list are the types of sanctions a student may receive if violating the Code of Conduct:

Residence Hall Restriction is imposed by the residence hall deans for policy violations. Possible restrictions may include some or all of the following:

1. No late leaves
2. No weekend leaves
3. No late entries
4. No grace period extensions
5. Community service options during the suspension with specific appropriate restrictions.

Citizenship Probation places the student on notice that his/her registration may be interrupted or canceled. It also carries some or all of the following restrictions:

1. One approved weekend leave per month to home;
2. No late leaves;
3. A perfect record of presence for night checks and regular attendance at classes, Vespers, Convocations, and Chapels;
4. Temporary suspension of all student leadership positions, including Student Association and religious activities;
5. Temporary suspension of participating in public appearances for on or off-campus activities that represent the university, except for class-related events.
6. Other restrictions deemed appropriate

In-house Suspension requires a student to remain on campus for a period of 3-5 days, during which the student is required to meet all class, Chapel, Vespers, and Convocation appointments and a loss of student leadership positions for no shorter than a year provided the student remains violation-free during that year. Violations typically leading to suspension are alcohol and drug use, stealing, spending the night unsupervised with a member of the opposite gender, sexual immorality, and repeated violations of university policies.

Short-term Suspension requires a student to remain off campus for a period of 3-5 days. Though rarely used, this sanction also requires a loss of student leadership positions.

Long-term Suspension is an involuntary withdrawal of a student for the rest of a current semester and may cover the equivalent of a full academic year.

Dismissal is the involuntary termination of a student’s matriculation at Southern. Students who are dismissed are not eligible for re-admission. Moreover, a dismissed student is banned from all Southern’s properties (See “Banning” for how to appeal this decision).

The university discipline process is separate from any criminal procedures. Discipline decisions may rely in part on information received from civil authorities but are not dependent on civil or criminal proceedings.

A sanction letter is an official part of the student’s official record, which may be used as a reference in evaluating future behavior and may be used when making future recommendations. The Dean of Students office will send copies of a sanction letter to the parents of students who are minors or who are under the age of 21 when violating Southern’s drug and alcohol policy.

The following list, though not exhaustive, reveals the type of sanction a student may expect to receive for various violations of the Student Code of Conduct.

Code of Conduct Violations	Sanctions
Use of tobacco	<ul style="list-style-type: none"> - Community service - Mandatory education program
Use of alcohol	<ul style="list-style-type: none"> - In-house suspension - Community service - Under-age: CPD involved, 21+: CPD not involved - Mandatory education program
Use of illicit drugs	<ul style="list-style-type: none"> - Short-term suspension to dismissal (banning) - CPD involved - Mandatory education program
Manufacturing or distributing illicit substances	Dismissal (banning)
Physical assault	<ul style="list-style-type: none"> - Community service, - Warning to dismissal (banning)
Verbal assault	Warning to Suspension
Sexual misconduct	Warning to Dismissal (banning)
Firearms/weapons violation	Warning to Dismissal (banning)
Possession of fireworks/explosive material	<ul style="list-style-type: none"> - Fine, - Restitution - Suspension - Dismissal (banning)

Hazing	Suspension to Dismissal (banning)
Sexual impropriety	In-house suspension to Dismissal (banning)
Theft	Short-term or Long-term suspension
Insubordination	- Community service - Warning to Suspension
Falsifying overnight leaves	Residence-hall restrictions to Suspension
Tampering with fire equipment	Fine

**Students who are banned from campus may not be on any university properties, including all university housing; the Bauxite and White Oak Mountain trails; Fleming Plaza; all ballfields; the Collegedale SDA Church; Collegedale Academy: Elementary, Middle, High School. Failure to abide by a ban may result in trespassing charges against violators.*

SEXUAL HARASSMENT and VIOLENCE

As a Seventh-day Adventist educational institution, Southern is committed to promoting a campus environment where sexual misconduct is not only not tolerated but also where victims of sexual misconduct of all kinds are provided supportive measures. Many activities prohibited by Southern's Sexual Misconduct Policy are unlawful, and all are antithetical to the mission of the university. Therefore, Southern takes reasonable and appropriate remedial action to prevent sexual misconduct; to eliminate any hostile environment, including retaliation; to prevent its recurrence; and to correct its discriminatory effects on the Complainant and any others. Students who violate this policy are subject to discipline, which may include dismissal from Southern, termination from employment, and, if the legal system is involved, criminal prosecution.

Conduct that violates this policy may result from actions that threaten a student or employee in any Southern-related setting, whether it is conduct between students, between employees and students, or between students and visitors to our campus. Examples of conduct that violate this policy are as follows: harassment in the form of unwelcome sexual advancements, requests for sexual favors, or any verbal or physical entreaties of a sexual nature; public indecency; rape, including spousal and statutory rape; willful exposure to HIV; incest; promotion of the performance of sexual activity, including sexual conduct performed by children and sexting; sexual exploitation of another individual, including children; solicitation; sexual trafficking; and stalking. Both federal and Tennessee law include subcategories of a number of these examples.

For a fuller discussion of the definitions of these acts, please refer to the Sexual Misconduct policy, which can be accessed at the Student Development and Human Resources pages of Southern's website. Hard copies of this policy are also found in the residence halls, in the office of Student Development, at Campus Safety, and at Human Resources.

Any Southern student, staff member, faculty member, or third party participating in any Southern program or activity who wishes to report a complaint of sexual misconduct against a Southern student may do so at any time. The procedures for reporting a complaint are found in the unabridged version of Southern's Sexual Misconduct policy. The policy also includes the process of investigation and adjudication of alleged misconduct; the rights of complainants and respondents; and a list of sanctions

from which Southern's Student Sexual Misconduct Review Panel may choose should a student be found guilty of misconduct.

Southern students and employees may not engage in or tolerate sexual harassment, which is defined as "unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct for a sexual nature." Any sexual behavior that creates an intimidating, hostile, or offensive working or school environment is a violation of Christian standards as well as applicable state and federal regulations and should be reported directly to the Title IX Coordinator.

Any student, faculty member, or staff member who is found responsible for violating Southern's sexual harassment policy will be subject to the sanctions defined in that policy (Please click on the following link to find the full report: https://www.southern.edu/administration/student-development/title_ix/index.html).

Southern's Title IX office offers a wide variety of supportive measures to all parties involved in a sexual harassment case, including assisting complainants to make a report with Collegedale Police Department.

Because sexual violence is a crime, it should be reported to one or more of the following immediately:

- Local law enforcement
- Campus Safety
- Title IX Coordinator

SEXUAL INTEGRITY

University Commitment

Southern Adventist University commits to caring for individuals with various sexual integrity or identity perspectives. While consistently promoting a Biblical understanding of human sexuality as outlined in the next sections, Southern wishes to engage respectfully with those who have different viewpoints.

Philosophy of Sexual Integrity

Southern, in accordance with Seventh-day Adventist doctrines, believes sexual expression to be a gift from God established at creation and designed to be enjoyed as part of "a lifelong union between a man and a woman in loving companionship."^[1] Southern also acknowledges that the Fall of humanity (Genesis 3) has caused complexity in the area of human sexuality, and Southern empathizes with those who face challenges in this area.

Southern affirms the following principles regarding human sexuality, which have been adapted from the Seventh-day Adventist Church's statements on sexuality.^[2]

1. We are to love everyone in harmony with God's love for us (Mark 12:31).
2. God created humanity as two persons who are identified as male and female in the Genesis account of Creation (Gen. 1:22; 2:22-24).
3. The Bible identifies any sexual activity outside of heterosexual marriage as sin (Matt. 5:28, 31-32; 1 Tim. 1:8-11; Heb. 13:4). Alternative sexual behaviors, including heterosexual sexual intimacy outside of marriage, are sinful distortions of God's good gift of sexuality (Rom. 1:21-28; 1 Cor. 6:9-10).
4. The Bible does not endorse a separation of one's body and one's sense of self or sexual expression of the self. Scripture calls the entire human being a soul (Gen. 2:7; Jer. 13:17; Eze. 18:4; Acts 2:41; 1 Cor. 15:45), a body (Eph. 5:28; Rom. 12:1-2; Rev. 18:13), flesh (1 Pet. 1:24), and spirit (2 Tim. 4:22; 1 John 4:1-3). In other words, Scripture does not

- recognize the dualism that is implicit in current secular literature on human sexuality and gender identity.
5. All humanity is affected by sin and needs to be renewed by God (Jer. 17:9; Rom. 3:9; 7:14-23; 8:20-23; Gal. 5:17; Rom. 12:2). Therefore, emotions, feelings, and perceptions are not fully reliable indicators of God's ideals.
 6. Sexual orientation and gender dysphoria (the distress that may accompany the incongruence between one's experienced or expressed gender and one's biological sex) are not intrinsically sinful, but like any other part of our common fallen human nature, they may result in sinful choices.
 7. As a community of hope, care, and understanding, Southern welcomes anyone who commits to respecting the beliefs of the Seventh-day Adventist Church and abiding by Southern's policies, recognizing that all of us suffer from the effects of sin.

Sexual Integrity

Southern expects all students to strive to live in harmony with biblical standards of sexuality as held by the Seventh-day Adventist Church, which maintains that sexual relations should only be expressed in a heterosexual marriage.^[3] Therefore, Southern does not condone any non-marital sexual intercourse or sexual intimacy (acknowledging that not all intimacy is sexual in nature), pornography usage, or inappropriate sexual contact. Southern further does not condone engagement in same-sex romantic or sexual relationships. The mental and spiritual health of our students is important to us, and counseling and other resources are available from Student Support Services and the Office of Ministry and Missions.

Students, who have chosen to join our family, are expected to make a commitment to Southern's community standards by respecting and adhering to this Sexual Integrity Policy, both on and off campus and in their interactions online and in social media (refer to the Freedom of Expression Policy). Students who choose to disregard Southern's policies may be subject to sanctions, as outlined in the student handbook.

Pregnancy

Southern believes in caring for our students holistically. Southern will work with students who are pregnant out of wedlock to make them aware of on-campus and off-campus resources for physical, emotional, spiritual, and academic support. While Southern does not condone extramarital sexual relationships, our primary desire for a student who is pregnant is to see that she is receiving the support she needs during this period. Southern urges students who are about to become- or who have recently become- parents to converse with the Chaplain's Office, the University Health Center, and Counseling Services to receive the medical, spiritual, and mental health support and/or resources they need.

The Office of Student Development will make every effort to collaborate with on-campus entities to ensure any students seeking to continue their education have the support to be successful in this endeavor. Should students choose to delay their education temporarily, we will work with them to develop a plan for their academic goals and hopeful return to Southern.

Pornography

Pornography is defined as "printed or visual material containing the explicit description or display of sexual organs or activity, intended to stimulate erotic rather than aesthetic or emotional feelings" (Oxford Dictionary).

Southern promotes moral purity in thought and action (1 Thessalonians 4:1-8). Pornography of any kind, whether virtual or physical in nature, is harmful and destructive to healthy relationships and character growth. In addition, the possession of pornography is a violation of the community standards of Southern, which are founded on the teachings of the Bible and the Seventh-day Adventist church. Because of its destructive nature, any accessing, creating, viewing, or distributing of pornography is unacceptable, either on or off campus.

Southern strives to be redemptive in the lives of each individual. Consequently, Southern offers counsel and assistance through the Office of Ministry and Missions and the Student Development Office to support and strengthen the individual's resolve to live consistently within Christian values including helping students with issues of pornography. However, any violation of Tennessee or Federal laws with respect to child pornography will be reported to the proper authorities and may result in sanctions by Southern.

Public Display of Affection (PDA)

Southern cares about relationships and how students nurture those relationships while maintaining a respectful campus environment. Students are expected to conduct themselves with discretion and in a manner that is consistent with Christian values. Respecting others is important to Southern. PDA that may appear sexually suggestive is not condoned on Southern's campus (including both residential and non-residential areas). This includes, but is not limited to, intimate touching, fondling, prolonged kissing, or any other conduct that is out of harmony with this policy.

Transgender

Southern believes that all members of the Southern community are children of God, including those who experience gender incongruence. While recognizing unique challenges in the transgender community, this policy is consistent with the biblical teachings on sexuality of the Seventh-day Adventist Church. When making decisions regarding housing, the use of restrooms or locker rooms, playing in intramural sports, and other matters, Southern's decisions will be based upon the individual's biological sex. Transgender students of our community have access to all resources of this campus, including the Title IX Office, and may participate in extracurricular activities. The mental and spiritual health of our transgender students is important to us, and counseling and other resources are available from Student Support Services and the Office of Ministry and Missions.

For a fuller elaboration, please see the guidelines available at

<https://www.southern.edu/administration/student-development/TransgenderGuidelines.html>

Sexual Harassment

All forms of sexual harassment toward or by members of Southern's community, whether specific individuals identify themselves as heterosexual, lesbian, gay, bisexual, transgender, queer, or other, are incompatible with the values that Southern upholds. Individuals who have been subject to sexual harassment should report this to the Title IX Coordinator. The full Title IX Sexual Harassment and Non-Discrimination Policy may be found on Southern's Student Development web page. Implementation of Southern's policies, in harmony with its Christian principles, or discussion of the Adventist Church's position, are not considered harassment.

Individuals who fail to treat any member of Southern's community with dignity (including with respect to their sexuality), by ridiculing, abusing, or bullying them, will be subject to sanctions.

Violations

There are areas of sexual conduct that may not be Title IX violations that would still be violations of this policy and Southern's code of conduct. Violations of the Sexual Integrity Policy are generally handled by Southern's Student Conduct Board.

Violations of the Title IX Sexual Harassment and Non-Discrimination Policy are generally handled by the Title IX office. In some cases, when an act of sexual harassment does not rise to the level of "severe, pervasive, and objectively offensive," which is the standard set by the U.S. Department of Education for inclusion under Title IX, the Student Conduct Board may consider the situation to determine if a student is responsible for having violated Southern's code of conduct.

THEFT

Protection against theft is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should always take precautions to protect their personal belongings. The act of individuals taking any item they do not own without permission is regarded as theft. Students who are involved in theft are subject to both legal prosecution and campus suspension or dismissal.

Campus Websites

ADMINISTRATION

southern.edu/advancement

southern.edu/alumni

southern.edu/give

southern.edu/marketing

southern.edu/president

southern.edu/records

southern.edu/risk

ACADEMICS

southern.edu/archaeology

southern.edu/art southern.edu/biology

southern.edu/business

southern.edu/chemistry

southern.edu/catalog

southern.edu/computing

southern.edu/edpsych

southern.edu/english southern.edu/fye

southern.edu/graduatestudies

southern.edu/history

southern.edu/journalism

southern.edu/jumpstart

southern.edu/library southern.edu/math

southern.edu/modernlanguages

southern.edu/music

southern.edu/nursing

southern.edu/online

southern.edu/health

southern.edu/physics southern.edu/pta
southern.edu/religion
southern.edu/socialwork
southern.edu/southern scholars
southern.edu/technology
southern.edu/tutoringcenter
southern.edu/writingcenter

SERVICES

southern.edu/academicsupport
southern.edu/access
southern.edu/activities
southern.edu/audiovisual
southern.edu/campussafety
saucampusshop.com
southern.edu/careers
southern.edu/chaplain
southern.edu/church
southern.edu/counseling
southern.edu/disabilitysupport
southern.edu/erc
southern.edu/finances
southern.edu/food
southern.edu/housing southern.edu/hr
southern.edu/lodging
southern.edu/international
southern.edu/intramurals
southern.edu/it southern.edu/notify
southern.edu/parent
southern.edu/register
southern.edu/retention
southern.edu/serve
southern.edu/streaming
southern.edu/studentmissions
southern.edu/successcenter
southern.edu/studentdevelopmentsouthern.edu/student support southern.edu/talge
southern.edu/thatcher
southern.edu/titleix southern.edu/tmc
southern.edu/transportation
southern.edu/universityhealth
southern.edu/vm southern.edu/wehaul
southern.edu/wellness
southern.edu/wsmc

STUDENT ASSOCIATION

accent.southern.edu
southern.edu/sa

Helpful Information

To use a campus phone, dial 8 before the phone number, all numbers use the (423) area code.

General Information	236.2000
Academic Administration	236.2805
Oversees management of all academic areas on campus	
Monday-Thursday, 8 a.m. to 5:30 p.m.	
Friday, 8 a.m. to 12 p.m.	
Admissions	236.2844
Monday-Thursday, 8:30 a.m. to 5 p.m.	
Friday, 8:30 a.m. to 12 p.m.	
Adventist Book Center, <i>adventistbookcenter.com</i>	396.2814
Sunday, 11 a.m. to 4 p.m.	
Monday-Thursday, 9 a.m. to 6 p.m.	
Friday, 9 a.m. to 3 p.m.	
Bietz Center for Student Life, <i>southern.edu/studentcenter</i>	236.2611
Home away from home for Student Life: game rooms, study rooms, event spaces. Other services included: The Southern Shoppe (bookstore), Student Association, Office of Ministry & Missions, Christian Service, Student Development, Student Life & Activities, CK ₂ Eatery, First Year Experience, Life Calling/Career Services, Counseling & Testing services, Disability Support Services.	
Sunday - 10 a.m. - 11:30 p.m.	
Monday-Thursday - 7:30 a.m. - 11:30 p.m.	
Friday 7:30 a.m. - 4 p.m.	
Saturday - 5 p.m. - 11:30 p.m.	
Campus Safety, <i>southern.edu/campussafety</i>	236.2100
Campus Safety personnel are available 24 hours a day, seven days a week. Services include: assistance with vehicle registration, motorist assists, life safety and crime investigation, lost and found, and safety escorts. Email: campussafety@southern.edu	
<i>Administrative hours:</i>	
Monday-Thursday, 7:30 a.m. to 5:30 p.m.	
Friday, 7:30 a.m. to 1 p.m.	
Cashier	236.2826
Monday-Thursday, 8:30 a.m. to 5 p.m.	
Friday, 8:30 a.m. to 12 p.m.	
CK2 (Eatery)	236.2719
Sunday, 4 p.m. to 9 p.m.	
Monday-Thursday, 10 a.m. to 9 p.m.	
Friday, Closed	
Sabbath, 6 p.m. to 9 p.m.	

Classical 90.5 WSMC, <i>wsmc.org</i>	236.2905
Classical radio station, also available for listening on WSMC app.	
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to 12 p.m.	
Collegedale Church, <i>collegedalechurch.com</i>	236-7100
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to 12 p.m.	
<i>Church Services:</i>	
Adoration, 9 a.m.	
Connect, 9 a.m.	
Merge, 11:45 a.m.	
Renewal, 11:45 a.m.	
Collegedale Credit Union <i>collegedale.org</i>	396.2101
<i>Drive-thru:</i> 7:30 a.m. to closing	
Sunday, 11 a.m. to 2 p.m.	
<i>Lobby:</i> Monday-Wednesday, 8 a.m. to 4 p.m.	
Thursday, 8 a.m. to 6 p.m.	
Friday, 8 a.m. to 2 p.m.	
Collegedale Police (non-emergency)	396.3133
Collegedale Post Office	396.9498
Monday-Friday, 9 a.m. to 4 p.m.	
Closed: Saturday, Sunday, and Holidays	
Computer Labs	
<i>Business/English</i> (Brock Hall 3 rd floor, check posted schedule for scheduled hours).....	236.2599
<i>Computing</i> (see posted hours).....	236.2706
Advanced Computing Lab (Hickman 118)	
Computing Lab (Hickman 116)	
<i>Education 21st Century Classroom</i> (see posted hours).....	236.2778
<i>Journalism Mac Lab</i> (Brock Hall 1st floor (see posted hours).....	236.2933
<i>Library</i>	236.2788
Sunday, 12 p.m. to 11 p.m.	
Monday-Thursday, 7:30 a.m. to 11p.m.	
Friday, 7:30 a.m. to 2 p.m.	
Nursing (Hours posted).....	236.2940
Sunday, 1:00 p.m. to 9:30 p.m.	
Monday-Thursday, 7 a.m. to 9:30 p.m.	
Friday, 7 a.m. to 2:30 p.m.	

Departments and Schools (Academic)

Departments

Allied Health	236.2926
Biology	236.2926
Chemistry	236.2931
English	236.2381
History	236.2381
Mathematics.....	236.2874
Modern Languages	236.2221
Lab	236.2742
Physics.....	236.2669
Technology	236.2860

Schools

Business and Management	236.2527
Computing	236.2936
Education and Psychology	236.2765
Journalism & Communication	236.2330
Music	236.2880
Nursing	236.2940
Learning Lab.....	236.2970
Skills Lab	236.2969
Physical Education, Health, and Wellness	236.2850
Religion.....	236.2976
Social Work	236.2768
Visual Art and Design	236.2732
Photography Lab	236.2933

Dining Hall, southern.edu/food	236.2399
Sunday, Closed	
Monday-Friday, 6:30 a.m. to 6:30 p.m.	
Saturday, 12 p.m. to 2:30 p.m.	

eClass Help Desk	236.2086
Technical support for eClass, clickers, and Turnitin assignments	
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to 12 p.m.	

Emergency (ambulance, fire, or police) .	911
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Graduate Studies	236.2694
Process applications for prospective students seeking admission into Graduate Studies	
Monday - Thursday, 8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m.	
Friday, 8:30 a.m. to 12:30 p.m.	

Gymnasium (Iles P. E. Center)	36.2850
Reserving racquetball courts, equipment, and facilities. For intramural information, go to	

southern.edu/intramurals or imleagues.com/southern. For more facility hours, go to southern.edu/wellness

Sunday, 5 p.m. to 9 p.m.

Monday-Thursday, 8 a.m. to 10 p.m. (except during classes/Convocations/Breaks)

Friday, 8 a.m. to 12 p.m.

Hulsey Wellness Center, *southern.edu/wellness*..... 236.2850

The Kayak (snack shop), rock wall, indoor and outdoor walking tracks, fitness floor, aerobics room, hot tub, therapeutic-massage, pool, locker rooms with steam baths and dry sauna

Sunday, 12 p.m. to 9 p.m.

Monday-Thursday, 5 a.m. to 10 p.m.

Friday, 5 a.m. to 2 p.m.

Information Technology

Audio Visual..... 236.2411

Monday-Thursday, 8 a.m. to 5 p.m.

Friday, 8 a.m. to 12 p.m.

Campus Cards..... 236.2707

New and replacement cards

Monday-Thursday, 8 a.m. to 5 p.m.

Friday, 8 a.m. to 1 p.m.

Computer Support Desk..... 236.2712

Monday-Thursday, 8 a.m. to 5 p.m.

Friday, 8 a.m. to 12 p.m.

Insurance (Risk Management) 236.2266

Monday-Thursday, 8 a.m. to 5 p.m.

Friday, 8 a.m. to 12 p.m.

International Student Advising 236.2845

Monday-Thursday, 8:30 a.m. to 4:30 p.m.

The Kayak (Snack Shop)..... 236.2592

Smoothie and sandwich bar

Sunday, 5 p.m. to 8:45 p.m.

Monday-Thursday, 2 p.m. to 9 p.m.

Friday-Saturday, Closed

Kiddie Campus 396.9253

Child day-care option

Monday-Thursday, 6:30 a.m. to 6 p.m.

Friday, 6:30 a.m. to 4 p.m.

Library (McKee) 236.2788

Databases, books, journals, magazines, center for the Study of 19th Century America, special collections, videos, and streaming media

Sunday, 12 p.m. to 11 p.m.
Monday-Thursday, 7:30 a.m. to 11 p.m.
Friday, 7:30 a.m. to 2 p.m.

Writing Center 236.2014

McKee Library, Main Floor
Sunday, 3 p.m. to 8 p.m.
Monday - Thursday, 9 a.m. to 8 p.m.
Friday, 9 a.m. to noon

Tutoring Center 236.2578

McKee Library, 3rd Floor
Sunday, 12 p.m. to 6 p.m.
Monday - Thursday, 9 a.m. to 6 p.m.
Friday, 9 a.m. to 1 p.m.

Office of Ministry and Missions - Bietz Center 2nd floor..... 236.2787

Spiritual care, outreach activities, Student Missions, Community Service, Christian Service, Vespers, and LifeGroups
Monday-Thursday, 9 a.m. to 5 p.m.
Friday, 9 a.m. to 12 p.m.

Online Campus..... 236.2087

Monday-Thursday, 8 a.m. to 5 p.m.
Friday, 8 a.m. to 12 p.m.

Outdoor Education Center southern.edu/outdoor..... 236.2850

Ropes Course and Alpine Tower (schedule by appointment). SOAP opportunities on the first Sabbath and first Sunday of every month.

Quick Print 236.2861

Copying, UPS, mail service, color copies, etc.
Monday-Thursday, 9 a.m. to 5 p.m.
Friday, 9 a.m. to 12 p.m.

Retention Services and Academic Support 236-2838

Academic Support Team, JumpStart, University Enrichment, retention.
Monday-Thursday, 8:30 a.m. to 5 p.m.
Friday, 8:30 a.m. to 12 p.m.

Records and Advisement/Transcripts 236.2899

Registration, class schedule, class add/drop, grades, transcripts, verifications for student loans or good student driving discounts, major or adviser changes
Monday-Thursday, 8:30 a.m. to 5 p.m.
Friday, 8:30 a.m. to 12 p.m.

Residence Halls

Talge Hall for Men 236.2994

Thatcher Hall for Women 236.2904

Thatcher South for Women..... 236.2910

Sunday-Friday, lobbies close at 11 p.m.

Saturday, lobbies close at 12:45 a.m.

Sheriff (non-emergency)..... 622.0022

Student Association - 3rd floor, Bietz Center (Check posted hours)..... 236.2723

Festival Studios 1st floor) 236.2678

Social Activities (3rd floor) 236.2603

Southern Accent (1st floor)..... 236.2612

Southern Memories (1st floor) 236.2613

SA President (3rd floor)..... 236.2600

Student Development - Bietz Center, 2nd floor 236.2814

Oversees management of the various aspects of student life: Residence life, Student Success Center, Student Life and Activities, Convocations, University Health Center, and student conduct.

Monday-Thursday, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

Friday, 8 a.m. to 12 p.m.

Student Employment (Human Resources) *southern.edu/hr* 236.2279 or 236.2278

Information about on and off-campus jobs

Monday-Thursday, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

Friday, 8 a.m. to 12 p.m.

Student Finance..... 236.2835

Financial aid awards, scholarships, federal work-study, student loans, summer camp scholarships, application forms, financial aid counseling

Monday-Thursday, 8:30 a.m. to 5 p.m.

Friday, 8:30 a.m. to 12 p.m.

Student Life and Activities - Bietz Center, 2nd floor..... 236.2484

Coordinates social activities, student organizations, and assists community students Monday-Thursday, 9:30 a.m. to 12 p.m. and 1 p.m. to 5:30 p.m.

Student Park

Reservations..... 236.2814

Cave Reservations..... 236.2785

Goliath Wall amphitheater reservations 236.2814

Student Success Center - Bietz Center, 3rd Floor

Monday-Thursday, 8 a.m. to 5 p.m.

Friday, 8 a.m. to 12 p.m.

Life Calling and Career Services (Ste. 3400)..... 236.2078

Counseling and Testing Services (Ste. 3800) 236.2782

Disability Support Services dss@southern.edu (Ste. 3900) 236.2574
First Year Experience (Ste. 3400) 236.2575

Teaching Materials Center, southern.edu/tmc..... 236.2661
Ellison dies are available for use without charge. Construction paper, card stock, copy paper, envelopes, file folders, some arts and craft supplies, as well as lamination, copying and printing are available for a minimal price. Please be prepared to pay cash, unless you are a Southern student charging more than \$.50 over the semester. Books, DVDs, artifacts from around the world, educational games, and manipulatives are available for loan. Holdings are listed in the McKee Library catalog.

Sunday, 3 p.m. to 8:45 p.m.
Monday-Thursday, 9 a.m. to 8:45 p.m. (Closed during Convocation)
Friday, 9 a.m. to 12 p.m.

The Southern Shoppe, saucampusshop.com..... 236.2152
Textbooks, school supplies, bath/beauty products, cards/gifts, Southern apparel

Monday-Thursday, 8:30 a.m. to 5:30 p.m.
Friday, 8:30 a.m. to 12:30 p.m.

Transportation Services 236.2716
Transportation to and from the airport, bus station, medical appointments, the Social Security office, and Groome Transportation connecting to Atlanta and Nashville airports. Requests must be made 24 hours in advance on southern.edu/transportation. For university breaks, students must sign up on southern.edu/transportation 48 hours in advance. Free to current students.

Monday-Thursday, 7:30 a.m. to 12 p.m. and 1 p.m. to 5 p.m.
Friday, 7:30 a.m. to 12 p.m.

University Health Center southern.edu/universityhealth..... 236.2713
Visit the UHC first for minor illnesses or injuries, wound care, lab work, immunizations, physicals, and referrals to area physicians.

Monday-Thursday, 8 a.m. to 12 p.m., and 1 p.m. to 5 p.m.
Friday, 8 a.m. to 12 p.m.

Village Market (health food store)..... 236.2300

Sunday, 8 a.m. to 6 p.m.
Monday-Thursday, 7 a.m. to 9 p.m.
Friday, 7 a.m. to 4 p.m.

Deli at the Village Market

Sunday, 9 a.m. to 1 p.m.
Monday-Thursday, 7 a.m. to 6:30 p.m.
Friday, 7 a.m. to 1:30 p.m.

Wright Hall

Academic Administration 236.2805
Monday-Thursday, 8 a.m. to 5:30 p.m.
Friday, 8 a.m. to 12 p.m.

Accounting..... 236.2820

Monday-Thursday, 8 a.m. to 5 p.m. Friday, 8 a.m. to 12 p.m.	
Cashier	236.2826
Monday-Thursday, 8:30 a.m.-5 p.m. Friday, 8:30 a.m. to 12 p.m.	
Enrollment Services	236.2835
Monday-Thursday, 8:30 a.m. to 5 p.m. Friday, 8:30 a.m. to 12 p.m.	
Human Resources	236.2279
Monday-Thursday, 8:30 a.m. to 5 p.m. Friday, 8:30 a.m. to 12 p.m.	
President’s Office	236.2801
Monday-Thursday, 8 a.m. to 5:30 p.m. Friday, 8 a.m. to 12 p.m.	
Records and Advisement	236.2899
Monday-Thursday, 8:30 a.m. to 5 p.m. Friday, 8:30 a.m. to 12 p.m.	
Transcripts	236.2921
Monday-Thursday, 8:30 a.m. to 5 p.m. Friday, 8:30 a.m. to 12 p.m.	
WSMC Radio (FM 90.5) wsmc.org	236.2905
Classical radio station Monday - Thursday, 8 a.m. to 5 p.m. Friday - 8 a.m. to 12 p.m.	

[1] Seventh-day Adventist Fundamental Beliefs No. 23

[2] See especially the General Conference of Seventh-day Adventists’ “Statement on Transgenderism” of April 12, 2017. <https://www.adventist.org/official-statements/statement-on-transgenderism/> and also the “North American Division Statement on Human Sexuality” of November 2, 2015.

[3] Responding to Changing Cultural Attitudes Regarding Homosexual and Other Alternative Sexual Practices,” April 8, 2014, General Conference of Seventh-day Adventists, Spring Meeting 2014.