



**GRADUATE, PROFESSIONAL AND  
ONLINE STUDENT HANDBOOK  
2024-25**



**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.

## Welcome, Bison Nation!

We are thrilled to walk alongside you in your journey of spiritual, academic and social growth. Harding is a deeply relational university. We place a high premium on friendship, affirmation and community. College is a team sport, and this supportive culture brings out the best in all of us.

With Christ as Lord, Harding University transforms learners for global impact by engaging minds and nurturing faith within a deeply connected community.

Led by our Christ-centered mission, Harding University aspires to be known around the world for educating and inspiring students to relentlessly pursue God's truth, excellence and love.

My chief aim as president is to shepherd this University community in an effort to best prepare you to change the world. Most importantly, I pray that God will grant us wisdom and discernment as we exalt him in all that we do.

-Dr. Mike Williams, president



*Inspired Purpose*



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**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 outlined in this handbook. 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. **(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 1)**

Students are expected to be men and women who pursue honesty and integrity. Lying, cheating, stealing and 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 3)**

Personal wellness is stressed, and students must abstain entirely from the use of illegal drugs, unauthorized use of prescriptions, alcohol or tobacco in any form. **(section 3)**

Students are expected to dress modestly and appropriately. **(section 3)**

Students are encouraged to serve others to reflect the mission of the University, both socially and spiritually, as this is the actual test of success for any person or organization. This is encouraged through participation in service and academic and professional organizations.

## CHRIST-CENTERED EDUCATION

Harding provides a Christian environment in which spiritual growth is central. In addition to promoting scholarly pursuits, the University endeavors to instill within each student a more profound spiritual quality that, coupled with academic growth,

enables the student to build a blessed and useful life. All of Harding's administration and faculty members 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

## OPPORTUNITIES FOR SPIRITUAL GROWTH

### Devotionals

Christian fellowship and worship are stressed in devotionals held in various settings on and around campus.

### Church Services

To aid spiritual growth and develop and maintain Christian character, students are encouraged to be active participants 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 vital to the fundamental purpose of Harding University. Our primary 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 include a devotional period and announcements of general interest.

The camaraderie and Christian fellowship opportunity is a unique aspect of Harding's student life. Graduate and professional programs often arrange separate chapel devotionals for their students. Attendance and participation policies are available in program policy documents.

### Mission Trips

Some programs host mission trips that provide graduate and professional students with kingdom expansion experiences. Please contact each program for specific details.

### Christ-focused Classes

Knowledge of the Bible and the personal and professional

application of Christian principles are some of the most critical aspects of the development of Christian character. Every graduate and professional program requires a Christ-focused ethics course. This varies by program. Please consult with the program policy for more information.

### Service Opportunities

As an institution with Christ as a cornerstone, service to others is integral to life. The University and community of Searcy offer numerous opportunities to volunteer one's time and talents for the betterment of others. Each graduate and professional program may have its own opportunity for service. Please consult each program's policy document for more information.



Services are provided by credentialed and professional faculty and staff. All academic programs and services are included in the cost of tuition and fees.



## QUICK REFERENCE GUIDE

### Alumni Relations

501-279-4276  
[alumni@harding.edu](mailto:alumni@harding.edu)

### Brackett Library

501-279-4354  
[library@harding.edu](mailto:library@harding.edu)

### Business Office

501-279-4336  
[BusinessOffice@harding.edu](mailto:BusinessOffice@harding.edu)

### Career Services

501-279-4454  
[careercenter@harding.edu](mailto:careercenter@harding.edu)

### Disability Services and Educational Access

501-279-4019  
[DisabilityServices@harding.edu](mailto:DisabilityServices@harding.edu)

### DormNet Help Desk (IT Support)

501-279-4545  
[dormnet@harding.edu](mailto:dormnet@harding.edu)

### E-Learning

501-279-5201  
[elarning@harding.edu](mailto:elarning@harding.edu)

### Financial Aid Services

501-279-4257  
[finaid@harding.edu](mailto:finaid@harding.edu)

### Registrar's Office

501-279-4057  
[registrar@harding.edu](mailto:registrar@harding.edu)

### Academic Resource Center

501-279-4531  
[arc@harding.edu](mailto:arc@harding.edu)

### Testing & Evaluation

501-279-4415 or 501-279-4465  
[testing@harding.edu](mailto:testing@harding.edu)

## **SEARCY CAMPUS STUDENT CENTER**

- Campus mailroom
- Food court featuring Chick-fil-A, Bison Café, Tacker's Shake Shack and Panda Express
- Student lounge area with big-screen TV and fireplace
- Harding University Bookstore
- Market convenience store
- Office of Student Life, which also houses the lost and found
- Shores Chapel
- Bulletin boards with notices for various campus activities

## **DINING SERVICES**

The University Dining Hall features a variety of stations, each offering a unique, Harding-specific culinary adventure. Students can expect more than just a meal—they can expect a true culinary experience filled with meaning and authenticity.

### **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.**

There is also a Midnight Oil coffee shop in the Brackett Library, Starbucks located in Legacy Park

on the west side of Dr. Jimmy Carr Street, and Warehouse 4 Cafe and Bakeshop on the corner of East Woodruff Avenue and Dr. Jimmy Carr Street.

## **CENTER FOR PROFESSIONAL EXCELLENCE**

The Center for Professional Excellence provides career counseling and job search opportunities for 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 CPE staff is available to assist students in crafting resumes, cover letters and mock job interviews.

## **DISABILITY SERVICES AND EDUCATIONAL ACCESS**

Harding University's policy is to accommodate students with disabilities pursuant to federal and state laws. Therefore, students with a documented disability (e.g. physical, learning or psychological) who need to arrange any accommodations must contact their 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 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 by an appropriately licensed health professional who made the diagnosis of the disability according to ADA guidelines.

Disability Services and Educational Access is located in the Hammon Student Center, Suite 239. This statement represents a responsiveness to federal expectations. It also reveals the desire on the part of the institution to meet its commitments to students in the academic arena who have documented disabilities.

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

Please note that test accommodations are not provided at the graduate and professional levels but are arranged at the program level. Upon receiving the appropriate documentation approved by ADA Guidelines, the instructor may discuss academic accommodations via a telephone conference with the director of Disability Services. If you have questions, please contact the director of Disability

Services at 501-279-4019 or DisabilityServices@harding.edu.

## **DIVERSITY SERVICES**

The mission of Diversity Services is to promote academic success and citizenship within a global perspective based on a 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 and administrators on diversity issues. Diversity Services also sponsors the Multicultural Student Action Committee, composed of student leaders who initiate, plan and implement programs that increase multicultural awareness on the Harding campus.

## **REGISTRAR'S OFFICE**

The Registrar's Office is responsible for maintaining your student records (personal data, transfer credits, registration, course information, grades and transcripts). These records are subject to the Family Educational Rights and Privacy Act of 1974 (called FERPA). (Please see Section 5: General Information > Legal Notices).

The Registrar's Office provides the student with a degree evaluation that can be run on demand by going to Pipeline > Student > Degree Evaluation. There you will find instructions

to run and interpret your degree audit.

## **GRADUATION**

The graduation application is found on Pipeline > Student > Graduation. The deadline for graduate and professional students to apply for graduation is October 1 for fall, March 1 for spring and June 20 for summer. Students may not participate in commencement before completion of all program requirements.

Questions should be directed to the registrar by calling 501-279-4057 or emailing registrar@harding.edu.

## **STUDENT IDENTIFICATION CARD**

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 no other person may use it. The ID card must be shown to any school official upon request.

### **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 (Kendall Building) at the cost of \$10 to the student. This office is responsible for issuing ID cards and 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. A student's ID card may be held in case of pending disciplinary action. 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.

## **STUDENT TECHNOLOGY SUPPORT**

Information Systems and Technology Student Support and Communications provides all University students with an e-mail/internet account while 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 Policy for the Responsible Use of Information Systems and Technology. This policy can be found at [harding.edu/ist/useofist](http://harding.edu/ist/useofist).

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

Policy for the Responsible Use of Information Systems and Technology

DormNet Agreement

These policies can be found at [harding.edu/ist/its/studentguide](http://harding.edu/ist/its/studentguide).

Student Support and Communications is located on the second floor of the Anthony and Wright 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, collection of student accounts, charging meal plans, and posting charges and payments to student accounts.

Questions regarding charges, refund percentage on dropped classes, residential rent refund, 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.

## **HARDING UNIVERSITY PIPELINE**

Pipeline is Harding University's online portal and includes official Harding University apps. Official Harding University apps are maintained or approved by IS&T at Harding. When students access Pipeline and approved apps ([pipeline.harding.edu](http://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.

## **BRACKETT LIBRARY**

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](http://library.harding.edu). In addition, best sellers, Christian fiction and juvenile literature collections are 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 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.

Patrons can find their subject librarian and scheduling information on the Research Consultations website at [library.harding.edu/consultations](http://library.harding.edu/consultations).

## **Hours of operation:**

**Sunday 1 – 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 SERVICES OFFICE**

Located on the first floor of the Holland-Waller Center Suite 104, this office exists to help international students with procedures, expectations and requirements between the United States and their home countries.

The international student advisor is responsible for assisting with immigration matters, coordinating all campus and community services available to international students, liaising 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 in the Kendall Building. 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 and other student needs, such as

keys locked 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 are 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, and fire and crime statistics are 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](http://harding.edu/public-safety/security-report) or by contacting the Harding University Office of Public Safety.

The Office of Public Safety has several 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 in the Kendall Building or by calling 501-279-4005.



**UNIVERSITY COUNSELING CENTER**

The University Counseling Center is located on the third floor of the McInteer Bible and World Missions Center. The center’s mission is to provide caring and confidential services to enhance the quality of life experience for students at Harding. The center is staffed by male and female counselors with many years of experience. Some of the areas of student need may include stress management, anxiety, personal and social conflicts, depression and other adjustment difficulties that can develop in a college setting. In the event that a student needs medical or other specialized services, 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](mailto:counseling@harding.edu). Also, a student may find additional information and resources at [harding.edu/counseling](http://harding.edu/counseling).

Additionally, the Counseling Center has partnered with TimelyCare to deliver a new

virtual health and well-being platform for students. The service via the TimelyCare app provides 24/7 access to virtual care for mental and emotional support at no additional cost.

**STUDENT HEALTH SERVICES**

Student Health Services provides health assistance and facilitation to currently enrolled students, staff and faculty related to preventative care and minor illnesses and injuries. SHS is staffed by registered nurses, 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 offer a limited quantity of over-the-counter medications for short-term minor illnesses. Common preventative care services, such as flu vaccination and TB skin testing or COVID-19 testing, are available at a significantly reduced cost to students.

Although we encourage students to carry health insurance for their 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. Harding students who would like access to a nurse practitioner will need to pay a minimal fee of \$40 per semester (see their website for further information)

SHS is closed when classes are not in session and has reduced hours in the summer - 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](mailto:studenthealth@harding.edu)**

**Phone: 501-279-4346**

**Fax: 501-279-4577**

**Hours of operation:**

**Fall and spring semesters**

**Monday – Friday, 7:30 a.m. to 4:15 p.m.**

**Interession, Summer I and II, as posted**

**HERITAGE INN**

The Heritage Inn is a hotel located on the Searcy campus in the David B. Burks American Heritage Building, offering 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.

**CAMPUS MAIL SERVICES**

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 must have a campus box at no charge. These boxes are typically assigned to students upon registration. A student cannot receive mail/parcels for another person in their box (except for spouse and/or children). Correspondence will be returned to the 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 into individual campus boxes.

Upon graduation or withdrawal from school, students must complete a change of address in Pipeline so mail may be forwarded. Students should also notify magazines, newspapers and other correspondents of any address change when leaving the University permanently. 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 to keep or 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 before 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**



# SECTION 3



## EXPECTATIONS OF STUDENTS

### HONESTY AND INTEGRITY

Students are expected to maintain the highest standard of moral conduct and personal integrity. A central responsibility of those in the Harding community is to understand and adhere to established University expectations, guidelines, and policies conducive to a healthy, safe, and respectful living and learning campus environment. Harding University reserves the right to refuse admittance or dismiss any student whose conduct is inconsistent with the University's Christian mission and principles.

If a graduate or professional student is involved in an offense with an undergraduate student, sanctions against the graduate or professional student may include those listed in the undergraduate student handbook and 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, which includes but is not limited to cheating; falsification of excuses; forgery; lying to University officials; plagiarism whether done deliberately or by mistake; and the use of AI without the teacher's consent or proper citation..
2. Display of an attitude that is contrary to the Christian

purpose for which Harding exists

3. Entering false fire alarms or bomb threats or tampering with other fire safety equipment
4. Unauthorized entry into University facilities, unauthorized access to University rooftops or unauthorized possession of keys to University facilities
5. The illegal, unauthorized use or abuse of Harding University's telephone, computer network or network system is prohibited.
6. Misuse of electronic devices: (e.g., cellphones, PCs, tablets, digital watches, game consoles, etc.) shall not be used to disrupt the classroom, library, chapel, or within any University-owned or University-operated facility. Abuse of any electronic

devices with image capture capabilities and the use of devices to capture 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 places with 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 students download digital files from sources that do not own the copyright of the files, the students are stealing those files. If students copy and share 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 Copy Sense to monitor the illegal downloading of copyrighted materials. Students violating copyright laws will be reported to the appropriate graduate or 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.
14. Possession and/or use of any firearm or weapon or replica of a firearm or weapon on campus. This includes 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 or weapon brought to campus (except for handguns, which are not allowed) must be stored in the Office of Public Safety, located in the Kendall Building.
15. Possessing or displaying pornographic materials of any type.
16. Use of fireworks on campus
17. Operation of a drone on campus
18. Insubordination includes failure to respond to any school official
19. Any violation of federal, state or local laws

### ATTENDANCE POLICY

Class attendance and participation policies are determined by individual faculty members within university,

college, and department guidelines. The University expects students to attend all in-person classes and participate in all online classes according to the expectations outlined in each course syllabus. Admissions to the University obligates the student to observe these policies. If a student has excessive absences or stops participating in an online class, university policy permits the teacher to assign a grade of "withdrawn falling" (WF) for the course, which counts as an F in the grade point average. Students who receive WF grades in three classes during a semester will be withdrawn from their remaining courses, and their academic standing will be updated at the end of the semester.

Students must contact their instructor before missing class for medical reasons and should reference the attendance policy in each course syllabus to determine when an excuse is required from a healthcare professional. Students are responsible for assignments and work missed because of any absence.

The Provost's Office will process requests for excused absences for official representation of the University, an administratively approved field trip or required seminar, a court subpoena, military responsibilities, the death of an immediate family member, or other extenuating circumstances. It is the teacher's

responsibility of the class(es) missed to evaluate all other absences.

### **EXPECTATIONS FOR SEXUAL MORALITY**

Harding University expects all members of its community to live out the teachings and examples of the Bible in all matters, including human sexuality. Harding's position and policy regarding sexual behavior and gender identity/expression are rooted in God's Word as expressed in the Bible. We acknowledge how complex these matters can be, and encourage all members of the Harding community to live a chaste and moral life. Harding University views every human as an image-bearer of God, and aims to treat everyone with dignity and respect. Furthermore, Harding University remains committed to maintaining a physically and emotionally safe campus environment for all members of its community, and will not tolerate any forms of sexual harassment, belittling or bullying toward any person for any reason. The following expectations and guidelines pertaining to these issues, while not exhaustive, are intended to provide clarity, direction, support, and accountability where appropriate.

### **BIBLICAL POSITION ON MARRIAGE AND SEXUAL BEHAVIOR**

In Scripture human sexuality is portrayed as a gift from our

Heavenly Father who instituted marriage as a covenant relationship between one man and one woman (Genesis 2:23-24; Matthew 19:3-9; Hebrews 13:4). We believe that sexual activity outside of the marriage bond is sin (1 Corinthians 6:18-20). Personal behaviors that deviate from this Biblical standard include, but are not limited to: heterosexual sex outside of marriage; homosexual sex or suggestive same-sex behavior of a romantic nature; the viewing, possession and distribution of pornographic material; lewd, indecent or obscene conduct; and any sexual act or form of expression that disrupts the community. Harding University cannot accept any form of sexual behavior or expression that is not consistent with our understanding of biblical standards. With respect to sexual orientation, we realize that some people may be physically attracted to someone of the same sex. We make a distinction between one having such feelings and deciding to act upon them. Consistent with our understanding of scripture (Romans 1:26-27; 1 Corinthians 6:9-11), we cannot accept homosexual acts or behavioral expressions suggestive of a romantic same-sex relationship.

### **BIBLICAL POSITION ON GENDER IDENTITY**

Harding University holds firmly to God's creation of male and female (Genesis 1:27; 5:2). From this biblical perspective, we cannot accept or support any

attempts to change one's birth sex. As such, and consistent with our deep religious convictions and values, Harding University chooses to use its facilities and programs in a manner aligned with the institution's doctrinal beliefs rooted in the Bible. This position guides our decisions regarding requests for campus housing, restroom facilities, intercollegiate athletics and extracurricular participation, dress code, and in other matters considered relevant by the University. Furthermore, these decisions will be made in alignment with one's sex at birth.

### **ACCOUNTABILITY AND SUPPORT**

All members of the Harding community are expected to conduct themselves morally and in alignment with Biblical standards, including one's sexual behavior. Violations of these expectations are subject to a range of appropriate action, up to and including termination for employees of the University, and expulsion for students. In the fallen world we live in, we understand that cultural and societal influences can lead to a host of temptations, including those of a sexual nature. We offer support services and guidance for all members of our community who are interested and implore the Harding community to represent Christ in approaching all matters with his kindness, truth and grace.

### **ALCOHOL/DRUGS**

As a Christian university community, we will attempt to approach 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 is prohibited. This prohibition includes on and off campus.

Harding forbids the use, possession, distribution or sale of drugs or drug-related paraphernalia.

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

### **TOBACCO**

The use of tobacco in any form is not permitted at any time. Electronic cigarettes or vaporizers (with or without tobacco) are not allowed on campus or official Harding events.

### **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, faculty, staff and administration are also expected to dress with the same modesty, decency and professionalism.

Graduate and professional programs may require additional dress standards which 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 mid-thigh or longer top.
5. Women's tops must have at least two-inch shoulder straps and not reveal cleavage or midriff. Skirts and dresses must have mid-thigh or longer hemlines and slits no 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.
8. Clothing that displays material or conveys a message inconsistent with the mission of the University is prohibited.
9. Hair and piercings must be neat, clean and in accordance with the field of study being pursued.

### **ONLINE ETIQUETTE**

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 imperative that students use caution regarding any postings made using social media. This includes, but is not limited to, Facebook, Twitter, YouTube, Instagram, Snapchat, TikTok 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 or inappropriate postings and that such postings can severely

damage a reputation. Following graduation and employment, be sure to become familiar with and abide by the 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 through 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 the tone of voice, body language and facial expressions.

1. Consider the language of electronic communication. While certain new communication styles 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 designated 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 be respectful always.

3. Consider the privacy of others. Ask for permission before 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 or political messages to classmates or instructors. Sharing 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. Check your spelling. If the online learning environment does not have a spell check feature, use a word processor to ensure a correct response before cutting and pasting it into the online discussion forum. Remember that misspelled words will reflect poorly on student performance.
6. Read first, and write later. Be sure to read the instructor's and other students' comments 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 the written text. For example, without the nonverbal cues that help us 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. Avoid using strong language, words in capital letters and excessive exclamation points in such a case. Re-read written responses from the audience's point of view before hitting "send."
9. Think twice before hitting the send button. Always review a message before sending it. Once it is sent, there is no taking it back. Review spelling, grammar, clarity, tone and appropriateness in comments before hitting "send."



Harding University is committed to the teachings and examples of Jesus Christ and his apostles. Harding University expects all members of its community to actively aspire to live disciplined lives of holiness, respect, and love for others. We live in a fallen world, and we will all, at times, fall short of these aspirations. Thus, the core purpose of discipline within the student conduct process is to guide students toward personal maturity, a responsible understanding of the impact of student behavior, and an increase in moral discernment.

Out of deep care for the welfare and dignity of our students, all conduct decisions are applied through love, mercy, and justice. Harding University believes discipline is both a corrective and restorative response to conduct violations, requiring careful assessment and a directed response to each student's unique set of circumstances.

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 or professional program administrator shall conduct an investigation. If it is determined that disciplinary procedures are warranted due to the investigation, 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 appeal to the appropriate graduate or professional program administrator.

## DISCIPLINARY SANCTIONS

Any or all of the following can be imposed for a given infraction. Certain graduate and professional programs may require additional disciplinary sanctions and will be stated in each program's policies.

1. Warning: a written or verbal reprimand.
2. Disciplinary Probation: probation for a specified period of time. It may carry 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, 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:
  - Must remain off campus during the period of suspension.
  - May not live or board in University facilities.
5. Expulsion: a permanent bar from attending the University.

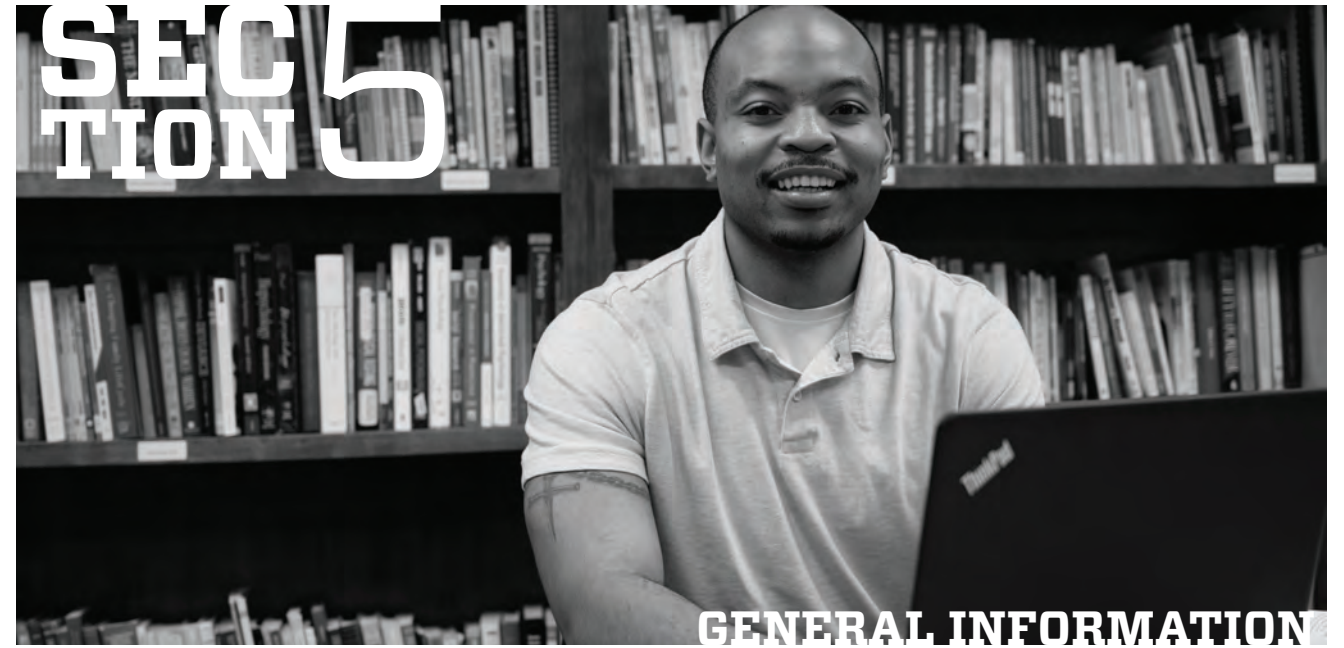
## IMPORTANT DEFINITION:

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

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

**"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



## PROCEDURES FOR WITHDRAWAL FROM THE UNIVERSITY

Occasionally students find they must withdraw entirely 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 or her program office. Each program may differ, so please consult with the program's policy document.
2. The department will submit a completed and signed withdrawal form to the registrar's office.
3. 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.

**"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

**"But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control."**  
Galatians 5:22-23

**MANDATORY WITHDRAWAL OF STUDENTS EXHIBITING INAPPROPRIATE BEHAVIOR**

1. A student will be subject to mandatory withdrawal if the student engages or threatens to engage in behavior that:

- Poses a significant danger of causing imminent physical harm to others; or
- Substantially impedes the lawful activities of other members of the campus community, including disruption of residence hall or apartment complex

life routine; or

- Reasonably indicates that the student cannot 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 program administrator. A student

withdrawn on an interim basis shall be allowed 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. An administrator shall review the findings of the health care professional to determine that a psychiatric withdrawal is recommended.
5. The student and family member or mental health professional is to be allowed to examine the psychiatric evaluation and discuss it in an informal proceeding before any final determination is made.
6. Before readmission, a student will be required to provide a written evaluation from a licensed mental health care professional and submit to an assessment by the University's Counseling Center staff.

As in the case of any procedural guidelines, Harding University reserves the right to change or make appropriate revisions, 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 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 in the Kendall Building 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 while on campus. UPON REQUEST, this ID card must be surrendered to any Harding University faculty or staff member, public safety officer or parking enforcement officer.
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 must register their vehicle(s) and correctly display a valid parking permit.
5. The current auto registration fee and specific registration instructions can be found online at [harding.edu/public-safety/parking-registration](http://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 transferring vehicles if needed.
7. The Office of Parking Services may utilize online resources to identify the owners of unregistered vehicles. The Office of Parking Services may register unregistered student-owned or student-driven vehicles, 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. Persons 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 from the Office of Parking

Services a temporary permit without cost for a period of no longer than two weeks.

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.

4. Students may not store or drive golf carts or all-terrain vehicles 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 University's parking regulations.

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. to 5:30 p.m.

8. Students may park in faculty

and staff parking Monday through Friday from 5:30 p.m. to 7:30 a.m. and on weekends.

9. Students driving vehicles with faculty/staff stickers must park in student parking.

10. Parking in handicap slots is only permitted with officially recognized identification, such as disabled license plates or hang tags. 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 loading and unloading vehicles close to the respective building. Drivers will be given 15 minutes to load or unload their vehicle and then 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 vehicles parked in student parking (not in areas designated as "No Overnight" parking). If leaving vehicles on campus for an extended period of time, please contact the Office of Parking Services.

2. If students 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 parking services manager.

**APPEALS PROCESS**

To contest a parking citation, an appeal must be submitted to the Traffic Appeals Committee within ten days of the citation issue date via the website, [harding.thepermitstore.com](http://harding.thepermitstore.com). The Appeals Committee is composed of Harding faculty and staff members who review

each appeal and decide based on the information contained in the appeal and information from the ticket itself. When there is a question about an appeal, members of the committee may consult with the parking services manager 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 the 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, including penalties for violations, may be made without prior notice by the administration.

## **ACCEPTABLE USE OF HARDING UNIVERSITY'S INFORMATION SYSTEMS & TECHNOLOGY**

Those who use 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:

- Users are responsible for any computer account given and for keeping passwords secure.
- Users agree not to intentionally seek out information about, copy or modify password files, other users' files, or disks belonging to other people.
- Users shall not attempt to decrypt material to which they are not entitled or try to gain rights the owner has not

explicitly granted them.

- Users agree to refrain from any activity that intentionally interferes with a computer's operating system or its logging and security systems.
- 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 to the mission of Harding University.
- Users agree not to make copies of or distribute software the University owns or uses under license.
- Messages, statements and declarations sent as electronic mail or public postings should be treated as tangible documents.
- Users agree not to create, alter or delete any electronic information contained in any system associated with the University IS&T resources that are not part of their own work.
- Users agree not to create, send or forward chain mail, spam or phishing messages.
- Users shall not use the University's IS&T resources to obtain unauthorized access to any other computing systems; for example, using a proxy server.
- Users agree not to use the system for non-University business, such as the transmission of commercial

or personal advertisements, solicitations, and promotions, or the 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 disability that is documented with the Office of Disability Services and Educational Access.

Animals officially part of the University's teaching, research

or clinical programs are exempt from this policy.

## **DISTRIBUTION OF LITERATURE ON CAMPUS**

1. 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:
  - Writings that are libelous or obscene or violate federal, state or local laws.
  - Materials that attempt to exploit for commercial gain the name, image, logo or reputation of this University by selling any item, subscription copies or advertising space.
2. Approval must be secured from the Office of Student Life.
3. Literature and materials for distribution must not contain:
  - All literature must state the name of the sponsoring organization.
  - After appropriate approval, literature and materials for distribution may be placed in areas designated by the Office of Student Life.

## **LEGAL NOTICES**

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act of 1974 (called FERPA) provides, with certain exceptions, that students shall have a right of access to their education records and 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. Under established procedures, students have the right to challenge the accuracy of the records and enter their viewpoints in the records. Harding's list of all education records is kept in the registrar's office. A copy of the University FERPA Policy may be found in the online catalog > General Information > Legal Statements.

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

A student's home address and phone number will be 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, subject a person to unwanted sexual attention, punish a refusal to comply, or 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 consistently 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 a prompt and equitable response. The right to the confidentiality of all academic community members will be respected in both informal and formal procedures insofar as is possible. Retaliation against individuals for bringing bonafide 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 Hammon Student Center room 218 or the Office of Public Safety in the Kendall Building room 117. Claims against a faculty or staff member may be filed in the Office of Human Resources in Ezell Building 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 a prompt and equitable response. The right to confidentiality of all academic community members will be respected insofar as is possible. Retaliation against individuals for bringing bonafide 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 Hammon Student Center 218 or in the Office of Public Safety

in the Kendall Building room 117. Claims made by a student against a faculty or staff member may be filed with the Office of Human Resources in Ezell Building 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](http://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 IS THE LAW

Harding's policy states that drug and alcohol possession or use is unacceptable. 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 severe 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 firmly believes that any use of controlled substances or the unauthorized use of prescription drugs outside of medical advice 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 individuals feel they are doing their best when their actual performance is poor.
- Lead to crime at school.
- Interfere with how an individual's brain uses information.

behavior changes.

- Cause loss of concentration and memory.
- Cause permanent loss of brain function.

- Cause depression.
- Lead to heart attacks and strokes.

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.

Tobacco can:

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

Marijuana use can:

- Cut mental powers.
- Slow physical reflexes.
- Affect judgment of space and distance.
- Make an individual forgetful.
- Damage lungs, reproductive organs and brain.

Amphetamine/Stimulate use can:

- Make an individual panic or behave wildly.
- Be addictive.
- Cause brain damage.

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. Contact the Office of Student Life with any questions.

Cocaine use can:

- Cause a heart attack.
- Cause emotional problems, mood swings or lack of dependability.
- Cause an individual to make poor judgments.
- Lead to crimes.
- Be addictive.

Sedative use can:

- Slow down mental processes and reflexes.
- Cause kidney and liver damage.
- Be addictive.

Heroin use can:

- Cause total disinterest in anything except drugs.
- Lead to crimes.
- Spread disease.
- Result in overdose, coma or death.
- Cause school and family problems.

Inhalant use can harm an individual's:

- Vision.
- Memory.
- Thinking.
- Coordination.
- Breathing.

Hallucinogen use can:

- Cause distortion.
- Cause sudden, bizarre

Steroid use can:

- Damage the heart, liver and reproductive system.

### SPECIAL NOTE

The Office of Student Life also makes available important information concerning:

Campus parking regulations

Students with disabilities

Mental health

Alcohol and a drug-free campus

Rape awareness and prevention of AIDS

Suicide

## DELINEATION 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 has designated the graduate and professional program deans to designate the person in each program to conduct the nonacademic disciplinary proceedings of the University. The program dean and his or her staff shall be responsible to the provost of Harding University for the 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 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 inconsistent 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

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