Generally, the integration of faith, learning and living — developing the whole person through a commitment to Christ and to the Bible as the Word of God, an emphasis on lifelong intellectual growth, and the encouragement of Christian service and world missions through a servant-leadership lifestyle. **Specifically,**

the development of Christian scholarship — while acknowledging dependence on God, stressing Christian commitment to intellectual excellence through a strong liberal arts foundation and effective professional preparation. **The promotion of Christian ethics** — creating an atmosphere that emphasizes integrity and purity of thought and action. **The development of lasting relationships** — fostering personal and social relationships through interaction among faculty, staff and students; and stressing a lifelong commitment to marriage and the Christian family. **The promotion of wellness** — emphasizing that the body is the temple of the Holy Spirit and that lifetime health habits contribute to a better quality of life. **The promotion of citizenship within a global perspective** — developing a Christian understanding of and respect for other cultures through an emphasis on liberty and justice.
It’s Great To Be At Harding!

Welcome to campus! We are so glad you are here.

This student handbook contains important information on a wide range of topics. All of these details are anchored in the following words found in our mission statement: “We are, at our core, a Christian university. The character, example and concerns of Jesus Christ are the standards that shape us and chart the course for our future... For many years it has been our motto that Harding University integrates and celebrates ‘faith, learning, and living.’ The Christian world view is to be at the core of every academic discipline and every extracurricular activity on campus.”

We hope that you will be able to join the many thousands who enthusiastically agree that “it’s great to be at Harding,” and we pray that you have an incredible Harding experience.

— Dr. Bruce D. McLarty, president
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Servant-Leadership-Ministry Lifestyle</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Spiritual Growth</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>Honesty and Integrity</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Social Wellness</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>Personal Wellness</td>
<td>13</td>
</tr>
<tr>
<td>6</td>
<td>Disciplinary Procedures</td>
<td>14</td>
</tr>
<tr>
<td>7</td>
<td>Modest and Appropriate Dress</td>
<td>16</td>
</tr>
<tr>
<td>8</td>
<td>Serving Others</td>
<td>18</td>
</tr>
<tr>
<td>9</td>
<td>Online Etiquette</td>
<td>20</td>
</tr>
<tr>
<td>10</td>
<td>Campus Resources</td>
<td>23</td>
</tr>
<tr>
<td>11</td>
<td>General Information</td>
<td>30</td>
</tr>
</tbody>
</table>
Harding is a private, Christian liberal arts university that teaches the inspiration of the Scriptures and strives to follow Christ and all he taught. Students are encouraged to live up to the high expectations and policies set forth in this handbook as they are designed for optimum development of social, academic, physical, emotional and spiritual potential.

Students and faculty are encouraged to develop a servant-leadership-ministry lifestyle. Good citizenship exemplifies the integration of faith, learning and living. (section 1)

Spiritual growth is encouraged, and students are invited to maximize personal development in this area while at Harding by becoming personally involved with a congregation of believers. (section 2)

Students are expected to be men and women who pursue honesty and integrity. Lying, cheating, stealing or any form of dishonesty must be avoided. (section 3)

Social wellness is stressed, and students in the Christian university environment must exclude all forms of sexual immorality, pornography and profanity from their activities. (section 4)

Personal wellness is stressed, and students must abstain completely from the use of illegal drugs, alcohol or tobacco in any form. (section 5)

Students are expected to dress modestly and appropriately at all times. (section 7)

Students are encouraged to serve others as a way to reflect the mission of the university, both socially and spiritually, as this is the true test of success for any person or organization. This is encouraged through participation in service, academic and professional organizations. (section 8)

“But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.”
Galatians 5:22-23
Harding provides a Christian environment in which spiritual growth is central. In addition to the promotion of scholarly pursuits, the University endeavors to instill within each student a deeper spiritual quality that, coupled with academic growth, enables the student to build a blessed and useful life. All members of Harding’s administration and faculty are dedicated to building Christian character and responsibility within each student.

Harding University is built with Christ as its chief cornerstone. It provides a setting in which Christian training and participation are encouraged, as well as other opportunities for spiritual growth.

“Whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave - just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many.”
Matthew 20:26-28
1. **Bible Lectureship**: The annual Lectureship is conducted in the fall semester and centers around a biblical theme. Numerous speakers from on- and off-campus participate in the program.

2. **Mission trips**: Some programs host mission trips that provide graduate and professional students with kingdom expansion experiences. Please contact each program for specific details.
DEVOTIONALS
Periodic devotionals beside the Kenneth Davis Lily Pool, in the amphitheater, and at other locations enable one to become more aware of the wonders of God’s creation. Christian fellowship and worship are stressed in devotionals held in various settings in and around campus.

CHURCH SERVICES
To aid spiritual growth and to assist in the development and maintenance of Christian character, students are encouraged to be an active participant at the religious gathering or congregation of their choice. Though graduate and professional course schedules are varied and flexible, every effort is made to avoid direct scheduling conflicts with traditional worship schedules.

CHAPEL DEVOTIONALS
Chapel is important to the basic purpose of Harding University. Our reason for existence is the integration of faith, learning and living. Our major objective is that all students grow spiritually while attending this University. The University holds daily chapel services that graduate and professional students are welcome and encouraged to attend. Services last 35 minutes and always include a devotional period and announcements of general interest. The planned programs are designed to stimulate intellectual, religious, social or aesthetic development. Chapel is under the direction of the president of the University. Many programs are presented by students and student organizations. In addition to the spiritual emphasis and varied programs, chapel provides a coming together experience for the entire student body and faculty. The camaraderie and Christian fellowship opportunity is one of the unique aspects of student life at Harding. Graduate and professional programs often arrange for separate chapel devotionals for their students. Attendance and participation polices are available in program policy documents.

“Let us hold unswervingly to the hope we profess, for he who promised is faithful. And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another ... and all the more as you see the day approaching.”
Hebrews 10:23-25
**BIBLE CLASSES**

Knowledge of the Bible, along with personal and professional application of Christian principles, is one of the most important aspects of the development of Christian character. Every graduate and professional major has a requirement for biblical study. This varies by program, so consult with the program policy for more information.
Students are expected to maintain the highest standards of morality, integrity, orderliness and personal honor. A responsibility of those in the University community is to follow established rules and guidelines in order for the community to function more effectively. Harding University views each person as an individual with certain responsibilities to the University community and reserves the right to refuse admittance or dismiss any student whose lifestyle is not consistent with the Christian principles that Harding represents.

In any situation where a graduate/professional student is involved in an offense with an undergraduate student, sanctions against the graduate/professional student may include those listed in the undergraduate student handbook as well as this handbook.

Ethics and conduct codes, including program-specific criteria for dismissal, may be found in the policies for each program.

**Harding University considers the following to be in conflict with its mission, and therefore prohibited — participation in these will result in disciplinary action:**

1. **Dishonesty** in any form including academic misconduct as outlined in the academic integrity policy in the catalog; falsification of excuses; forgery; signing out of the residence hall falsely; and lying to University officials
2. **Gambling or wagering** on or off campus
3. **Entering false fire alarms, bomb threats, or tampering** with other fire safety equipment
4. **Unauthorized entry** into University facilities, **unauthorized access** of University rooftops, or **unauthorized possession** of keys to University facilities
5. The **illegal, unauthorized use** or **abuse** of Harding University’s **telephone, computer or network system** is prohibited. (See section on Acceptable Use of Harding University’s Information Systems & Technology, section 11.)
6. **Misuse of electronic devices**: Electronic devices (e.g., cell phones, PCs, tablets, Apple)
watches, game consoles, etc.) shall not be used in a manner that causes disruption in the classroom, library, chapel, or within any college-owned or college-operated facility. Abuse of any electronic devices with photographic capabilities, use of devices for purposes of photographing test questions or other notes and materials is a violation of academic honesty and will not be tolerated. Photographing individuals in secured areas such as bathrooms, locker rooms and other areas where there is a reasonable expectation of privacy and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited.

7. **Theft** of someone else’s property: The sale of someone else’s property without his or her permission will be dealt with as theft. **Theft would also include illegally sharing digital files such as music, video, movies, documents and images.** This would mean if a student is downloading digital files from sources that do not own the copyright of the files, the student is stealing those files. If a student copies and shares files with other people, that, too, is theft on their part and on the part of those who copy the files from that student. Harding University utilizes a software program called CopySense to monitor illegal downloading of copyrighted materials. Students violating copyright laws will be reported to the Office of Student Life where disciplinary action may be taken including, but not limited to, loss of network usage.

8. **Destruction, misuse, damage or deliberate defacing** of University, city, county, state or personal **property**

9. **Harassment** in any form including sexual harassment

10. **Threatening** harm to self or to others

11. **Hazing** of any kind

12. **Assault** or **battery**

13. **Display of an attitude** that is contrary to the Christian purpose for which Harding exists.

14. **Possession and/or use of any firearm/weapon or replica of a firearm/weapon on campus.** Firearms/weapons include guns, paintball guns, pellet/BB guns, airsoft guns, archery equipment, extraordinary knives, swords, slingshots, launching devices, and any other object that could cause bodily harm. Any firearm/weapon brought to campus (with the exception of handguns, which are not allowed) must be stored in the Office of Public Safety - located on the first floor of the David B. Burks American Heritage Building across from Admissions Services.

15. **Use of fireworks** on campus

16. **Operation of a drone** on campus

17. **Insubordination**, including failure to respond, to any school official

18. **Any violation of federal, state or local laws**
Harding University holds to the biblical principle that God instituted marriage as a relationship between one man and one woman and that gender identity is given by God and revealed in one’s birth sex. Students are prohibited from being married to or dating a person of the same sex. Neither may students engage in behavior suggesting a romantic relationship with a person of the same sex. The University further holds to the biblical principle that sexual relationships are unacceptable to God outside the context of marriage and immoral. Sexual immorality in any form will result in suspension from the university.

Men and women are discouraged from excessive public displays of affection.

Students are prohibited from possessing or displaying pornographic materials of any type. The use of vulgarity, profanity and similarly offensive language or offensive symbols will not be tolerated.

In any situation where a graduate/professional student is involved in an offense with an undergraduate student, sanctions against the graduate/professional student may include those listed in the undergraduate student handbook as well as this handbook.
ALCOHOL/DRUGS

As a Christian university community, we will attempt to take an approach to problems with alcohol or drug use characterized by compassion and encouragement, without prejudice on the one hand, and with directness, consistency, and firmness on the other.

The consumption, possession or storage of alcoholic beverages of any kind is prohibited. This prohibition includes on- and off-campus locations. Violation of this policy will result in disciplinary action.

Students who voluntarily come to a program administrator confessing involvement with alcohol will be afforded an opportunity to submit to a range of possibilities, up to but not including suspension or expulsion.

Harding forbids the use, possession, distribution, or sale of drugs or drug-related paraphernalia. Violation of this policy will result in suspension.

The University has a right to require a student to immediately participate in a polygraph test, drug test (blood, urine or hair follicle), or breath test.

TOBACCO

The use of tobacco in any form is not permitted at any time. The use of electronic cigarettes or vaporizers (with or without tobacco) is not allowed.

For more information, see Section 11.
Academic misconduct is covered in the Harding University Catalog including relevant academic misconduct disciplinary procedures.

When it appears a rule of conduct or procedure, in the case of an individual or organization, has been broken, the appropriate graduate/professional program administrator shall conduct an investigation. If, as a result of the investigation, it is determined that disciplinary procedures are warranted, the student or organization will be asked to appear before the appropriate student affairs personnel. After the meeting, the student or organization will be informed of the specific charge(s) being made, the penalty imposed, and the right to an appeal to the appropriate graduate/professional program administrator.

**DISCIPLINARY SANCTIONS**

Any or all of the following can be imposed for a given infraction.

1. Warning: a written or verbal reprimand.
2. Disciplinary Probation: probation for a specified period of time. It may carry with it other conditions to be met (e.g., restriction of participation in extracurricular activities, restriction from holding student office or joining student organizations, etc.).
3. Special Action: designed to enhance the educational intent of the disciplinary process. Examples include: payment of damages, extracurricular activity restrictions, community service, educational sanctions, and counseling referrals.
4. Suspension: a bar from attending the University for a specific period of time. It carries with it the following conditions:
   A. Must remain off campus during the period of suspension.
   B. May not live or board in University facilities.
5. Expulsion: a permanent bar from attending the University.
IMPORTANT DEFINITION:

“Harding student” is defined as any person who has registered for courses at the University, even though such person is not, at the time of the incident, attending classes. Therefore, any student who has registered for classes but who has not actually attended classes, or is away for holidays or between semesters, or who is living away from the Harding campus in the summer is still considered to be a Harding student and subject to the rules and regulations of Harding University.

In any situation where a graduate/professional student is involved in an offense with an undergraduate student, sanctions against the graduate/professional student may include those listed in the undergraduate student handbook, as well as this handbook.
All members of the Harding community are expected to maintain standards of modesty and decency in dress appropriate to the Christian lifestyle and consistent with professional employment expectations. For these reasons, students are expected to adhere to an established dress code.

Additional standards of dress may be required by certain graduate and professional programs and will be stated in each program’s policies.

**MEN AND WOMEN**

1. Clothing should be neat, clean, and relatively free of the tattered and worn look. Shoes are required to be worn on campus.

2. Tight or form-fitting attire (such as leggings) and garments designed as underwear or sleepwear should not be worn as outerwear. Undergarments should not be visible.

3. Shorts should be mid-thigh or longer in length. Shorts are not permitted in classes, chapel, or lyceum events such as American Studies programs.

4. Clothing that is unusual or displays material inconsistent with the mission of the University is prohibited.

5. Hair should be neat, clean, and free of extreme styles; unnatural hair colors are not permitted.

“All members of the Harding community are expected to maintain standards of modesty and decency in dress appropriate to the Christian lifestyle and consistent with professional employment expectations. For these reasons, students are expected to adhere to an established dress code.

Additional standards of dress may be required by certain graduate and professional programs and will be stated in each program’s policies.

**MEN AND WOMEN**

1. Clothing should be neat, clean, and relatively free of the tattered and worn look. Shoes are required to be worn on campus.

2. Tight or form-fitting attire (such as leggings) and garments designed as underwear or sleepwear should not be worn as outerwear. Undergarments should not be visible.

3. Shorts should be mid-thigh or longer in length. Shorts are not permitted in classes, chapel, or lyceum events such as American Studies programs.

4. Clothing that is unusual or displays material inconsistent with the mission of the University is prohibited.

5. Hair should be neat, clean, and free of extreme styles; unnatural hair colors are not permitted.

**“Your beauty should not come from outward adornment. ... Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.”**

1 Peter 3:3-4

**“Clothe yourselves with compassion, kindness, humility, gentleness and patience.”**

Colossians 3:12
WOMEN

1. Tops must have at least 2-inch shoulder straps. Clothing must not be lowcut and may not reveal cleavage or the midriff. Halter tops are not permitted.

2. Skirts and dresses must not have hemlines or slits that extend above the knee. Banquet dresses may be strapless; however, the back must not extend below the natural bra line.

3. Piercing is limited to the wearing of earrings and a small nose stud or ring.

MEN

1. Shirts must be worn at all times. Tank tops and body shirts are limited to athletic participation only.

2. Caps, hats and do-rags are not permitted in classes or chapel.

3. Piercing is limited to the earlobes and the wearing of small earrings or studs.
“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”
Colossians 3:23-24

**BISONS FOR CHRIST:** The Bisons for Christ ministry dedicates one day per semester to serving the community of Searcy and surrounding White County. Approximately 1,000 students, faculty and staff members participate in the annual event serving the community.

**Backpack Buddies:** The Cloverdale church of Christ fills approximately 50 backpacks each week to send home with elementary school students, referred by the schools, who do not have enough to eat over the weekend. For more information, call 501-268-4553.

**Christian Health Ministry of White County:** An outreach of the Downtown church of Christ, the Christian Health Ministry (CHM) of White County is a non-profit faith-based holistic outreach care ministry with a mission of promoting the physical, emotional and spiritual wellness of the medically disadvantaged in White County. The CHM is located at 104 East Vine St. in Searcy and is open every other Sunday afternoon, 1-5 p.m. For more information, call 501-268-5383.

**Jail Ministry:** Through a collaborative effort of the College Church of Christ and the chaplain of the White County Detention Center, those serving jail sentences in the county are not separated from hearing the gospel. More than 50 volunteers, including Harding faculty, staff, students and interested locals, serve the jail during various times each month. Call 501-268-7156 for more information.

**HIS House:** For 18 years, HIS House at the College Church of Christ has served White County families in need with clothes, food and household items. Between 75 and 80 volunteers work each week to pick up food, unload trucks, stock shelves, sort and size clothes.
and household items, and interview and serve approximately 80 families. Call 501-268-1105 for more information.

**Searcy Children's Home:** Since it began in 1974, the Searcy Children's Home has provided care to more than 1,000 children in need of help through its residential, foster care, maternity and adoption services. The Sharing Shoppe, located at 111 West Arch Ave. in downtown Searcy, is a thrift store whose proceeds help to support the Searcy Children's Home. For more information, call 501-268-3243.

**OTHER SERVICE OPPORTUNITIES:** Each graduate and professional program may have its own opportunity for service. Please consult each program’s policy document for more information.
Two issues are addressed in this section: (1) appropriate behavior regarding the use of social media, and (2) appropriate behavior for participation in online courses. Please note that each program may also have specific policies regarding online communications. Refer to each program’s policy document for more information.

Social Media

The steady growth of social media has outpaced both legal and ethical implications. Currently, multiple lawsuits are pending that involve such issues as employee privacy, an employer’s right to know, contested ownership of social media accounts, and libel.

It is extremely important that students use caution regarding any postings made using social media. This includes, but is not limited to, Facebook, Twitter, YouTube, Instagram, Snapchat, and LinkedIn. There is no doubt that future employers will be conducting social media background checks on potential employees, and an inappropriate posting could mean the difference between getting a job or being passed over for further consideration.

As a student, be mindful of both the personal and professional reputations you are building. Know that potential employers will easily see careless and/or inappropriate postings and that such postings can severely damage a reputation (Proverbs 25:10). Following graduation and employment, be certain to become familiar with and abide by employer’s policies regarding social media and internet usage.
Online Courses

Many graduate and professional classes are offered online. Participating in an online course opens up a new area of social interaction where communication occurs solely by way of the written word. Absent from communication are the nonverbal cues to which we have become accustomed in the traditional classroom, including but not limited to tone of voice, body language and facial expressions.

1. **Consider the language of electronic communication.** While certain new styles of communicating have become common in the virtual age, some are inappropriate in an online course. For example, do not submit a message as though texting. “ru going to snd the article 2me?” is inappropriate in a virtual classroom, and may convey that the author is immature and/or unprofessional. Also avoid typing in all caps, which is conveyed as shouting. Avoid the overuse of exclamation points. The use of emoticons such as :-) or :( should be limited.

2. **Show respect.** In an online class, fellow students may have cultures, backgrounds and beliefs very different from one another. Remember to always be respectful.

3. **Consider the privacy of others.** Ask for permission prior to sharing someone’s email messages or private information with others.

4. **Do not send inappropriate material.** Remember, the online environment for a course is a (virtual) classroom. Do not forward virus warnings, chain letters, jokes, political messages, and the like to classmates or instructors. The sharing of pornographic material, photographic and/or text, is forbidden. If you would not say something or share something in person in front of a traditional classroom, do not share it in the virtual classroom.

5. **Spellcheck.** If the online learning environment does not have a spellcheck feature, use a word processor to ensure a response is correct before cutting and pasting it into the online discussion forum. Remember that misspelled words will reflect poorly on student performance.

6. **Read first, write later.** Be sure to read the comments of the instructor and other students before adding new comments; otherwise it will appear as though others’ input is being ignored. It is
7. **Ensure clarity.** Write concisely and clearly. Remember the advice about having a topic sentence and sticking to it to avoid going off on tangents.

8. **Choose words carefully.** It is easy to misinterpret written text. For example, without the nonverbal cues that help us to interpret the speaker’s intent, sarcasm and even an attempt at humor might be misinterpreted. Another example can occur when a person has strong emotions regarding a topic. In such a case, avoid using strong language, words in capital letters, and excessive exclamation points. Re-read written responses from the audience’s point of view before hitting “send.”

9. **Think twice before hitting the send button.** There is an old adage among carpenters, “Measure twice, cut once.” In an online learning environment, that can be modified to read, “Review twice, send once.” Always review a message before sending it. Once sent there is no taking it back. Review comments for spelling, grammar, clarity, tone, and appropriateness before hitting “send.”
Students at Harding University are encouraged to look for ways to serve others. At the same time, students will encounter the many services the University strives to provide. Some of these services include the following:

SEARCY CAMPUS STUDENT CENTER

The Hammon Student Center is the hub of Harding University. In this building you will find a variety of services: a U.S. Post Office and campus mail room; a food court featuring Chick-fil-A and Panda Express; and a student lounge area for meeting friends and just hanging out by the big-screen TV or around the fireplace, where you can enjoy Einstein Bros. Bagels and Taco Bell. Also in the Student Center are the Harding University Bookstore (HUB); the Harding University POD Market; the Office of Student Life, which also houses the lost and found; the Center for Student Success; the Student Association Office; Shores Chapel; and bulletin boards where notices are posted about various campus activities.

Three other snack shops are located in the Mabee Business Building, the Brackett Library, and the Farrar Center for Health Sciences where beverages, snacks, and sandwiches can be purchased. There is also a Starbucks Coffee Shop located in Legacy Park on the west side of Dr. Jimmy Carr Drive.

CENTER FOR STUDENT SUCCESS

The mission of the Center for Student Success is to promote the success of all students by providing comprehensive programs and services which advance academic achievement and personal development. The Center for Student Success is a one-stop, all-inclusive center where students may access and be referred to extensive support and advising services. Offices within the Center include Academic Advising, Academic Resource Services, Career Services, Disability Services, Multicultural Student Services and TRIO McNair Scholars. Professionals in these offices provide a variety of support and advising services to students at no charge. The Center for Student Success is located on the second floor of the Student Center in room 236. The center also can be reached by e-mail at studentsuccess@harding.edu.

ACADEMIC RESOURCE SERVICES

Academic Resource Services provides information and assistance necessary for academic success and lifelong learning to all students. A range of support and resources include:

- A learning environment that is supportive of the academic, social, and spiritual needs of all university students.
• **Academic counseling** for students who need assistance with how to learn more effectively, efficiently, and confidently. Learning enhancement seminars (HU Hacks) covering a wide variety of topics pertaining to students' personal and academic success.

**CAREER SERVICES**

Career Services, located in Student Center Room 239, helps students and alumni in several ways.

• **Career coaching** is available to assist students who are unsure about their major and/or career plans.

• **Students receive** assistance in developing job-hunting skills, such as resume preparation, interviewing skills, networking, job-search strategies, etc.

• **Many resources** are available to assist students in their job search, including on-campus interviews, job postings, and career fairs.

**DISABILITY SERVICES**

It is the policy of Harding University to accommodate students with disabilities pursuant to federal and state laws. Therefore, any student with a **documented** disability (e.g., physical, learning, or psychological) who needs to arrange any accommodations must contact his/her instructors and the disabilities director at the beginning of the semester. (If the diagnosis occurs during the academic year, the student must self-identify with the disabilities director as soon as possible in order to get academic accommodations in place for the remainder of the year.) Reasonable accommodations will be provided depending on the documentation of the disability provided from an appropriate licensed health professional who made the diagnosis of the disability according to ADA guidelines.

Disability Services is located in Student Center room 219; telephone 501-279-4019.

This statement represents a responsiveness to federal expectations. It also reveals the desire on the part of the institution to meet its own commitments to student in the academic arena who have documented disabilities.

Since some graduate and professional courses are taught at different sites and students may not have access to Disability Services, the student must (1) self-identify with the instructor of each course, and (2) submit documentation by email to Disability Services on the Searcy campus.

Please note that, at the graduate and professional levels, test accommodations are not provided in Disability Services but are arranged at the program level. Upon receiving the appropriate documentation approved by ADA guidelines, academic accommodations may be discussed by the instructor via a telephone conference with the disability services director. If you have questions, please contact Teresa J. McLeod, M.Ed., disability services director, at 501-279-4019 or tmcleod@harding.edu.

**MULTICULTURAL STUDENT SERVICES**

Multicultural Student Services (MSS) aims to encourage learning and enrich experiences of students of diverse populations. Multicultural Student Services, in conjunction with the Center for Student Success, work with students by offering services such as free tutoring and academic coaching to help make the transition as smooth as possible. This office also offers enrichment to Harding students by way of annual cultural events hosted by the Multicultural Student Action Committee. These services and activities provide the opportunity for students to succeed academically as well as enjoy rich cultural experiences.

**STUDENT IDENTIFICATION**

At the beginning of each school year, incoming students are issued a student identification card. This card is to be carried at all times on campus and at all Harding activities off campus, and it may not be used by any other person. The ID card must be shown upon request to any school official.
The ID card serves as:

- A library card
- Admission to athletic events
- Key card access to academic buildings appropriate to each student’s program, if required

Lost ID cards must be replaced in the Security Technology Center (605 E. Center Street) at a cost of $10 to the student. This office is responsible for issuing ID cards as well as managing electronic access control (card locks), security cameras and other security-related technologies. ID cards are made Monday through Friday between the hours of 8 a.m. and 4 p.m. The phone number is 501-279-5678.

If a University official (including faculty and staff members) asks a student to surrender the ID card, the student must comply. Failure to do so will result in disciplinary action. In case of pending disciplinary action, a student’s ID card may be held. If a student withdraws from school, the ID card must be returned to the University.

Any person not possessing a valid ID card will be treated as a nonstudent.

SHORES CHAPEL

Shores Chapel is reserved for:

- Large-group and small-group devotionals
- Club devotionals
- Small-group a cappella singing
- Weddings

To reserve Shores Chapel, contact the director of scheduling in the American Studies Institute.

STUDENT SUPPORT AND COMMUNICATIONS

Student Support and Communications provides all University students with an e-mail/Internet account while they are enrolled at Harding. The account serves as the official electronic communication channel for the University and must be checked regularly. Use of this account will constitute acceptance of the rules and regulations as stated in the following policy:

Use of this account will constitute acceptance of the rules and regulations as stated in the Policy for the Responsible Use of Information Systems and Technology. This policy can be found on the web at harding.edu/ist/useofist.

Internet connections are provided in all Harding residence halls and on-campus apartments, including Village and Legacy Apartments. Use of this DormNet connection will constitute an acceptance of the rules and regulations as stated in the following policies:

1. Policy for the Responsible Use of Information Systems and Technology
2. DormNet Agreement

These policies can be found on the Web at harding.edu/ist/its/studentguide.

Student Support and Communications is located on the second floor of the Administration Building, Room 203. Office hours are 8 a.m. to noon and 1 to 5 p.m., Monday through Friday. The phone number is 501-279-4545, and the campus box number is 12264.

The DormNet Help Desk is open from 11 a.m. to 10 p.m., Monday through Thursday and from 11 a.m. to 5 p.m. Friday.

BUSINESS OFFICE

The Business Office is responsible for the financial portion of registration, billing and collection of student accounts, charging meal plans, and posting charges and payments to student accounts.

Questions regarding charges, withdrawal percentage on dropped classes, refunds on residential rent, and meal plans should be directed to the Business Office. Financial obligations for charges begin at the time a student registers. Ensuring payment of all charges is the student’s responsibility. All past-due accounts are subject to credit bureau reporting. If necessary to enforce payment, attorney fees, court costs and collection agency fees may be added to the amount owed. Transcripts will be released when accounts are in current status. Each account holder is responsible for informing
the school of changes in name, address and telephone number.

**HERITAGE INN**

The Heritage Inn is a hotel located on the Searcy campus. Guests are just steps away from the auditorium, executive conference rooms and banquet rooms, while parents are within a short walk of the residence halls or classrooms.

Located in the David B. Burks American Heritage Building, the Heritage Inn offers comfortable rooms at reasonable prices. A continental breakfast is available each morning, and all rooms are equipped with televisions, microwaves, refrigerators, hair dryers, irons and ironing boards.

The campus phone number is ext. 4700; the reservation numbers for off-campus calls are 501-279-4700 or 888-766-2465.

**HARDING UNIVERSITY PIPELINE**

Pipeline is Harding University’s online portal and official Harding University Apps. Official Harding University Apps are those maintained or approved by the IS&T Department at Harding. It provides services that let students take care of a number of things. When students access Pipeline and approved Apps (pipeline.harding.edu) they can:

- Check campus announcements on the Whiteboard, e.g., chapel announcements and schedule, personal announcements, departmental messages, emergency notification, etc.
- Register for classes during registration times
- Take part in various campus surveys and elections
- Check their Harding accounts
- Request a transcript
- Update personal information
- Register in the emergency notification system
- Look up classes
- Complete required paperwork for graduation

Pipeline is a one-stop resource center for students. It also has links to students’ mail and calendar and to the learning management system used at Harding.

**BRACKET LIBRARY INFORMATION**

Brackett Library provides 24/7 service to the Harding community through online resources with access to more than 120 databases providing full-text articles, ebooks, and print materials that support the curriculum. The library webpage is available at harding.edu/library. In addition, best seller, Christian fiction and juvenile literature collections are also available. Librarians assist in locating electronic and print resources. Library instruction is provided to classes upon request and individual assistance is available at the Information Desk.

Harding students may check out an unlimited number of regular stack books. For most students, stack books are checked out for two weeks and may be renewed once. Graduate, professional and honors students may check out books for three weeks. Students with overdue items will receive courtesy notices through their Harding email. At four weeks overdue, books are “assumed lost” and the student is charged an overdue/replacement fee of $60 or the replacement cost, if more. Should the item be found and returned after the fee has been paid, a portion of the fee will be refunded. Checkout periods and fines for juvenile books, reserves, best sellers and multimedia vary. Periodicals and some reference books cannot be checked out.

The Interlibrary Loan Services Department borrows or purchases materials that are not available locally. A fee of 10 cents per page for articles and $1 per book is charged.

Wireless Internet connection and designated areas for group study are available. A coffee shop is in the building. Students are encouraged to offer suggestions for collection development or services via the online suggestion box. Two student representatives serve each year on the Library Committee.
Hours of operation:
Sunday
1 p.m. – 11 p.m.
Monday - Thursday
7:45 a.m. – 11 p.m.
Friday
7:45 a.m. – 5 p.m.
Saturday
11 a.m. – 7 p.m.
Summer hours or changes in regular hours will be posted in advance.

INTERNATIONAL STUDENT ADVISER
Located in Room 237 of the Student Center, this office exists to help international students in procedures, expectations and requirements between the educational procedures of the United States and their home countries.

The international student adviser is responsible for providing assistance on immigration matters; coordinating all campus and community services available to international students; providing a liaison with sponsoring agencies and foreign governments; and promoting interaction between the international students, the University and the local community.

PUBLIC SAFETY
The Office of Public Safety is located on the north side of the Heritage building across from Admissions Services. The phone number is 501-279-5000. Public Safety officers are on duty 24 hours a day, every day of the year. The Office of Public Safety may be contacted for on-campus emergencies as well as other student needs, such as locked keys in a vehicle, jump starting a battery, emergency transportation to the hospital, and courtesy escorts after dark.

Public Safety officers are medical First Responders and certified in CPR. They have additional training in crime prevention, emergency response and other public safety concerns. Any suspicious behavior, on-campus traffic accidents, on-campus emergencies, and all crimes occurring on campus should be reported immediately to the Office of Public Safety. Information about campus security, safety programs and procedures, fire statistics, and crime statistics is available in compliance with the Jean Clery Disclosure of Campus Security Policy and Crime Statistics Act.

A copy of the annual security and fire report can be obtained at harding.edu/public-safety/security-report or by contacting the Harding University Office of Public Safety.

The Office of Public Safety has a number of armed officers commissioned by the state of Arkansas. Security cameras and networked access control are used in various locations on campus.

Any questions concerning parking regulations, parking citations or violations should be directed to the Office of Parking Services located at 605 E. Center Street.

PERSONAL AND RELATIONAL COUNSELING SERVICES
The Counseling Center at Harding is located on the third floor of the McInteer Building and provides services to students at no fee. The counseling services are provided by male and female Christian professionals with advanced training and many years of experience. Counseling is confidential and offers help with personal issues and relational or social concerns. Areas of need may include dating, family conflicts, eating disorders, depression, anxiety, pornography, sexual addiction, and other emotional, social, and spiritual lifestyle conflicts. Strong emphasis is given to overcoming alcohol and drug related problems as well as other areas of personal struggle. Students can also access support groups and other resources that help in the resolution of concerns.

A student may voluntarily request help from the center by contacting ext. 4347 or emailing counseling@harding.edu or by accessing their website at harding.edu/counseling for additional information.

Any student may be referred by instructors and other University officials. Any student can obtain help in assessing and overcoming difficulties in this positive and confidential environment.

HEALTH SERVICES
Harding University maintains a health care center called Student Health Services. It is directed by a registered nurse with a
Bachelor of Science in Nursing, (BSN). The clinic is available to all registered students and provides symptomatic care for illness, accidents and emergencies that can be treated within the scope of practice of a registered nurse.

There are no fees for treatments or medications received at Student Health Services, with the exception of some vaccines (flu, tetanus, allergy shots and TB skin tests). These are given at cost or for a nominal fee. Allergy shots are given at specific times under the oversight of a nurse practitioner or a physician assistant twice a week during fall and spring semesters and once a week during summer clinic hours. Contact Student Health Services for the specific hours. A letter of permission from the allergist plus instructions must accompany the medication. All recipients of allergy injections at Student Health Services are required to wait at least 20 minutes for observation after receiving the injection. Other vaccines such as hepatitis A, hepatitis B and others are given at specific times in the Farrar Center for Health Sciences. These are given at cost or for a nominal fee. Contact Dr. Jeanie Smith (501-279-5532 or jsmith17@harding.edu) for more information.

The campus health service does not cover X-rays, dental care or prescriptions. The University does not assume financial responsibility for any medical services that are arranged either for/by a nurse or student. Having health insurance is recommended for each student. If this is impossible, a health emergency fund is recommended (enough money to cover an office visit and to buy medications). Health service eligibility ends with the termination of student status.

Student Health Services is located at 115 Dr. Jimmy Carr Drive (across from Starbucks). The office phone number is 501-279-4346 (campus ext. 4346). Dial 0 to speak to the receptionist.

**Hours of operation:**

- Fall and spring semesters Monday - Friday 7:30 a.m. - 4:15 p.m.
- Intersession, Summer I and II Monday - Friday 7:30 a.m. - 12:30 p.m.

Student Health Services is closed when undergraduate students are not in academic sessions, Saturdays, Sundays, holidays and vacation breaks. If immediate assistance is needed, contact the Office of Public Safety at ext. 5000 or go to the local emergency room at Unity Health located at 3214 E. Race Ave. Students who become ill or injured during clinic hours may report to Health Services for advice or medical care.

**POSTAL SERVICES DEPARTMENT**

**CONTRACT POSTAL UNIT**

The University operates a Contract Postal Unit (CPU), located in the Hammon Student Center, under federal postal laws and regulations. The CPU offers postal services, including Express Mail, Certified Mail, Registered Mail, International mail, mailing of parcels and postal stamp sales. The CPU also offers Western Union money orders and money transfers.

**Hours of operation:**

- Monday 9 a.m.-4 p.m.
- Tuesday–Friday 8:30 a.m.–4 p.m.
- Saturday and Sunday: Closed

**CAMPUS MAIL SERVICES**

Separate from the CPU, the University operates Campus Mail Services. University housing is not serviced by U.S. Postal Services home delivery in Searcy; therefore, all students living in University housing are required to have a campus box at no charge. These boxes are typically assigned to students upon registration. A student is not allowed to receive mail/parcels for another person in their box (with the exception of spouse and/or children). Mail will be returned to sender if improperly addressed. Full name and box number are required for delivery of mail. The correct format for receiving items through Campus Mail Services is:

- Name/Department
- HU 12345 (campus box number)
- 915 E. Market Ave.
- Searcy, AR 72149-5615

Mail sent through Campus Mail Services is in fact mail delivered to the University. The laws and regulations relating to U.S. Postal Service mail delivery only apply before mail has been delivered to
Upon delivery to the University, all mail is sorted to individual campus boxes. Upon graduation or withdrawal from school, students must complete a change of address in Pipeline so mail may be forwarded. When leaving the University permanently, students should also notify magazine, newspapers and other correspondents of any address change. Students leaving to attend an International program or leaving for the summer must complete a change of address in Pipeline. This will allow mail to be forwarded until the student's return to the University. Students no longer residing in University housing, must notify Campus Mail Services in order to keep/close their campus box.

Campus Mail Services also offers an intra-campus mail service for sending and receiving mail communication between departments, students, faculty and staff. Multiple pieces of candy, home-baked goods, etc., must be in factory sealed containers or Ziploc bags. The following items will not be accepted for delivery by Campus Mail Services: any item deemed potentially hazardous, liquids, fruit, vegetables, flowers, or 8.5 x 11 sheets of paper (each sheet must be folded in half or thirds prior to being submitted to Campus Mail Services).

**Hours of operation:**

- **Monday**
  - 9 a.m.–5 p.m.
- **Tuesday–Friday**
  - 8:30 a.m.–5 p.m.

Dining Services

Harding University’s Dining Services is proud to offer one of the best campus dining programs around. Harding is a unique place requiring a unique dining program. The student body is composed of people from almost every state and dozens of foreign countries, each seeking something a little different from their meal plan. Quality, variety, convenience and flexibility are all combined to offer a dynamic dining experience. Dining Services strives to keep pace with the ever-changing trends in food service and welcomes your input.

The Charles M. White Cafeteria offers a wide variety of foods including freshly made wraps, pastas and sauces, pizza, stir fry, deli, salad bar, Mexican food, flame-broiled burgers with fries, comfort food, ice cream, cakes, pies, fresh fruit, and more.

**Hours of operation:**

- **Monday–Friday**
  - Breakfast
    - 7-10 a.m.
  - Lunch
    - 10:30 a.m.–1:30 p.m.
  - Light Lunch
    - 1:30–4:30 p.m.
  - Dinner
    - 4:30–8 p.m.
- **Saturday and Sunday**
  - Brunch
    - Closed at 4:30 p.m.
  - Dinner
    - 4:30–8 p.m.
  - Summer
    - Closed at 4:30 p.m.
PROCEDURES FOR WITHDRAWAL FROM THE UNIVERSITY

Occasionally students find they must withdraw completely from the university. The following are steps for withdrawing from the university for students enrolled in classes on the Searcy campus:

1. The student must begin the withdrawal process through his/her program office. Each program may differ, so please consult with the program’s policy document.

2. The student is then required to visit with the Office of Financial Services for an exit interview.

3. The student will submit the completed and signed withdrawal form to the Registrar’s Office.

The following are steps for withdrawing from the university for students who are enrolled in a class not on the Searcy campus or only in online courses:

1. The student must begin the withdrawal process through his/her program office. Each program may differ, so please consult with the program’s policy document.

2. The program office will notify the Office of Financial Services, Business Office, and Registrar’s Office of the withdrawal.

Students will not be considered officially withdrawn until the registrar has received notification and completed the drop for all classes. Students who do not complete an official withdrawal may receive a failing grade for each class. Students should consult their respective program offices for official withdrawal deadline dates.

MANDATORY PSYCHIATRIC WITHDRAWAL OF STUDENTS

1. A student will be subject to mandatory psychiatric withdrawal if the administration, Counseling Center, or other consulted mental health professionals conclude the student is suffering from a mental disorder, as defined by the current American Psychiatric Association Diagnostic Manual or its equivalent, and, as a result of a mental disorder, engages or threatens to engage in behavior that:

   A. Poses a significant danger of causing imminent physical harm to others; or

   B. Substantially impedes the lawful activities of other members of the campus community, including disruption of residence hall or apartment complex life routine; or
C. Reasonably indicates that the student is unable to successfully complete current academic requirements at the University.

2. Except in emergencies, adequate advance notice must be given to the student that he or she may be subject to mandatory psychiatric withdrawal from the institution. Interim psychiatric withdrawal may be implemented immediately by the appropriate administrator. A student withdrawn on an interim basis shall be given an opportunity to appear personally before the administrator or a designee within 36 hours from the effective date of the withdrawal. For those situations that are not regarded as emergencies, an opportunity will be given to appear within seven business days after the student has been evaluated by the licensed mental health professional selected by the school. The student will remain withdrawn pending completion of the informal proceedings.

3. The appropriate school administrator may require a psychiatric evaluation for good cause.

4. The findings of the health care professional shall be reviewed by an administrator to determine that a psychiatric withdrawal is recommended.

5. The student and family member or mental health professional is to be allowed the opportunity to examine the psychiatric evaluation and to discuss it in an informal proceeding before any final determination is made.

6. Prior to readmission, a student will be required to provide a written evaluation from a licensed mental health care professional and to submit to an evaluation by the University’s Counseling Center staff.

As in the case of any procedural guidelines, Harding University reserves the right to change or to make appropriate revision, additions, amendments or corrections.

PARKING: PRIVILEGES AND RESPONSIBILITIES

Note: Graduate and professional students who attend night and weekend classes on the Searcy campus should be aware that parking spaces designated with red lines are reserved for faculty and staff from 7:30 a.m. through 5:30 p.m. Students may park in faculty and staff parking Monday through Friday from 5:30 p.m. to 7:30 a.m. and any time on weekends.

For parking information at other locations, please contact the director of that location.

1. The campus and buildings of Harding University are private property. The Office of Parking Services is responsible for regulating and enforcing parking regulations.

2. All parking violations should be handled through the Office of Parking Services located at 605 E. Center Street.

3. All traffic accidents or mishaps should be handled through the Office of Public Safety by calling 501-279-5000.

4. All Harding students are required to carry a valid Harding ID card at all times while on campus. This ID card must be surrendered to any Harding University faculty member, staff member, public safety officer or parking enforcement officer upon request.

5. Harding University assumes no financial responsibility for any vehicle or its contents while parked on campus.

VEHICLE REGISTRATION

1. All students who attend classes on the Searcy campus, full- or part-time, graduate, professional or undergraduate, living on or off the Searcy campus, must register any vehicles they wish to park on campus.
2. All vehicles driven on the university’s Searcy campus must be properly licensed and registered with the Office of Parking Services.

3. All motorcycles required to be licensed by the Department of Motor Vehicles must be properly licensed and registered with the Office of Parking Services.

4. All students, faculty and staff members who own one or more vehicles are required to register their vehicle(s) and correctly display a valid parking permit.

5. Permits must be affixed to the vehicle in the manner in which they were designed by the manufacturer. This will constitute the final phase of vehicle registration. The permit must be correctly affixed to avoid penalty.

6. Specific registration instructions can be found online at www.harding.edu/pts with a $30 annual auto registration fee.

7. Students who change vehicles during the school year must transfer their permit by affixing the permit to the new vehicle and updating the vehicle information online. Students should contact the Office of Parking Services for any assistance with the transfer of vehicles, if needed.

8. The Office of Parking Services may utilize online resources to identify the owners of unregistered vehicles. Unregistered student-owned or student-driven vehicles may be registered by the Office of Parking Services, and all applicable fines will be applied to the student’s account. Unregistered vehicles that accrue a minimum of five (5) citations may be towed at the owner’s expense.

9. Students who falsify registration information are subject to disciplinary action.

REGISTRATION SPECIAL CIRCUMSTANCES

1. Physically disabled persons who are connected with the University and who suffer a permanent or temporary physical disability may apply at the Office of Parking Services for special parking consideration.

2. Faculty, staff and students who have a motor vehicle registered and for some extraordinary circumstance find it necessary to operate and park an unregistered vehicle on campus may obtain a temporary permit without cost for a period of no longer than two weeks from the Office of Parking Services.

3. Students bringing trailers to campus must gain permission from the Office of Student Life. Upon approval, the trailer must be registered with the Office of Parking Services and a specific parking area will be designated at that time.

4. Students may not store or drive golf carts or all terrain vehicles (ATVs) on campus without prior approval from the Office of Student Life.

RULES AND REGULATIONS

1. Every person operating a vehicle on the Searcy campus is held responsible for knowing and obeying the parking regulations of the University.

2. Vehicles must be parked in designated slots.

3. Vehicles are considered parked when left unattended.

4. Citations may be issued 24 hours a day, seven days a week. Citations may be written hourly for any offense. For example, if a vehicle is parked illegitimately in a handicap slot, it is subject to a ticket every hour (also see towing policy).

5. Reserved slots are restricted 24 hours a day.

6. Visitor slots are reserved for non-university affiliated visitors and are reserved 24 hours a day.
7. Faculty and staff parking (red-striped) is reserved Monday through Friday from 7:30 a.m.-5:30 p.m.

8. Students may park in faculty and staff parking Monday through Friday from 5:30 p.m.-7:30 a.m. and on weekends.

9. Students driving vehicles with faculty/staff stickers are required to park in student parking.

10. Parking in handicap slots is only permitted with officially recognized identification, such as disabled license plates or hangtags. Unauthorized use of either the slots or the vehicle loading zones (marked by blue stripes) may result in fines and/or towing. Handicap parking is reserved 24 hours a day, seven days a week.

11. Loading zones are designated for the loading and unloading of vehicles close to the respective building. Drivers will be given 15 minutes to load or unload their vehicle and will be expected to move their vehicle to a legitimate parking slot.

12. Service Zones are for maintenance and emergency vehicles only. Students are not permitted to park in these areas.

13. Overnight parking (curfew to 7 a.m.) is NOT allowed on the north side of campus and where otherwise posted.

14. Double parking is not permitted on the campus at any time.

15. Parking is prohibited in all areas not distinctly designated as parking areas, such as:
   - Service lane zones and roads
   - Traffic lanes within parking lots
   - On the grass or sidewalks
   - On a pedestrian crossing
   - Along curbs, unless specifically designated

PARKING SPECIAL CIRCUMSTANCES

1. When leaving campus for school trips or vacations, students should leave their vehicle parked in student parking (not in areas designated as “No Overnight” parking). If leaving the vehicle on campus for an extended period of time, please contact the Office of Parking Services.

2. If a student must park illegally because of car failure, they should notify the Office of Parking Services immediately. The student will be required to move the vehicle within 24 hours unless other arrangements are made with the manager of Parking Services.

APPEALS PROCESS

To contest a parking citation, an appeal must be submitted within 10 days of the citation issue date to the Traffic Appeals Committee via the website, harding.thepermitstore.com. The Appeals Committee is composed of Harding faculty and staff members. Committee members review each appeal and make their decision based on the information contained in the appeal as well as information from the ticket itself. When there is a question about an appeal, members of the committee may consult with the manager of Parking Services to find a resolution. The decision of the Traffic Appeals Committee is final.

TOWING POLICY

The University reserves the right to remove by impounding any vehicle parked in such a way as to constitute a serious hazard or any vehicle that impedes vehicular or pedestrian traffic movement, the operation of emergency equipment, the making of essential repairs and services, or for other cogent reasons, such as failure to properly register the vehicle, excessive parking violations or abandoned vehicles. Owners of such vehicles will be required to pay all costs involved in removing, impounding or storing such vehicles.
FRAUDULENT PERMITS

Any attempt to manufacture, replicate or modify a parking permit or a temporary parking permit may result in, but is not limited to, immediate towing, disciplinary action and loss of right to an appeal. This can include using a permit assigned to another person.

PENALTIES FOR EACH VIOLATION

Penalties may be paid at the Business Office or online through the parking management website. Specific penalties for each fine can be found online at [harding.edu/public-safety/parking-registration](http://harding.edu/public-safety/parking-registration).

CHANGES

Changes to the above information, to include penalties for violations, may be made at any time without prior notice by the administration.

ACCEPTABLE USE OF HARDING UNIVERSITY’S INFORMATION SYSTEMS & TECHNOLOGY (IS&T)

Those who make use of the University’s IS&T resources are required to behave in a manner consistent with Harding’s mission, policies and codes of conduct. As a user of these resources, the user should adhere to the following guidelines:

1. Users are responsible for any computer account they have been given and for keeping passwords secure.
2. Users agree not to intentionally seek out information about, copy or modify password files, other users’ files, or disks belonging to other people.
3. Users shall not attempt to decrypt material to which they are not entitled or attempt to gain rights they have not been specifically granted by the owner.
4. Users agree to refrain from any activity that intentionally interferes with a computer’s operating system or its logging and security systems.
5. Users shall be sensitive to the public nature of computer systems and refrain from transmitting, posting or otherwise displaying material that is threatening, obscene, discriminating, harassing, defamatory, or contrary in any way to the mission of Harding University.
6. Users agree not to make copies of or distribute software the University owns or uses under license.
7. Messages, statements and declarations sent as electronic mail or public postings should be treated as if they were tangible documents.
8. Users agree not to create, alter or delete any electronic information contained in any system associated with the University IS&T resources that is not part of their own work.
9. Users agree not to create, send or forward electronic chain mail letters.
10. Users shall not use the University’s IS&T resources as a means of obtaining unauthorized access to any other computing systems, for example, using a proxy server.
11. Harding’s computing disk storage is a University resource with costs attached and should be used with care and discretion.
12. Users agree not to use the system for non-University business, such as the transmission of commercial or personal advertisements; solicitations and promotions; or for reproduction of political, ideological or commercial material.

Disciplinary Action: Breaches of this policy will be treated as breaches of discipline and dealt with as contained in the Harding University Code of Conduct.
DISTRIBUTION OF LITERATURE ON CAMPUS

Organizations or individual students wishing to display or distribute literature or other materials to students and faculty on University-controlled property will be governed by the following:

1. Approval must be secured from the Office of Student Life.

2. Literature and materials for distribution must not contain:
   A. Writings that are libelous, obscene, or in violation of federal, state or local laws.
   B. Materials that attempt to exploit for commercial gain the name, image, logo or reputation of this University through the sale of any item, subscription copies or the sale of advertising space.

3. All literature must state the name of the sponsoring organization.

4. Literature and materials for distribution may, upon appropriate approval, be placed in areas designated by the Office of Student Life.

LEGAL NOTICES

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (called FERPA) provides, with certain exceptions, (1) that students shall have a right of access to their education records and (2) that education institutions shall not release education records to non-school employees without the consent of the student. “Students” as used in this notice includes former students.

Right of Access. With few exceptions provided by law, students at Harding may see their education records upon request. Access will generally be granted immediately upon request to the record custodian, but if delay is necessary, the student may sign a “Request for Access to Student Records” and be allowed access sometime within 45 days of the request. Students are entitled to copies (at the student’s expense) of records to which they have access. Students further have the right, under established procedures, to challenge the accuracy of the records and to enter their viewpoints in the records. A list of all education records maintained by Harding and a copy of the University FERPA Policy are kept in the Harding Office of Student Life.

The University may not require students to sign a waiver of their right to access, but students should be aware that recommendations and evaluations may not be very helpful or candid without a signed waiver.

A student’s home address and phone number will be made available to a roommate assigned to that person.

Health Insurance Portability and Accountability Act of 1996

Harding complies with applicable privacy and security standards, requirements, and implementation specifications pursuant to the Health Insurance Portability and Accountability Act of 1996. Notice of the uses and disclosures of protected health information made by Harding and students’ rights and Harding’s duties with respect to protected health information is provided to each student.

Title IX and Sexual Harassment

Harding University reaffirms the principle that students, faculty and staff have the right to be free from sex discrimination in the form of sexual harassment by any member of the academic community.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive environment. Sexual harassment is generally understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcome or inappropriate emphasizing of sexual identity. This definition will be interpreted and applied consistent with Christian standards of behavior and conduct.

A student who believes that he or she has been sexually harassed may obtain redress through
informal and formal procedures of the University. Complaints about sexual harassment will receive prompt and equitable response. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as is possible. Retaliation against individuals for bringing bona fide complaints of sexual harassment is expressly prohibited. Knowingly or willfully making a false claim is subject to discipline up to but not limited to dismissal from school. Formal procedures will not be initiated without a signed and verified written complaint. An individual found to have engaged in sexual harassment is subject to disciplinary action for violations of the policy, consistent with existing procedures.

Zachary Neal, assistant vice president for Student Life, serves as Title IX coordinator of the University. Sexual harassment claims against a student may be filed with the Title IX coordinator in the Office of Student Life located in Student Center 218. Claims against a faculty or staff member may be filed with the Title IX coordinator or with David Ross, assistant vice president for human resources in Ezell 130.

**Dating Violence, Domestic Violence, Sexual Assault or Stalking**

Complainants and witnesses who report or participate in an investigation of dating violence, domestic violence, sexual assault, or stalking will not be subject to disciplinary sanctions, such as suspension or probation, for violations of the code of conduct that occurred at or near the time of the incident. A student who believes that he or she is the victim of dating violence, domestic violence, sexual assault or stalking may obtain redress through procedures of the University. Complaints will receive prompt and equitable response. The right to confidentiality of all members of the academic community will be respected, insofar as is possible. Retaliation against individuals for bringing bona fide complaints is expressly prohibited. Knowingly or willfully making a false claim is subject to discipline up to but not limited to dismissal from the University. Formal procedures will not be initiated without a signed and verified written complaint. An individual found to have engaged in dating violence, domestic violence, sexual assault or stalking is subject to disciplinary action for violations of the policy, consistent with existing procedures.

Claims made by a student against another student are filed with the Office of Student Life located in Student Center 218. Claims made by a student against a faculty or staff member are filed with the Office of Human Resources located in the Ezell Building, room 130. A copy of the rights of the accuser and accused will be made available by the Office of Student Life at the time the complaint is filed. Further information may be obtained through the annual security report at harding.edu/DPS.

**Right to Search**

The student, by being enrolled at the University, consents and grants to the University the right to enter and/or search that student’s room, with or without the student’s presence, to search his or her possessions that are in or on University property, to search computer files and data-storage devices, and for a reasonable period of time, to maintain possession of anything by which the student violates the rules and regulations of the University.

**Right of Refusal**

The student, by being enrolled at the University, directs and authorizes the University to refuse any item sent to the student through any means, including Mail Services, if the University finds possession of the item by the student would be inappropriate, would violate the rules and regulations of the University, or would be contrary to the mission of the University.

**Harding is a Drug-Free School — It’s the Law**

Harding’s policy states that drug and alcohol possession or use is not tolerated. Harding has chosen to take a strong stand against the use of controlled substances because of the significant risks that students assume when deciding to use them. Many of these substances are physically or psychologically addicting; the composition of “street” drugs can never be determined by the
user and is often dangerous; strictly enforced laws and policies can lead to serious consequences for even the experimenter or occasional user. The negative personal consequences that can happen to a student far outweigh any brief exhilaration or escape. The University strongly believes that any use of controlled substances is contrary to the mission of Harding University. Students seeking information or personal assistance for substance abuse can receive counseling and referral to community resources in the Counseling Center.

The Drug-Free Schools and Communities Act requires our school to outlaw the possession, use, or distribution of illegal drugs and alcohol by students and school employees on school property or during school activities. It also requires us to explain the risks that drug and alcohol use may cause to an individual’s health.

**Drug and alcohol use can:**
- Distort what an individual sees, hears and feels.
- Make an individual feel they are doing their best when their actual performance is poor.
- Cause crime at school.
- Interfere with how an individual’s brain uses information.
- Give an individual a criminal record.

**Marijuana use can:**
- Cut mental powers.
- Slow physical reflexes.
- Affect space and distance judgment.
- Make an individual forgetful.
- Damage lungs, reproductive organs and brain.

**Cocaine use can:**
- Cause a heart attack.
- Cause emotional problems, mood swings, or lack of dependability.
- Cause an individual to make poor judgments.
- Cause crime.
- Be addictive.

**Heroin use can:**
- Cause total disinterest in anything except drugs.
- Cause crime.
- Spread disease.
- Result in overdose, coma or death.
- Cause school and family problems.

**Hallucinogen use can:**
- Cause distortion.
- Cause sudden, bizarre behavior changes.
- Cause loss of concentration and memory.
- Cause permanent loss of brain function.

**Alcohol use can:**
- Cause loss of concentration, coordination and judgment.
- Cause inability to deal with problems.
- Increase aggressive behavior.
- Cause difficulty in learning and remembering.
- Permanently damage liver, heart and brain.

**Amphetamine use can:**
- Make an individual panic or behave wildly.
- Be addictive.
- Cause brain damage.

**Sedative use can:**
- Slow down mental processes and reflexes.
- Cause kidney and liver damage.
- Be addictive.

**Inhalant use can harm an individual’s:**
- Vision.
- Memory.
- Thinking.
- Coordination.
- Breathing.

**Steroid use can:**
- Damage the heart, liver and reproductive system.
- Cause depression.
- Lead to heart attacks and strokes.
Tobacco can:

- Cause smelly hands, hair and clothes.
- Cause wrinkles.
- Cause bad breath and stained teeth.
- Cause cancer.
- Cause heart and lung disease.

Federal and state laws prohibit the possession, use or distribution of illicit drugs. In addition, the state of Arkansas has laws that pertain to alcohol use and possession. A list of federal penalties and sanctions for illegal trafficking and possession of a controlled substance may be viewed at dea.gov/druginfo/ftp3.shtml. A list of Arkansas state penalties and sanctions regarding controlled substance are provided through the “Arkansas Law” link at arkleg.state.ar.us. A brief overview of federal and state sanctions is available in the Office of Student Life.

SPECIAL NOTE

Other important information available in the Office of Student Life includes:
- AIDS
- ALCOHOL- AND A DRUG-FREE CAMPUS
- CAMPUS PARKING REGULATIONS
- HANDICAPPED STUDENTS
- MENTAL HEALTH
- RAPE AWARENESS AND PREVENTION
- SOCIAL CLUBS

SUICIDE

DELINQUENCY OF RESPONSIBILITIES

BOARD OF TRUSTEES

The authority to establish and enforce regulations of Harding University is vested in the board of trustees. The responsibility to initiate, implement and supervise the disciplinary process for students is delegated to the president, who in turn has designated the graduate/professional program deans to designate the person in each program to conduct the nonacademic disciplinary proceedings of the University. The program dean and his/her staff shall be responsible to the provost of Harding University for disposal of all cases.

The faculty and staff of Harding University are delegated the authority to enforce the Harding University Code of Conduct in the classroom, in residence halls, on campus, and when involved in other activities.

STUDENT RESPONSIBILITY

Each of our students is responsible for knowing all the policies and regulations contained within this document. Each also is expected to demonstrate a respect for oneself and the rights and property of others, both within and outside the University community.

Students are expected to maintain the highest standards of morality, integrity, orderliness and personal honor. Harding University reserves the right to refuse admittance or dismiss any student whose lifestyle is not consistent with the Christian principles that this University represents.
“Finally, brothers, 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. Whatever you have learned or received or heard — put into practice. And the God of peace will be with you.”

Philippians 4:8-9