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. David B. Burks, president
Harding is a private, Christian 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.

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.

“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
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 policies 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 program 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; and lying to University officials
2. **Display of an attitude** that is contrary to the Christian purpose for which Harding exists
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.
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 university-owned or university-operated facility. Abuse
of any electronic devices with image capture capabilities, use of devices for purposes of capturing images of test questions or other notes and materials is a violation of academic integrity and will not be tolerated. Capturing images of individuals in secured areas such as bathrooms, locker rooms, and other areas where there is a reasonable expectation of privacy 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 textbooks, music, video, movies, documents and images.** 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 appropriate graduate/professional program and 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 others.

11. **Hazing** of any kind

12. **Assault or battery**

13. **Gambling** or **wagering** on or off campus.

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 not to visit inappropriate places of entertainment such as dance clubs or bars. Students are not allowed to participate in suggestive social dancing. The University does not host social dances. **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. Racist language and behaviors are strictly prohibited.

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.

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“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.”

1 Corinthians 6:19-20

“Since, then, you have been raised with Christ, set your hearts on things above, where Christ is seated at the right hand of God. Set your minds on things above, not on earthly things. For you died, and your life is now hidden with Christ in God.”

Colossians 3:1-3
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.
MODEST AND APPROPRIATE DRESS

All members of the Harding community must dress with modesty and decency appropriate to the Christian lifestyle and consistent with professional employment standards. For these reasons, students are expected to adhere to a dress code which faculty, staff, and administration will enforce.

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

1. Clothing must be neat and clean.
2. Shorts must be mid-thigh or longer.
3. Shirts and shoes must be worn on campus at all times.
4. When wearing form-fitting attire (such as leggings), students must wear a top that is mid-thigh or longer.
5. Women’s tops must have at least 2-inch shoulder straps and must not reveal cleavage or midriff. Skirts and dresses must have hemlines that are mid-thigh or longer and slits not higher than mid-thigh. Banquet dresses may be strapless, but the back must not extend below the natural bra line.
6. Men’s tank tops are limited to athletic participation and must not reveal the chest and sides.
7. Undergarments must not be visible. Sleepwear must not be worn as outerwear.

“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

“... 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
8. Clothing that displays material or conveys a message inconsistent with the mission of the University is prohibited.

9. Hair must be neat, clean, and free of extreme styles.

10. Piercing is limited to the wearing of earrings and a small nose or eyebrow stud or ring.
“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 1982 North Main Street in Searcy and is open one Sunday afternoon per month, 2-4 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:** Since 1989, HIS House at the College church of Christ has served White County families in need with clothes, food and household items. Its 70 workers gather, store, display, and distribute food, clothing, and housewares to needy people in White County. The
goods are stored in a 10,000 square-foot building on the corner of Moore and Grand in Searcy, and are distributed on Monday and Thursday each week at 1:30 p.m. The name of the “house” and of the ministry refers to Jesus, and suggests the goal of those involved, “to represent His spirit of giving in the 21st century.” Call 501-268-7156 for more information.

**Sparrow's Promise:** Sparrow’s Promise is a faith-based organization that strives to meet the ever-present demand for hope in the lives of children and families. From its beginnings in 1974, Sparrow’s Promise has provided hope for children and families. Sparrow’s Promise works to support foster families, provide comfortable spaces for families to reconnect and a place of rest for children entering care. The Sharing Shoppe, located at 111 West Arch Avenue in downtown Searcy, is a thrift store whose proceeds help to support Sparrow’s Promise. 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.

“May the words of my mouth and the meditation of my heart be pleasing in your sight, O LORD, my Rock and my Redeemer.”
Psalm 19:14
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
respectful to acknowledge the comments of others by name. When commenting on a point made by another student, restate the point (briefly) so that others can follow the conversation more easily.

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. There are a variety of services in this building: 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 Tu Taco. Also in the Student Center are the Harding University Bookstore (HUB); the Market convenience store; the Office of Student Life, which also houses the lost and found; the University College; the Student Association Office; Shores Chapel; and bulletin boards where notices are posted about various campus activities.

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

UNIVERSITY COLLEGE

The mission of the University College is to promote the success of all students by providing academic programs and support services that advance achievement and personal development within a Christian worldview. The academic programs and services led by credentialed and professional faculty and staff include the University Studies department, Integrative Studies major, Academic Resource Center, First Year Experience, and Career Center. The University College also houses English as a second language, as well as the McNair Scholars and Upward Bound Federal TRIO programs. As is the case with Harding University’s eight colleges, all academic programs and services are included in the cost of tuition and fees. The central office for the University College is located on the second floor of the Student Center in room 236. Please contact 501-279-4531 for more information.

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 coaching** 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 CENTER**
The Career Center provides both career counseling and exploration along with job search opportunities for both students and alumni. Students have access to a library of literature and online resources on careers, companies, and graduate schools for students to research. The Career Center staff are available to assist students in crafting resumes, cover letters, and mock job interviews.

**DISABILITY SERVICES AND EDUCATIONAL ACCESS**
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 Office of Disability Services and Educational Access at the beginning of the semester. (If the diagnosis occurs during the academic year, the student must self-identify with the Office of Disability Services and Educational Access 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 and Educational Access is located in Student Center Room 226; telephone 501-279-4054. 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 students 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 director of Disability Services. If you have questions, please contact Bridget Smith, director of Disability Services, at 501-279-4019 or bdsmith@harding.edu.

**DIVERSITY SERVICES**
The mission of Diversity Services is to promote academic success and citizenship within a global perspective based on Christian understanding of and respect for other cultures. This goal is achieved through providing academic support, cultural awareness, and leadership opportunities. This office serves as the liaison between students and faculty/administrators on issues of diversity. Diversity Services also sponsors the Multicultural Student Action Committee (MSAC) which is composed of student leaders who initiate, plan, and implement programs that increase multicultural awareness on the Harding campus.

**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 notifications, emergency notifications
• 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.

BRACKETT LIBRARY INFORMATION

Brackett Library provides 24/7 service to the Harding community through online resources with access to more than 150 databases providing full-text articles, ebooks, and print materials that support the curriculum. The library webpage is available at library.harding.edu. 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 small 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. Midnight Oil 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 ADVISOR
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 advisor 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 or by calling 501-279-4005.

PERSONAL AND RELATIONAL COUNSELING SERVICES
The Counseling Center at Harding is located on the third floor of the McInteer Building. The mission of the Center is to provide caring and confidential services for the purpose of enhancing the quality of life experience while a student at Harding. The Center is staffed by male and female counselors with many years of experience. Some of the areas of need for students may include stress management, anxiety, personal/social conflicts, depression, and other adjustment difficulties that can develop in a college setting. In the event that a student concern is in need of medical or other specialized service, the Center will assist in making an appropriate referral.

A student may request assistance from the Counseling Center by calling 501-279-4347 or emailing counseling@harding.edu. Also, a student may find additional information and resources at harding.edu/counseling.

STUDENT HEALTH SERVICES
Harding University Student Health Services (SHS) provides health assistance and facilitation to currently enrolled students, staff, and faculty related to preventative care and minor illnesses/injuries. SHS is staffed by RNs, who provide symptomatic care and health information, including facilitation of referrals to local medical providers in the event that medical intervention is needed. SHS can provide a limited quantity of over the
counter medications for use during short term minor illness. Common preventative care services, such as flu vaccination or TB skin testing, are available at a greatly reduced cost to students. International students must complete TB screening processes required by the Arkansas Department of Health by identifying with the International Student Services Office. 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. MaRanda Herring (501-279-5606 or mksherring@harding.edu) for more information.

Although we encourage students to carry health insurance for their own benefit in case of extenuating circumstances, SHS does not file any claims with health insurance companies. Financial responsibility related to medical care delivered by local providers rests with the student. SHS 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 SHS for advice or medical care.

**SHS Contact Information:**
115 Dr. Jimmy Carr Drive (across from Starbucks)
studenthealth@harding.edu
Phone: 501-279-4346
Fax: 501-279-4577

**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
Phone: 501-279-4694

**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 the University. 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.
- Saturday and Sunday: Closed
- Summer: Closed at 4:30 p.m.

**Phone:** 501-279-4374

**DINING SERVICES**

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 Range Food Hall in the Charles M. White Dining Hall features a Sweet Shoppe dessert experience and specialty pop-up stations featuring a weekly special such as bao buns and create your own quesadillas. A heavy emphasis is placed on offering healthy foods made from scratch and an extensive allergen free program that clearly labels all foods with appropriate information so students can make safe and healthy dining choices.

BalancedU communication can be found throughout the dining hall identifying vegan, vegetarian, gluten-free and balanced menu items. Harding Dining integrates ordering kiosks at the Flame station, which serves grilled favorites, and the Innovate station, featuring various pop-up concepts such as made-to-order Korean BBQ, Asian, Mediterranean, and other menus on a weekly basis.

**Hours of operation:**
- Monday-Friday:
  - Breakfast: 7-10 a.m.
  - Lunch: 10:30 a.m.-2 p.m.
  - Dinner: 4:30-7:30 p.m.
- Saturday and Sunday:
  - Brunch: 10:30 a.m.-2 p.m.
  - Dinner: 4:30-7:30 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 Aid 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 Aid 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 or by calling 501-279-4005.

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. Specific registration instructions and the current auto registration fee can be found online at www.harding.edu/public-safety/parking-registration.

6. 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.

7. 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.

8. 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 at 501-279-4005. 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 chain mail, spam or phishing messages.

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.

**PETS ON CAMPUS**

For the purpose of this policy, pets are defined as any domestic or tamed animals, birds, snakes, reptiles and amphibians, unless specifically exempted below.

Pets are prohibited from being in residence halls and apartments, offices, classrooms, hallways, and all other areas in any academic or administrative building.

Pets on university grounds shall not be left unattended and must be maintained on a leash. Any
student bringing a pet onto the grounds is expected to clean up after it and not cause additional work for custodial or maintenance personnel.

Service animals are exempt from this policy if the student has a documented disability with the Office of Disability Services and Educational Access.

Animals that are officially part of the university’s teaching, research or clinical programs are exempt from this policy.

**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, however, it is guaranteed 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.

Kevin Davis, assistant director of Public Safety, and Amie Carter, assistant director of Human Resources, serve as Title IX Coordinators of the University. Sexual harassment claims against a student may be filed in the Office of Student Life in Student Center 218 or in the Office of Public Safety in Heritage Center 106. Claims against a faculty or staff member may be filed in 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 may be filed with the Office of Student Life in Student Center 218 or in the Office of Public Safety in Heritage Center 106. Claims made by a student against a faculty or staff member may be filed with the Office of Human Resources in Ezell 130. A copy of the rights of the accuser and accused will be made available 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.

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 https://www.dea.gov/sites/default/files/2018-06/drug_of_abuse.pdf#page=30. Arkansas Code regarding controlled substances is 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
- DELINEATION OF RESPONSIBILITIES

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.

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.
“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