

2016-2017 Student Handbook

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Academic Integrity Board

Info Sheet

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List:

1 Description

The Academic Integrity Board (AIB) advocates and raises the awareness of academic integrity at Cumberland University by upholding the University Values section in the preamble that is fundamental to Cumberland University. These Values are: Value 1: Personal Integrity, Value 2: Worth of the Individual, Value 3: Critical, Independent Thinking, Value 4: Discipline, and Value 5: Community Responsibility and Accountability. The responsibility of acting with integrity deals with each member, administration, faculty, staff and student of the university. The Board reports to the Vice President of Academic Affairs about the status of Academic Integrity Policy.

2 By-Laws

2.1 Committee Composition

1. The Academic Integrity Board (AIB) consists of at least 7 members that include representation from each of the academic schools of the University, an incumbent chair and at least one student representative (under rare and unusual circumstances more than one student representative may be needed). Note: If circumstances prevent a faculty representative from attending an academic integrity hearing they may designate an alternative representative from their School. Faculty representatives should recuse themselves from academic integrity cases that may present as conflicts of interests (i.e. instructor, advisor or mentor of student). The committee composition should assure adequately informed representation of the University.
2. Student representatives must have no prior academic integrity violations and must have 60+ credit hours with a cumulative grade point average (GPA) of 2.5. A pool of two student members per academic school will be generated at the beginning of each fall semester, but under most circumstances no more than one student member need be present for decisions on academic integrity violations. The student representatives will be recommended by the School Deans to the Dean of Students and on approval appointed by the Vice President for Academic Affairs. Student representatives present at any academic hearing must be from outside the academic school involved in the case and from which the appealing party majors.
3. Each school representative on the AIB will be recommended by the Dean of the respective school and appointed by the Vice President for Academic Affairs. Appointments of representatives from the schools of nursing, fine arts and education/public service will occur in the fall of even years and appointment of representatives from the schools of liberal arts/sciences and business will occur in the fall of odd years. In cases where committee members vacate a position, special appointment will be made to fill the open position by the Vice President for Academic Affairs.
4. School representative members of the Academic Integrity Board term of service is four years and is limited to two consecutive terms; except in the case of individuals elected chair, who may serve three consecutive terms but unlimited total terms as AIB Chair during their tenure as a Cumberland University employee.
5. The Academic Integrity Board will operate with an internally appointed Chair, Vice Chair and Secretary (note that under certain cases the Chair and Vice Chair should be from different Academic Schools to facilitate appropriate representation during hearings when Academic Schools are limited in program offerings as with the School of Nursing and Health Sciences). Elections for chair and secretary occur at the first

fall of each year following an opening of either of these positions.

- a. It is recommended that the chair-elect must be a continuing service committee member (having served at least one term previous). Special Accommodations will be made in the case of a Chair's resignation and a special election will be held to replace the chair.
 - b. The term of service as Chair is four years. A Chair may serve no more than two consecutive terms in this position, but unlimited total terms as AIB Chair during their tenure as a Cumberland University employee.
 - i. It is the role of the AIB Chair to communicate monthly with and take in advisement academic integrity issues recommended by the Vice President for Academic Affairs and/or the Dean of Students and to communicate AIB recommendations of policy and/or procedure with regard to academic integrity. The Academic Integrity Board Chair will also invite the Vice President for Academic Affairs and/or the Dean of Students to Committee meetings when appropriate to facilitate functionality.
 - ii. It is the role of the AIB Chair to guide the operations of the Academic Integrity Board.
 - iii. It is the role of the AIB Chair to ensure that proceedings of this Board's works are appropriately communicated to the faculty.
 - iv. It is the role of the AIB Chair to ensure that meeting agendas and all material pertinent to any academic integrity violation case are distributed at least 24 hours prior to meeting time.
 - c. The term of service as Vice Chair is four years. A Vice Chair may serve no more than two consecutive terms in this position, but unlimited total terms as AIB Vice Chair during their tenure as a Cumberland University employee. It is the responsibility of the AIB Vice Chair to perform the responsibilities of the AIB Chair in the absence of the AIB Chair for a called meeting and/or hearing.
 - d. The Secretary will be elected by the membership of the Academic Integrity Board. A term of service as secretary is four years.
 - i. It is the role of the AIB Secretary to record, maintain, and appropriately post minutes for AIB meetings. Minutes for AIB meetings will be presented to the AIB membership and approved prior to posting in the Office for Academic Affairs. It is important that the Secretary keep accurate record of any decisions, important material and any votes. Specifically, the secretary will report in writing the results of any academic integrity hearing, including only (a) the charge (excluding the name of the accused for any public reporting of academic integrity statistics), (b) the nature of the evidence, (c) the sentence, and (d) the rationale for the sentence.
 - ii. It is the role of the AIB Secretary to aid in the preparation of correspondence outside of the Board.
6. The Academic Integrity Board will meet on a monthly schedule and/or when the circumstances deem it necessary.

2.2 Role

1. The Academic Integrity Board advocates and raises the awareness of academic integrity at Cumberland University by upholding the University Values section in the preamble that is fundamental to Cumberland University. These Values are: Value 1: Personal Integrity, Value 2: Worth of the Individual, Value 3: Critical, Independent Thinking, Value 4: Discipline, and Value 5: Community Responsibility and Accountability. The responsibility of acting with integrity deals with each member, administration, faculty, staff and student of the University. The AIB acts to:
 2. To hear charges and/or appeals of academic integrity violations and to render decisions with regard to validity of charge(s) and imposed sanction(s);
 3. To collect, report and analyze data from each "case" about the charges that have been brought by the student;
 4. To report and use data for the purpose of improving communication across campus and improving Cumberland University;
 5. To inform academic integrity violators of appeal process and direct them to resources to assist in the process;
 6. To educate the campus community about academic misconduct; and
 7. To ensure that the academic integrity practices of the University are current and in alignment with best practices.

2.3 AIB Guidelines and By-Law Interpretation

1. All decisions made by the Academic Integrity Board will be made by a simple majority vote of the members, as long as a quorum of voting members exists. A quorum exists when a simple majority of voting members is participating in the decision.
2. Within the constraints of the constitutional authority of the Board of Trustees and/or Academic Affairs Policy, the Academic Integrity Board shall be the final authority with regard to the interpretation of these bylaws, except in cases where there is a conflict with the Academic Affairs Policy and/or Board of Trust bylaws.
3. Upon a majority vote by the Academic Integrity Board membership, amendment(s) may be made to the AIB bylaws.

Subject Experts

The following may be consulted for additional information.

VP for Academic Affairs

VP for Academic Affairs

Regulations

Standards of good practice
University governance

Academic Integrity Committee

Policy

Document Number: ACAD--114

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Document Owner:

Date Last Updated: 03/14/2016

Primary Author: VP for Academic Affairs

Status: Approved

General Description

Description: The Academic Integrity Committee (AIC) raises the awareness of academic integrity at Cumberland University by upholding the University Values section in the preamble that is fundamental to Cumberland University. These Values are:

Value 1: Personal Integrity, Value 2: Worth of the Individual, Value 3: Critical, Independent Thinking, Value 4: Discipline, and Value 5: Community Responsibility and Accountability.

Every member of the administration, faculty, staff, and student body of the university is responsible for acting with integrity and upholding these values. The Committee reports to the Vice President of Academic Affairs about the status of Academic Integrity Policy.

Purpose: Delineation of policy.

Scope: Academic Affairs, Faculty, Students

Responsibility: Academic Affairs
Faculty
VP for Academic Affairs

Requirements

Relevant Knowledge: In order to comply with this policy you should know:
Current University policy

Terms and Definitions: Additional training

Corrective Action

Loss of privilege, general

Policy Provisions

1. Academic Integrity Committee By-Laws

The Academic Integrity Board is comprised of a minimum of four faculty members and one non-invested full time student. The function of the board is to consider evidence of academic dishonesty, determine guilt and confirm or assign new sanctions. Sanctions may include (but are not limited to) assignment failure, course failure, probation or suspension from the University. The Board may request the testimony of witnesses including the student, the instructor and other appropriate individuals.

The student may appeal an unfavorable decision by the board. Appeals are made to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final.

1.1 Committee Composition and Appointments

Cumberland University considers any violation of academic integrity a significant offense and therefore subject to an appropriate sanction. Academic integrity violations at the University are classified into minor and major categories each with two levels of violation for a total of four levels of violations. Faculty make the distinction within their course syllabi of the characteristics that define the category of academic integrity violation for a particular course. The sanction levied is decided upon by the faculty member in consultation with the appropriate Program Director and/or School Dean. The University recommends sanctions intended as a general guideline for the academy. Furthermore, extenuating circumstances may influence the imposed sanction, as degree of responsibility and experience of an individual student may be a factor in determining the appropriate sanction. For example a first-year student's imposed sanction for a given violation may not be as severe as that imposed on a more experienced student (upperclassman or graduate student) for the same violation. All transgressions are recorded in the Advocate System. Faculty should notify their School Dean and the Office of the Registrar by email when there is an imposed sanction of a grade of "FC."

2. Definitions of Academic Dishonesty

Academic Integrity Expectations - The fundamental component of academic integrity is that each student is expected to be themselves engaged in rigorous academic work and to produce original work for each assignment in each course as is communicated by the instructor and syllabus.

Any action by a student or faculty member contrary to the above may be construed as academic misconduct. Therefore an academic integrity violation is defined broadly as any dishonest act committed in an academic context in which an individual produces, submits, or presents work that is not a product of their own effort, relies too heavily on the work of others, or is outside guidelines established by university policy, course syllabi, or generally accepted academic behavior. Any definition of specific behaviors cannot be exhaustive; examples violations of academic integrity include, but are not restricted to, the following:

A. Use of Sources

1. Plagiarism is the use of someone else's language, ideas, information, or original material without acknowledging the source.
 - a. Examples of plagiarism:
 - i. Submitted work is the product of another person or organization, or entity.
 - ii. Submitted work contains ideas, findings, or writings in part or in whole produced by a someone other than the student submitting the work (including another student), without citation.

NOTE: While students are responsible for knowing how to quote from, paraphrase, and cite sources correctly, the ability to apply that information in all writing situations is an advanced literacy skill acquired over time through repeated practice. When a student has attempted to acknowledge sources but has not done so fully or completely, the instructor may determine that the issue is misuse of sources or bad writing, rather than plagiarism. Factors that may be relevant to the determination between misuse of sources and plagiarism include prior academic integrity education at Cumberland University and the program level of the student. Instructors are responsible for communicating their expectations regarding the use and citation of sources.

B. Course Work and Research

1. The use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
2. Fabrication, falsification, or misrepresentation of data, results, sources for papers or reports; in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
3. Copying from another student's work;
4. Actions that destroy or alter the work of another student;
5. Unauthorized cooperation in completing assignments or examinations;
6. Submission of the same written work in more than one course without prior written approval from both instructors.

C. Communications

1. Violating the confidentiality of an academic integrity investigation, resolution, or documentation;
2. Making a false report of academic dishonesty;
3. Dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, or in any other matter relating to a course.

D. Representations and Materials Misuse

1. Falsification of records, reports, or documents associated with the educational process;
2. Misrepresentation of one's own or another's identity in an academic context;
3. Misrepresentation of material facts or circumstances in relation to examinations, papers, or other academic activities;
4. Sale of papers, essays, or research for fraudulent use;
5. Alteration or falsification of university records;
6. Unauthorized use of university academic facilities or equipment, including computer accounts and files;
7. Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
8. Unauthorized removal, mutilation, or deliberate concealment of materials in university libraries, media, laboratories, or academic resource centers.

3. Academic Integrity Purpose

Academic integrity in the university should be promoted and protected. The purpose of this document is to record specific incidents of the violation of academic integrity, so that context is available for faculty consideration of addressing specific academic violations and in the event a student appeals a conviction to the Academic Integrity Board.

The following describes the appropriate use of this **report (see attachment)**.

- When a violation of academic integrity occurs, faculty members should address the issue in a personal meeting with the student. The faculty member should use the Academic Integrity Violation Report form to document and describe the violation, the evidence that is available, and the action taken. Definitions of the categories of academic violation are below for reference. Both the faculty member and student should sign the form, indicating that action was taken. The student should note that they acknowledge the discussion and if they agree or disagree that the violation took place. Students will have the right to appeal any sanctions for academic integrity violations to the Academic Integrity Board (AIB).
- The form will be filed in the ADVOCATE system. The Vice President for Academic Affairs, Dean of Students, and School Deans will have access to the documents following the same procedure as faculty.
- Faculty members may request information regarding whether a student has an academic integrity violation form on file for purposes of investigating context for taking action on nominations for honor societies, awards, admissions, and campus leadership positions. The faculty member will receive from the office of Dean of Students an answer either in the affirmative or negative. Faculty can request further information using the following procedure.
- Faculty members with a documented legitimate educational interest may request to receive access to documents in a student's file that pertain to academic integrity issues. A FERPA acknowledgement must be signed by the requester, and the file may not be removed from the office of Dean of Students nor can photocopies or other reproductions be made. Any and all access to the file will be logged.
- The Academic Integrity Board may request records of violations for students who bring appeals, in order to provide context for academic integrity hearings.
- Academic Integrity Violation Reports shall be filed before the submission of the final grade in the course.

4. Violations and Sanctions

See attachment for chart of violations and sanctions.

5. Other Consequences of Violating the Academic Integrity Policy

Consequences of an academic integrity violation may reach beyond the classroom and beyond the student's time at Cumberland University. If the recommended sanction by the instructor or Academic Integrity Board is a failing grade for the course, a designation "FC" (failure for cheating) will be placed on the student's transcript. The "FC" is non-replaceable and cannot be eliminated by retaking the course. Students are prohibited from withdrawing from a course to avoid receiving the "FC" on their transcript. The grade of "FC" is intended to acknowledge a student's failure to uphold the values of academic integrity at Cumberland University. The grade of "FC" shall be treated in the same way as an "F" for the purposes of calculating Grade Point Average (GPA) and determination of academic class standing. A student who receives a grade of "FC" will be considered to be on academic probation with the university for reasons of academic misconduct. Additional sanctions may be imposed by Student Affairs in regards to student conduct.

Note that no upper division student (having earned 60 credit hours prior to date of violation) found responsible for academic misconduct may receive honors at graduation.

There may also be specific impact for a student within their academic major or degree program based upon a finding of academic misconduct and the consequences of subsequent sanctions. Students are encouraged to discuss their involvement in an academic misconduct situation and its impact upon their academic major or degree program with their academic advisor.

When a violation occurs students are encouraged to discuss their situation with advisors, parents, coaches, and other mentors. To allow time for advisement there will be a 24-hour waiting period required before signing an academic integrity violation report, but not to exceed 5 business days.

6. Additional Information

6.1 Student Denial

If the student denies the allegation of academic dishonesty, the faculty member will report that this is the student's position on the "Academic Integrity Report Form." The matter will then be reviewed and a judgment rendered by the AIB.

6.2 Refusal to Sign

Refusal by the student to sign the academic integrity report form and/or denial of guilt will result in the case being automatically submitted to the AIB.

7. Course-Specific Expectations

- A. The instructor of record (faculty) is responsible for determining and communicating course-specific academic integrity expectations. Instructors of record are responsible for stating course-specific expectations in writing, particularly those regarding use of sources and collaboration.
- B. Students are responsible for consulting their instructors for any clarification needed on academic integrity standards, including those set forth in this policy and those that are course-specific.
- C. Collusion is assisting or attempting to assist another in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

8. Students Reporting Academic Integrity Violations

Every student is charged with the responsibility of acting in accordance with the standards of integrity established by the University, and ensuring that his/her fellow students also abide by these standards. As a member of the University community, if you have knowledge of a possible academic integrity offense, you should immediately contact the appropriate academic body (School Dean, faculty mentor or academic advisor) that will act as an academic integrity advisor. You do not necessarily need to disclose the course, the instructor, student suspect and/or other identifying details at this time. During this conversation, the advisor will explain the three criteria necessitating the action of reporting an academic integrity violation.

The three criteria are: 1) Act violating academic integrity (the incident is an action that violates academic integrity as outlined by the University), 2) Knowledge (the suspected student had knowledge that they were violating academic integrity as outlined by the University), and 3) Significance (the alleged violation will have a significant impact on the learning environment or grade of the suspect and/or others). The advisor will ask whether or not what you witnessed fits all three criteria. The advisor, however, will not tell you whether a case should be reported. If, after discussing the matter with an advisor, you still believe an honor offense may have occurred, you should report the case. Though the advisor will answer all questions, this decision solely belongs to the potential reporter. Calling upon the advice of an academic integrity advisor in no way binds you to report a case; however, it should be noted that academic integrity is the foundation of the academy.

8.1 Student Reporting Policy

- A. Students wishing to report academic integrity violations must file an Academic Integrity Violation Report Form with the Office for Academic Affairs. The report form can be obtained from any academic body from the University's electronic Academic Affairs folder.
- B. Every reasonable effort will be taken to protect the identity of the reporting student as is appropriate to ensure due process of the case and prevent undue repercussions for reporting.

8.2 Student Reporting Procedure

If a student witnesses a violation of academic integrity or otherwise has reason to believe that a violation has occurred, he or she may choose among several possible courses of action.

- A. Talk with the suspected student urging him/her to report himself/herself to the instructor of the course or to the School Dean.
- B. Discuss the observed action with the course instructor, not naming those involved, to obtain guidance and determine if an observed act merits action under the Academic Integrity Policy and course syllabus.
- C. Report the incident directly to the course instructor with full details of the incident following the guidance of the instructor of making a formal report of academic integrity violation.
- D. Submit a written report to the Office for Academic Affairs or Chair of the Academic Integrity Board (AIB). These bodies will follow-up with the course instructor allowing the collection of any evidence that can support the claim of academic integrity violation. If there is substantial evidence to warrant an academic integrity sanction, the course instructor will levy the appropriate sanction in accordance with the course syllabus and University policy. If the reporting student wishes to remain anonymous, the request will be honored as is appropriate to ensure due process of the case and prevent undue repercussions for reporting.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges
Expulsion
Suspension
Suspension-student
Job Termination

Attachments

Academic Appeal Form Level I Violations

[F:\Zavanta Policies Main\Attachments\Academic\Academic Integrity Appeal Form Level I Violations.pdf]

Academic Integrity Appeal Form for Level II-IV Violations

[F:\Zavanta Policies Main\Attachments\Academic\Academic Integrity Appeal Form for Level II-IV Violations - Revised 9-8-15.pdf]

Academic Integrity Sanctions Table

[F:\Zavanta Policies Main\Attachments\Academic\AcademicIntegritySanctionsTable _07_07_2014_rev.pdf]

Academic Integrity Violation Report Form

[F:\Zavanta Policies Main\Attachments\Academic\Academic Integrity Violation Report Form _rev_07_07_2014_rev.pdf]

Subject Experts

The following may be consulted for additional information.

Faculty

Legal Counsel

School Deans

VP for Academic Affairs

Academic Integrity Issues

Info Sheet

Document Number: STUD--116d

Revision #: 1.0

Document Owner:

Date Last Updated: 02/03/2016

Primary Author:

Status: Approved

List:

① Academic Integrity Issues

All conduct codes, policies, and procedures related to Academic Integrity and issues related to violations or concerns can be found in the University Catalog in the Academic Affairs section.

Subject Experts

The following may be consulted for additional information.

VP for Academic Affairs

Regulations

Peer review standards
Standards of good practice
University governance

Academic Requirements

Policy

Document Number: GREEK--103

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Policy on academic requirements for Greek organizations

Purpose: Delineation of policy

Scope: Greek advisor, Students

Responsibility: Dean of Students
Greek advisor

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

National Greek policies

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. Academic Requirements

The University expects all Greek Organizations to provide evidence of fraternity/sorority scholarship programs and grade requirements for initiation and the classification of members in good standing. An active member of a Greek fraternity/sorority at Cumberland will be an undergraduate who has met the minimum academic requirements for the respective fraternity/sorority, who is not on any type of probation within the fraternity/sorority, and who maintains full-time status as a University student by taking at least twelve (12) credit hours per semester (excluding May or Summer terms). To remain an active member, he/she must maintain a cumulative grade point average (GPA) of at least 2.50 (as of August 27, 2012) and must be enrolled in at least twelve semester hours.

Note: Some fraternity/sororities have higher grade point requirements for pledging and membership than those previously stated. In these instances, the individual fraternity/sorority's requirements supersede the Cumberland requirement. Cumberland's requirement is an absolute minimum grade point average for membership in any Greek organization on Cumberland's campus. Cumberland honors the fact that each fraternity/sorority has the right to raise this requirement as each fraternity/sorority sees fit.

No fraternity or sorority is allowed to practice standards that do not meet the above stated guidelines for Greek organizations at Cumberland University. The Director of Greek Affairs must approve, in writing, any deviation from the above GPA requirements, and such approval must also be reviewed by the Dean of Students.

In addition to these requirements, the following minimum standards are expected of each fraternity or sorority to promote academic responsibility within the Cumberland Greek Community:

- Each fraternity/sorority is expected to honor and uphold the Cumberland Creed
- Each fraternity/sorority is expected to annually develop and submit a copy of its scholarship program, if any, to the Director of Greek Affairs before Fall Break of each academic year
- Each fraternity/sorority is to develop programs that encourage and recognize academic achievement and promote student/faculty relations. Possible programs could include, but are not limited to, awards for Dean's list recipients, inviting a speaker to address the chapter, discussions led by a faculty member, or recognition of faculty/staff members
- Each fraternity/sorority is expected to ensure that recruitment, new member education, chapter meetings and membership activities do not compromise the academic performance of prospective new members, new members or initiated members.
- No fraternity/sorority will sponsor, permit or condone activities, either by the chapter or its members, which disturb classes, study sessions (individual or group), an individual's room or other places where a student should be able to focus on academic work with the expectation of silence.
- Each fraternity/sorority will maintain an environment which members can study on nights before class days.
- Each fraternity/sorority is expected to follow all rules and regulations governing the Residence Halls.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Legal Counsel

Accreditation Statement

Policy

Document Number: STUD--102

Document Owner:

Primary Author: President

Revision #: 1.0

Date Last Updated: 02/03/2016

Status: Obsolete

General Description

Description: Accreditation statement edited November 22, 2011 and again on April 11, 2014.

Purpose: This document provides information about all agencies that accredit Cumberland University.

Scope: All faculty, staff, students, and administrators

Responsibility: All faculty, staff, students, and administrators

Policy Provisions

1. Accreditation statement

Cumberland University is chartered by the State of Tennessee and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate, the baccalaureate and the master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Cumberland University.

- The School of Humanities, Education, and the Arts at Cumberland University is accredited by the National Council for Accreditation of Teacher Education (NCATE), www.ncate.org. This accreditation covers initial teacher preparation programs and/or advanced educator preparation programs at the University.
- The Tennessee State Department of education has approved Cumberland University to offer certain programs for specific teacher licenses. For a list of approved teacher licensure programs at Cumberland University, please visit the Department of Education website: (<http://www.state.tn.us/education/lic/edprep.shtml>).
- The baccalaureate program at Cumberland University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW< Suite 530, Washington, DC 20036: 202-887-6791. (<http://www.aacn.nche.edu/ccne-accreditation>).
- The baccalaureate program in nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000).
- The baccalaureate program in nursing is approved by the Tennessee Board of Nursing (665 Mainstream Dr, Metro Center, Nashville, TN 37243; 615-532-5166).
- The Athletic Training Program (AT Program) is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).
- The Labry School of Science, Technology & Business is unconditionally accredited by the Accreditation Council for Business Schools & Programs (ACBSP) in both its undergraduate and graduate programs.
- Cumberland University is authorized to offer professional continuing education for accountants by the Board of Accountancy of the State of Tennessee.

Subject Experts

The following may be consulted for additional information.

VP for Academic Affairs

Alcohol and Drug Policies

Policy

Document Number: STUD--135

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Unauthorized possession, use, consumption, transportation, or distribution of drugs and alcohol BY ANY STUDENT on University property or at off-campus, University-sanctioned functions is strictly prohibited. No student shall be in an intoxicated condition at anytime on campus, as made evident by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, lewd, or unbecoming language. Violation of this policy will result in student misconduct sanctions and/or may result in arrest by an appropriate law enforcement agency.

Purpose: Delineation of policy. Also see RIGHTTOKNOW-107, RIGHTTOKNOW-111, and STUD-118.

Scope: Students

Responsibility: Dean of Students
Residence Life
Student Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: In order to comply with this policy you should know:

- State statutes
- Standards of good practice
- National Greek policies
- Standard company policies
- Local statutes
- Federal statutes
- Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Alcohol and Drug Policies

Unauthorized possession, use, consumption, transportation, or distribution of drugs and alcohol by BY ANY STUDENT on University property or at off-campus, University-sanctioned functions is strictly prohibited. Alcoholic beverages are not permitted at any time in any University facility without explicit prior written permission of the President of the University. No student shall be in an intoxicated condition at anytime on campus, as made evident by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, lewd, or unbecoming language. Violation of this policy will result in student misconduct sanctions and/or may result in arrest by an appropriate law enforcement agency. The possession, use (without valid medical or

dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by Federal or Tennessee law is prohibited. Violation of the drug policy may lead to immediate suspension from the University and/or arrest by the civil authorities.

Under Tennessee law it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment), or consume alcoholic beverages, including wine or beer. It is also unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone less than 21 years of age. These offenses are Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days, or a fine of not more than \$2,500, or both. (T.C.A. § 1-3-113, 39-15-404, 57-5-301.) The offense of public intoxication is a Class C Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50, or both. (T.C.A. § 39-17-310.) Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of 1/2 oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21, and the older person is at least two years older than the younger, and the older person knows that the younger is under 21 years of age, then the offense is classified as a felony. (T.C.A. § 39-17-417, 21 U.S.C. § 801, et seq.; T.C.A. § 39-17-417.) Possession of more than 1/2 oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense.

- A. It is the policy of Cumberland University, pursuant to the "Drug-free Schools and Communities Act Amendments of 1989 (20 USC 1145g) (34 CFR 86)" to maintain a drug-free campus and work environment. It shall be unlawful to manufacture, distribute, dispense, possess, sell or use a controlled substance at Cumberland University or any of its facilities. Controlled substances, as cited in 21 USC 812, would include drugs such as opium, opium derivatives, and hallucinogens (like marijuana, mescaline, peyote, LSD, Psilocybin, cocaine, amphetamines, codeine, heroin, or morphine). Controlled substance abuse does not include prescribed use of lawfully prescribed drugs which are being taken under the supervision of a provider licensed to prescribe controlled substances. Students may not possess alcohol or drug paraphernalia on campus, such as (but not limited to) empty alcohol containers, any type of bong, hashish pipes or hookas, smoking masks, cocaine freebase kits, or roach clips.
- B. Students are encouraged to seek counseling and treatment for substance abuse problems when they exist. The University will report any apparent unlawful use of a controlled substance on University property to the appropriate authorities. FURTHERMORE, the University will not tolerate the presence of students who are under the influence of a controlled substance. Any observer is responsible for informing University personnel promptly of any apparent violation of this policy (444-2562, ext. 1234). University personnel will refer the matter to authorities and/or professional counselors for evaluation, as deemed appropriate, and will inform the Dean of Students of action taken. All monetary charges related to professional counseling are the responsibility of the student. Students assigned to counseling must produce proof of their status as a student of the University in good financial standing.
- C. Students are required to notify the Dean of Students of any drug conviction within five days after their conviction in writing. Conviction includes a finding of guilt, a plea of nolo contendere or imposition of a sentence by any local, state or federal court. Failure of the student to so notify Cumberland University of a drug conviction with five days after the conviction may result in suspension of the student from the University. Upon entering the rehabilitation program, the student shall sign a written release allowing the program to communicate with the university regarding the student's participation and progress in the program.
- D. Students convicted for personal use or possession of a controlled substance or possession of a controlled substance will be subject to disciplinary action up to and including suspension. Students who are disciplined by means of suspension or other action will be required to successfully complete a certified rehabilitation program (at the expense of the student). Application to a certified rehabilitation program must be made within 30 days of the date that disciplinary action was taken. A letter from the certified rehabilitation program, stating the date of entry into the program and the date of completion of the program, must be filed with the Dean of Students as a condition precedent to the student's eligibility to return to the University. Failure to make application to a certified rehabilitation program within 30 days or failure to complete the program will result in suspension from the University.
- E. Students must, as a condition of enrollment, abide by terms of the above policy.

1.1 Effects of alcohol abuse

Acute: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Accidents are the leading cause of death among individuals aged fifteen to twenty-four years. Most are related to drinking and driving. Poor decisions and aggressive acts such as sexual assault are almost always associated with alcohol use. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. *Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.* Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Chronic: Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Some studies suggest that brain cells are actually permanently lost (killed) by high levels of alcohol.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

1.2 Effects of other drugs

Marijuana: Marijuana and related compounds are usually used for their "relaxation" effects or to produce an altered sense of reality—a "high." Marijuana is usually smoked, and like tobacco, it is very toxic to the lungs. Disorders of memory (loss) and of mood often occur in chronic users.

Cocaine (stimulant): Cocaine, crack, and related forms are usually used for stimulation and to produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to stop. In some individuals, cocaine may produce fatal cardiac rhythm disturbances.

Amphetamines (stimulants): Amphetamines, and their new derivatives "crystal," "ice," and Ecstasy, are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors.

LSD & PCP (hallucinogens): These chemicals are used to produce "altered states" to escape reality. They are very dangerous and can cause psychosis.

Valium, Barbiturates, etc. (depressants): These and other prescription drugs of this type are usually used for their sedative or hypnotic effects. Some of these drugs are highly addictive, and others can cause seizures (convulsions) in individuals who take them over long periods of time. These drugs can be fatal if mixed with alcohol or other depressants.

Heroin, Codeine, etc. (narcotics): These are some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce convulsions or even coma. Overdose is common and can result in death. Needle-drug users are in a high-risk group for infection with human immunodeficiency virus, thought to be the cause of AIDS.

Other: Many medications and drugs have the potential for abuse. If you have concerns or questions, ask for professional advice.

1.3 Warning signs of possible substance abuse

- Withdrawal from social situations
- Increased boredom or drowsiness
- Change in personal appearance (increasingly unkempt or sloppy)
- Change in friends
- Easily discouraged; defeatist attitude
- Low frustration tolerance (outbursts)
- Violent behavior and vandalism
- Terse replies to questions or conversation
- Sad or forlorn expression
- Lying
- Poor classroom attendance
- Dropping grades or poor work
- Apathy or loss of interest or death.

1.4 Frequently asked questions

What does the term “Drug” mean?

The term “drug” can be used to describe a wide variety of substances, including alcohol.

Unlawful substances are defined in 21 USCA § 812, and noted in section “A” above.

Does the term “controlled substance” refer to prescribed medication?

No. Drugs which are prescribed and taken as required do not constitute controlled substances. The definition does not include lawfully prescribed drugs which are taken while under the care of a person licensed to dispense prescription drugs. A listing of prohibited drugs is found in USCA 21, Section 812 of federal regulations.

What are some of the dangers associated with drug abuse?

There are many dangers associated with drug abuse. Drug dependence can lead to both physical and mental problems. Drug abuse creates a physical trauma for the user. The body develops a tolerance to the drug, and for this reason larger and larger amounts of the drug are required to satisfy the need for the individual. Examples of the problems arising from drug usage are as follows: lack of motivation, emotional discontentment, emotional dependence, depression, paranoia, convulsions, high blood pressure, physical dependence, heart disease, and death.

See the CU Counseling Center for help or see the following list of local help centers:

University Medical Center
1411 West Baddour Parkway
Lebanon, TN 37087
444-8262

Cumberland Heights
8283 River Road Pike
Nashville, TN 37209
352-1757

Cumberland Mental Health
133 Indian Lake Road
Hendersonville, TN 37075
877-567-6051

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure
Compliance with federal mandate

Consequences: Expulsion
Further training
Loss of privileges
Suspension-student

Subject Experts

The following may be consulted for additional information.

Dean of Students

Annual Greek Organization Report and Review

Policy

Document Number: GREEK--110

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Policy on submission of annual Greek organization report and review

Purpose: Delineation of policy

Scope: Students, Greek advisor

Responsibility: Greek advisor

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

National Greek policies

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. Annual Greek Organization Report and Review

The Cumberland University Greek System must have a framework to measure success. The minimum standards set forth by the Greek Rules and Regulations contained in the Cumberland University Student Handbook are the standards by which each chapter is judged. Each Chapter will be held accountable for meeting or exceeding these expectations. Those chapters who exceed these expectations will be recognized, praised and rewarded for their actions. Any chapter found to be below expectations will be given the opportunity to improve in the next calendar year before sanctions are applied. If a Chapter does not improve, it risks restrictions imposed by the Cumberland University Director of Greek Affairs, and/or Administration, which can result in loss of recognition by Cumberland University.

Each Greek organization will be required to submit a Greek Organization Report by April 1 of each year. Chapters will be evaluated from April 1 to March 31. While a self report, Greek organizations are expected to be honest in their evaluations of themselves.

In addition to the officers, the organization advisor(s) should be used as a source for completion. The Director of Greek Affairs, Dean of Students and an at-large faculty member will serve as the Review Panel. Only these individuals, along with the Chapter president and chapter advisor will have access to the report, review or recommendations. Cumberland University will not publish, in any way, the findings of the Review Panel, nor will any other chapter be notified of any other chapter's review results. The findings of the Panel will be used to assist chapters that are found to be deficient in areas to correct the problem areas and to fulfill the standards of the Cumberland Greek System.

The outline of the report can be found on the Cumberland University website or in the Director of Greek Affairs' Office.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Bicycles, Skating, and Skateboarding

Policy

Document Number: STUD--139

Revision #: 1.0

Document Owner:

Date Last Updated: 02/03/2016

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description: It is the policy of Cumberland University to provide a safe environment for all students, employees, visitors, and guests by regulating the operation of bicycles and the use of skateboards, roller blades, in-line skates, and other similar devices on University property.

Purpose: Deliniation of policy.

Scope: All faculty, staff, students, and administrators, Visitors

Responsibility: Administration
Vice President for IT, Campus Services, and Security
Safety and Security
VP of Business and Finance

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Standard company policies
Standards of good practice

Terms and Definitions: **Corrective Action**

Loss of privelege, staff

Loss of privilege, student

Policy Provisions

1. Bicycles

Every person riding or operating a bicycle upon the university campus shall observe the following rules:

- Operation of a bicycle on the campus must be in compliance with Tennessee Vehicle Codes.
- No person shall ride or park a bicycle in any university building, except for parking in those areas specifically designated for the storage of bicycles.
- No person shall perform or attempt to perform any trick riding that may be dangerous or hazardous to the rider or any other person.
- In areas where riding is permitted, no person shall ride a bicycle at such speed or in any manner so as to endanger or interfere with pedestrians. Pedestrians shall have the right of way at all times.
- Bicycles found parked in violation of this policy may be impounded and retained by University Safety and Security officers.
- No individual shall park, store or leave a bicycle so as to interfere with a railing installed for the purpose of assisting the movement of handicapped persons, obstruct access to an automatic door button or impede the normal movement of wheelchairs
- Any university Safety and Security officer or designated employee authorized by Safety and Security may move, relocate or impound any bicycle which is:
 - Blocking or otherwise impeding normal entrance to or exit from any university building.
 - Blocking or otherwise impeding either vehicular or pedestrian traffic on any street,

highway, parking lot, parking space, parking lot access, walkway, footpath, building exit, stairwell, or sidewalk.

- Parked or stored in such a condition as to be considered abandoned.

2. Skating and skateboarding

- Operating skateboards, roller blades, in-line skates and other similar devices on university property is not permitted.

3. Hoverboards

Hoverboards are not permitted to be ridden, used or stored on campus grounds or in any campus facility.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Loss of priveleges

Subject Experts

The following may be consulted for additional information.

Legal Counsel

President

Campus Crime Information

Policy

Document Number: STUD--114

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author:

Status: Approved

General Description

Description: Campus crime information available to students

Purpose: Delineation of policy. Also see RIGHTTOKNOW-101, RIGHTTOKNOW-104, RIGHTTOKNOW-105, RIGHTTOKNOW-106, RIGHTTOKNOW-112.

Scope: Students,

Responsibility:

Requirements

Relevant Knowledge: In order to comply with this policy you should know:

- State statutes
- Standards of good practice
- Standard company policies
- Local statutes
- Federal statutes
- Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege

Policy Provisions

1. Campus Crime Information

Campus crime reports are available in the Office of Security, on the CU website, in the CU Catalog, in the Office of the , in the Office of the Vice President for IT, Campus Services, and Security and the Dean of Students Office.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Campus Facilities Use Policies

Policy

Document Number: STUD--107

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Policy on campus facility use

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Student Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Standards of good practice
Standard company policies
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Campus Facilities Use Policy

Campus facilities are for the use and enjoyment of the University community. The policies listed below are enacted to ensure the continued availability and cleanliness of these facilities. Each organization or person renting or using a facility is subject to the policies governing the use of facilities.

2. Use of University Vehicles

Any organization or student group seeking use of University vehicles will be required to have a full-time faculty/staff member for each van requested, unless otherwise approved by the Vice President for IT, Campus Services, and Security or appropriate University official.

- a. All requests for vans and the names of drivers must be submitted for approval fourteen (14) days prior to the usage date.

Subject Experts

The following may be consulted for additional information.

Dean of Students

Community Service

Policy

Document Number: GREEK--105

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Policy on community service in Greek organizations

Purpose: Delineation of policy

Scope: Students, Greek advisor

Responsibility: Greek advisor

Requirements

Relevant Knowledge: In order to comply with this policy you should know:

National Greek policies

Terms and Definitions: Additional training

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. Community Service

Through community service, students can learn new skills, assume responsibilities, become aware of the needs of others, and learn the importance of unselfish service and giving. Community service links students to the wider community and exposes them to people and situations outside their previous experiences. There are several responsibilities for community service that Cumberland University expects of its Greek Organizations. They are:

- To sponsor/plan at least one community service project, in which 75% of the total chapter (initiated members and pledges) participate, each semester and execute one philanthropic event during the academic year.
- Elect (or appoint) at least one chapter member who will coordinate all community service and philanthropic activities, and be responsible for reporting and verifying such activities with the Director of Greek Affairs within two weeks before the event and then a comprehensive report immediately following the event.
- Participate in community service and philanthropic activities sponsored by the governing councils that are classified as "all-Greek" as well as those sponsored by the University as a whole.

A recognized community service activity is one which:

- Is performed without compensation to the student.
- Is not associated with the practice or promotion of any religion.
- Is a result of service to at least one person other than the student or the student's relative and is generally of benefit to the "community" or "campus community."
- Is separate from a service activity for which the student is already receiving school or

- organization credit.
 - Is not performed during the student's scheduled class time.
 - Is not service mandated by a court.
-

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Complaints Against the University

Process

Document Number: UNIV--100pr

Revision #: 1.0

Document Owner:

Date Last Updated: 03/08/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description / Scope: In accordance with the Department of Education's final regulations published on October 29, 2010, the following is the complaint process related to receiving and resolving complaints for TICUA member institutions that are legally authorized to provide post-secondary education in Tennessee and are exempt from regulation by the Tennessee Higher Education Commission.

When Performed: As needed

Responsibilities: Dean of Students
Legal Counsel
President
Vice President for I.T., Campus Services & Security

Terms and Definitions: **OCR visit**

Process Overview

1. Complaint and Appeals Overview
2. Informal Complaints
3. Officially Documented Complaints
4. Procedures for Complaints and Appeals
5. Off-Campus Authorities
6. Procedures to Follow In response to U.S. Department of Education 10.29.10 Final Rules

Process Steps or Stages

1 Complaint and Appeals Overview

What happens:

Consistent with our mission, Cumberland University welcomes opinions and feedback about our policies, programs, and services in order to make changes that contribute to student success, development, and goal attainment. We are committed to ensuring that students have access to appropriate procedures for articulating concerns and registering appeals. This is designed to provide information and access to these resources.

In registering concerns and filing appeals, Cumberland University students must follow the policies and procedures that have been established within the unit about which the concern is being filed. Generally, these policies and procedures require that you begin by discussing the matter with the staff, faculty, or department in which the issue originated.

2 Informal Complaints

What happens:

A student with a complaint--a concern that a policy or procedure of a unit has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person's behavior -- has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor if necessary. Basic steps in the informal process include:

- Begin by discussing the matter with the staff, faculty, or department in which the issue originated. If the issue is not resolved, the next contact will be the supervisor, department chair, or associate/assistant dean to investigate the issue and allegations.
- All complaints should be routed through the appropriate complaint/appeals process as outlined in the University Catalog.
- Depending on the nature of complaint, the matter should be brought to the attention of the office directly responsible for that area of the college or university.
- Complaints and appeals should be well-documented and move through the appropriate campus supervisory structure prior to appealing to any off-campus authority.

Who Performs / Responsibility:
Legal Counsel, President

3 Officially Documented Complaints

What happens:

If still unresolved after following the appropriate informal complaint procedures, the student may choose to have the issue "officially documented."

- An explanation of the concern or appeal is submitted to the Office of the Dean of the college/school or Director of the appropriate unit.
- It will be necessary that you be able to demonstrate that you already have attempted to resolve the concern through the informal procedures.
- To establish official documentation, the complaint or appeal must be submitted in writing and must include the name, college, contact information of the person filing the complaint, and a brief description of the circumstances including who has been involved and current status.
- Students must refer to the respective college or department policies for submission and response timelines and procedures. Unit procedures will be followed in resolving formal complaints.

4 Procedures for Complaints and Appeals

What happens:

Appeal of a charge of violation of academic integrity (such as charge of plagiarism) must be submitted to the School of the instructor who brought the charge and assigned the penalty. (See the Academic Integrity Policy)

Appeal a grade must be submitted to the School of the instructor who assigned the Grade. (See Grade Appeal Policy)

Complaints alleging violations of the Americans with Disabilities Act (ADA): Policies and procedures for obtaining accommodations and for filing complaints are available in the Cumberland University Disability Services Policy section.

Harassment Complaints: Individuals who believe they have or may have been sexually harassed or experienced harassment based on race, color, national origin, creed, religion, age, disability, sex, gender identity or sexual orientation should follow the complaint procedures outlined in the University Equal Opportunity Policy section.

Other complaints about academic procedures or personnel must be filed with the appropriate School. Concerns or complaints about non-curricular procedures or personnel must be filed with the appropriate unit.

5 Off-Campus Authorities

What happens:

The University has several means of resolving complaints. Should any claimant feel that these internal processes have failed to reach appropriate resolution, there are means of lodging complaints beyond the institution.

- Complaints relating to quality of education or accreditation requirements maybe referred to the Southern Association of Colleges and Secondary Schools (SACS), which will follow its policy as outlined in the following <http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>;
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);
- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>)

6 Procedures to Follow In response to U.S. Department of Education 10.29.10 Final Rules

What happens:

In accordance with the Department of Education's final regulations published on October 29, 2010, the following is the complaint process related to receiving and resolving complaints for TICUA member institutions that are legally authorized to provide post-secondary education in Tennessee and are exempt from regulation by the Tennessee Higher Education Commission.

Subject Experts

The following may be consulted for additional information.

Legal Counsel

VP for Academic Affairs

Dean of Students

Regulations

This document pertains to the following regulations:

federal mandate
University governance

Damage to Property

Policy

Document Number: STUD--117

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Understanding the definition of damage to property relative to students.

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

State statutes
Standards of good practice
Standard company policies
Local statutes
Federal statutes
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege

Policy Provisions

1. Damage to Property

Malicious or unauthorized intentional damage or destruction of property belonging to the University, to a member of the University community or to a visitor to the campus is prohibited. Students are monetarily responsible for any/all damage they cause to campus/student property. The Vice President for IT, Campus Services, and Security, the Director of Residence Life, or University Security will assess damages and impose sanctions at their discretion.

See also RESLIFE-112, STUD-128 and STUD-137.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Declaration of Campus State of Emergency

Policy

Document Number: EMER--104

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description: Information about a declaration of a campus state of emergency relative to University policy.

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Communications and Public Relations
Emergency Services
President
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

1. Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the President. The Vice President for IT, Campus Services, and Security, their designee, and/or legal counsel will inform and advise the President and carry out the orders of the President during the emergency situation. During this time, the appropriate procedures to safeguard persons and property, and maintain educational facilities will be implemented.

In the event of earthquakes, fires, storms or major disaster occurring in or about the campus, the Cumberland University administration will work with Wilson County Emergency Management Agency and the Tennessee Emergency Management Agency to determine the extent of any damage to university property and what action to be taken.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Disorderly Conduct

Policy

Document Number: STUD--118

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Define disorderly conduct relative to students.

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Safety and Security
Residence Life
Student Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Local statutes
National Greek policies
Standard company policies
Standards of good practice
State statutes

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Disorderly Conduct

The following is a non-exhaustive list of the types of acts that the University considers disorderly conduct:

- A. Disorderly or obscene conduct or breach of the peace on University property or at any function sponsored or supervised by the University or any recognized University organization is prohibited.
- B. No student shall push, strike, or physically assault, or threaten to do the same to any member of the faculty, administration, staff, student body or any visitor to the campus.
- C. No student shall enter or attempt to enter any social event, athletic event, or any other activity or event sponsored or supervised by the University or any recognized University organization without authentic credentials for admission, i.e.; ticket, identification card, invitation, or any reasonable qualification established for attendance. At such University functions a student must present authentic credentials to properly identified University faculty and/or staff upon their request.
- D. No student shall interfere with, give false name to, or fail to cooperate with administrative or staff personnel while these persons are in the performance of their duties.
- E. The following are expressly prohibited: harassment of, or interference with Security

- staff, Residence Hall staff, firefighters, police, or other persons engaged in the performance of their official duties; forcible detention of any person on University property or the threat to do the same.
- F. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other University activities, including public service functions, or of any authorized activities on University premises.
 - G. Verbal abuse of any person which would offend a reasonable person in the community or physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person, whether such conduct occurs on or off University property.
 - H. Participation of students in group activities on or adjacent to the campus which causes damages to public or private property, causes injury to person, or interferes with the orderly functioning of the University or the normal flow of traffic.
 - I. Violation of written University policies and regulations as stipulated herein or as promulgated and announced by authorized personnel.
 - J. Inciting other students to violate written University policies and regulations as promulgated and announced by authorized personnel.
 - K. Willful failure to appear at a disciplinary hearing following proper notification to appear either as a party or as a witness.
 - L. Violation of local, state or federal law when it appears that the student has acted in a way which may adversely affect institutional integrity or seriously interfere with the University's normal educational function, or which may impair or endanger the welfare of any member of the University community.
 - M. Littering on University property. Residents are responsible for the area immediately under their window.
 - N. Failure to abide by any health-related guidelines or orders issued by the University or any health professional with regard to a contagious disease/contagion, and/or willfully exposing any person of the University to any health risk due to failure to follow governmental laws, rules, and regulations or guidelines regarding any hazardous substance.

Disruptive conduct within the classroom is defined as conduct which may include, but is not limited to, intentional interference with the normal classroom procedure or presentation of the instructor or other student(s) and/or interference with another student's right to pursue coursework. Cumberland students are expected to conduct themselves with civility at all times in the classroom. The instructor has ultimate control over classroom behavior and may eject from the classroom any student engaged in disruptive conduct. Incidents of classroom misconduct may be adjudicated by the instructor or reported by the instructor to the Dean of Students for an investigation and hearing.

Also see RESLIFE-120 and STUD-137.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

E-mail Communication

Policy

Document Number: UNIV--106

Document Owner:

Primary Author:

Revision #: 1.0

Date Last Updated: 11/03/2015

Status: Approved

General Description

Description: E-mail is the University's mechanism for official communication with students, faculty and staff. Students, faculty and staff are expected to check their University e-mail on a frequent and regular basis in order to stay current with University-related communications. It is recommended that e-mail be checked daily

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Director of IT
VP of Business and Finance

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Standards of good practice
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, staff

Loss of privilege, student

Policy Provisions

1. Scope

All users of information technology systems and resources, including but not limited to Cumberland University students, faculty, and staff.

1.1 Criteria for E-Mail Use

- All use of e-mail, including use for sensitive or confidential information, will be consistent with the Acceptable Use of Information Technology Resources Policy.
- All use of e-mail will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA. To ensure compliance with FERPA regulations, all correspondence which concerns confidential or sensitive information should utilize official Cumberland University e-mail addresses. E-mail correspondence from faculty, staff or students that requests confidential or sensitive information should not be answered if the email is not from a Cumberland University e-mail address.
- Communications sent to a faculty, staff or student's official Cumberland University e-mail address may include notification of University-related actions.
- E-mail shall not be the sole method for notification of any legal action.
- Official University communications sent by e-mail are subject to the same public

information, privacy and records retention requirements and policies as other official University communications.

1.2 College Use of E-Mail

Email is an official means for communication within Cumberland University. Therefore, the University has the right to send communications to faculty, staff and students via email and the right to expect that those communications will be received and read in a timely fashion. If you have an Internet Service Provider, you can access the University's email system from on campus and off-campus.

1.3 Appropriate Use of E-Mail

In general, -mail is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security matches its use for such purposes. The e-mail system is not designed to be a record retention system. In addition, it is suggested that important documents be sent with a return receipt.

1.4 Assignment of E-mail Addresses

Information Technology (IT) will assign all faculty, staff and students an official University e-mail address. It is to this official address that the University will send e-mail communications. This official address will be the email address listed in University directories and business cards.

1.5 Redirecting E-Mail

The University recommends that faculty, staff and students use the University's e-mail system; however, faculty, staff or students may have e-mail electronically redirected to another email address. If faculty, staff or students wish to have an e-mail redirected from their official address to another email address (e.g., @gmail.com, @aol.com, @hotmail.com) they may do so, but at their own risk. The University will not be responsible for the handling of email by outside vendors. Having an e-mail redirected does not absolve a faculty member, staff member or student from the responsibilities associated with communication sent to his or her official e-mail address.

1.6 E-Mail Communications Expectations

Faculty, staff and students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with University communications. The University recommends checking email at least once a day; in recognition that certain communications may be time-critical.

1.7 Educational Uses of E-Mail

Faculty may determine how e-mail will be used in their classes. It is highly recommended that if faculty have e-mail requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students' official e-mail addresses are being accessed and faculty may use e-mail for their courses accordingly.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Director of Information Technology

VP of Business and Finance

Emergency Procedures Preface and Emergency Response Guidelines

Info Sheet

Document Number: EMER--100d

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

List:

1 Preface

This manual has been written to establish policies and procedures for campus emergencies. While the guide does not cover every conceivable emergency that could occur, it does provide basic guidelines to be followed for most campus emergencies. Any requests for procedural changes, suggestions or recommendations are to be submitted in writing to the Vice President for IT, Campus Services, and Security, or the Emergency Safety and Services Committee (ESSC) for evaluation and adoption.

2 Important Telephone Numbers and Addresses

Important Telephone Numbers	Number
Local Emergency Services	911
Campus Security (if on campus)	extension 2222
Campus Security (if off campus)	615.476.3061
Vice President for IT, Campus Services, and Security	615.547.1255
Dean of Students	615-547-1387
Vice President for Academic Affairs	615.547.1311
Vice President for Business and Finance	615.547.1249
Director of Human Resources	615.547.1247
Counseling Center	615.547.1397
Wilson County Emergency Management	615.444.8777
Wilson County Mobile Crisis	800.704.2651
Wilson County Health Department	615.444.5325
Poison Control Center	615.322.6435

Important Addresses:

Cumberland University: One Cumberland Square Lebanon, TN 37087
Commons One: 250 So. Greenwood St. Lebanon TN 37087
Commons Two: 350 So. Greenwood St. Lebanon TN 37087
Justin Potter Hall: 216 So. Greenwood St. Lebanon TN 37087
Edward Potter Hall: 298 So. Greenwood St. Lebanon TN 37087
Mary White Hall: 307 McClain Avenue Lebanon TN 37087
South Hall: 303 McClain Avenue Lebanon TN 37087

NOTE:

Without question, the most important thing to remember when addressing any emergency or crisis situation on campus is that your safety is paramount. The safety of each staff member, faculty member, and student is the top priority in all emergency situations.

3 Emergency Response Guidelines

In the Event of a Minor Emergency:

1. Contact Campus Security:
 - If on campus: 2222
 - If calling from a cell phone or off campus: 615-476-3061
2. Call the Vice President for IT, Campus Services, and Security: 615-547-1255

In the Event of a Major or Life-Threatening Emergency:

1. Dial 911
2. Notify Security at the earliest opportunity: extension 2222 or 615-476-3061
3. Call the Vice President for IT, Campus Services, and Security: 615-547-1255

Subject Experts

The following may be consulted for additional information.

Dean of Students

Director of Residence Life and Greek Affairs

Vice President for IT, Campus Services, and Security

Regulations

Standards of good practice

University governance

Emergency Procedures--Purpose

Policy

Document Number: EMER--101

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description: Information about the purpose of Emergency Procedures relative to University policy.

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Administration
Dean of Students
Residence Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Standard company policies
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

1. Purpose

The emergency procedures described in this guide are to help protect Cumberland University lives and property through the effective use of university and community resources. If an emergency cannot be handled by routine measures, the President, Vice President for IT, Campus Services, and Security, or their designee may declare a state of emergency at which time the emergency procedures and their guidelines may be implemented. Since an emergency may be sudden and without warning; therefore, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. These procedures apply to all personnel, buildings and grounds operated by Cumberland University.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training

Subject Experts

The following may be consulted for additional information.

Dean of Students

Vice President for IT, Campus Services, and Security

Equal Opportunity in Education/Title IX Section 504 Statement

Policy

Document Number: EOP--001

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author:

Status: Approved

General Description

Description: Cumberland University does not discriminate on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status in provision of education opportunities or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000D; Title IX of the Education Amendments of 1972, Pub. L. 92-318: Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, Pub. L. 101-336; the Age Discrimination in Employment Act of 1967 (Pub. L. 90-202) (ADEA); and the Age Discrimination Act of 1975, 42 USC 6101, et. seq. This policy extends to employment by and admission to the University as well as the terms and conditions of matriculation. Inquiries or complaints involving alleged unlawful or prohibited discrimination on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status must be in writing and directed to Joe Gray, Designated University Coordinator, Cumberland University, One Cumberland Square, Lebanon, TN 37087, office phone number 615-547-1255, E-mail jgray@cumberland.edu **(with a copy to the Disability Coordinator if the complaint involves accommodation for a disability)**. In the event that the conduct involves the Designated University Coordinator for any matter involving prohibited discrimination under this policy, the inquiry or complaint must be in writing and directed to the University's General Counsel Legal Counsel, Bone McAllester Norton PLLC, 511 Union Street, Suite 1600, Nashville, TN 37219. Inquiries or complaints to the University's General Counsel shall involve an initial complaint against the listed individuals and not an appeal of one of their decisions. The University's General Counsel does not hear appeals of any decision involving unlawful or prohibited discrimination.

Purpose: In support of the University's commitment to equal opportunity in educational services on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status, the following procedures exist to promptly investigate and respond to complaints that this policy has been violated.

Scope: All faculty, staff, students, and administrators

Responsibility: Director of Human Resources
Legal Counsel
President

Requirements

Approvals: This policy extends to employment by and admission to the University as well as the terms and conditions of matriculation. Inquiries or complaints involving alleged unlawful or prohibited discrimination on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status must be in writing and directed to Joe Gray, Designated University Coordinator, Cumberland University, One Cumberland Square, Lebanon, TN 37087, office phone number 615-547-1255, E-mail jgray@cumberland.edu **(with a copy to the Disability Coordinator if the complaint involves accommodation for a disability)**. In the event that the conduct involves the Designated University Coordinator for any matter involving prohibited discrimination under this policy, the inquiry or complaint must be in writing and directed to the University's General Counsel Legal Counsel, Bone McAllester Norton PLLC, 511 Union Street, Suite 1600, Nashville, TN 37219. Inquiries or complaints to the University's General Counsel

shall involve an initial complaint against the listed individuals and not an appeal of one of their decisions. The University's General Counsel does not hear appeals of any decision involving unlawful or prohibited discrimination.

Relevant Knowledge: In order to comply with this policy you should know:

Current University policy
Federal statutes
Standards of good practice
Standard company policies

Terms and Definitions: Additional training

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. **In support of the University's commitment to equal opportunity in educational services on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status, the following procedures exists to promptly investigate and respond to complaints that this policy has been violated.** Any individual who wishes to complain about discrimination in educational opportunities or employment opportunities and benefits should follow the steps outlined below:

Step 1 An individual with a complaint should contact the Designated University Coordinator or Legal Counsel (for a complaint against the aforementioned individual that does not involve an appeal) and obtain a complaint form by which the specifics of the individual's complaint can be recorded and action initiated within seven business days of its receipt. Complaint Forms can be obtained at <http://www.cumberland.edu/complaint> or http://www.cumberland.edu/sm_files/Cumberland%20University%20Complaint%20Form.pdf

Step 2 The Designated University Coordinator will investigate, collect data, interview witnesses and/or develop a response to the complaint, as appropriate, within 21 business days of Step One.

Step 3 Following the investigation of the complaint, the Designated University Coordinator will speak with the individual in person or via telephone (in lieu of a more traditional face-to-face meeting) to discuss the outcome of the investigation and the response of the University to the complaint within 21 business days of Step Two.

Step 4 A report of the Investigation, its outcome and recommendations will be forwarded to the Designated University Coordinator at the conclusion of the investigation within 21 business days of Step Three.

Step 5 If the individual is dissatisfied with the outcome of the investigation, an appeal may be made to the Office of the President by the individual within 10 business days of the outcome of Step Four. In the event of an appeal, the President will review the complaint, the results of the investigation, the report and recommendations of the Designated University Coordinator and consult with the complaining individual in an attempt to resolve any remaining concerns within 21 business days of receipt of the appeal. The President represents the final appeal.

Performance Evaluation

Desired Outcome: All faculty, staff, students, and the outside community will abide by the federal non-discrimination policy.

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Job Termination
Suspension
Loss of privileges

Attachments

CU Complaint Form

[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\Cumberland University Complaint Form.pdf]

Grievance and Complaint Form

[G:\Policies and Procedures\CUMBERLAND_UNIV_Title IX Report Forms v2 _00663136-2_.pdf]

Sexual or Ethnic Harassment Incident Report Form

[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\CU Title IX Sexual or Ethnic Harassment Incident Report Form.pdf]

Subject Experts

The following may be consulted for additional information.

Equal Opportunity in Education/Title IX/Section 504 Statement

Policy

Document Number: STUD--103

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author:

Status: Approved

General Description

Description: **Cumberland University does not discriminate on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status in provision of education opportunities or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000D; Title IX of the Education Amendments of 1972, Pub. L. 92-318: Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, Pub. L. 101-336; the Age Discrimination in Employment Act of 1967 (Pub. L. 90-202) (ADEA); and the Age Discrimination Act of 1975, 42 USC 6101, et. seq.** This policy extends to employment by and admission to the University as well as the terms and conditions of matriculation. Inquiries or complaints involving alleged unlawful or prohibited discrimination on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status must be in writing and directed to Joe Gray, Designated University Coordinator, Memorial Hall, Cumberland University, 1 Cumberland Square, Lebanon, TN 37087, 615-547-1255, jbray@cumberland.edu (with a copy to the Disability Coordinator if the complaint involves accommodation for a disability). In the event that the conduct involves the Designated University Coordinator for any matter involving prohibited discrimination under this policy, the inquiry or complaint must be in writing and directed to the University's General Counsel Legal Counsel, Bone McAllester Norton PLLC, 511 Union Street, Suite 1600, Nashville, TN 37219, . Inquiries or complaints to the University's General Counsel shall involve an initial complaint against the listed individuals and not an appeal of one of their decisions. The University's General Counsel does not hear appeals of any decision involving unlawful or prohibited discrimination.

Purpose: Non-discrimination policy statements.

Scope: All faculty, staff, students, and administrators

Responsibility: All faculty, staff, students, and administrators

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes

Terms and Definitions: **Additional training**

Corrective Action

Loss of travel privilege

Suspension

Termination

Policy Provisions

1. **In support of the University's commitment to equal opportunity in educational services on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status, the following procedures exists to promptly investigate and respond to complaints that this policy has been violated.** Any individual who wishes to complain about discrimination in educational opportunities or employment opportunities and benefits should follow the steps outlined below:

Step 1 An individual with a complaint should contact the Designated University Coordinator or Legal Counsel (for a complaint against the aforementioned individual that does not involve an appeal) and obtain a complaint form by which the specifics of the individual's complaint can be recorded and action initiated within seven business days of its receipt. Complaint Forms can be obtained at <http://www.cumberland.edu/complaint> or

http://www.cumberland.edu/sm_files/Cumberland%20University%20Complaint%20Form.pdf

Step 2 The Designated University Coordinator will investigate, collect data, interview witnesses and/or develop a response to the complaint, as appropriate, within 21 business days of Step One.

Step 3 Following the investigation of the complaint, the Designated University Coordinator will speak with the individual in person or via telephone (in lieu of a more traditional face-to-face meeting) to discuss the outcome of the investigation and the response of the University to the complaint within 21 business days of Step Two.

Step 4 A report of the Investigation, its outcome and recommendations will be forwarded to the Designated University Coordinator at the conclusion of the investigation within 21 business days of Step Three.

Step 5 If the individual is dissatisfied with the outcome of the investigation, an appeal may be made to the Office of the President by the individual within 10 business days of the outcome of Step Four. In the event of an appeal, the President will review the complaint, the results of the investigation, the report and recommendations of the Designated University Coordinator and consult with the complaining individual in an attempt to resolve any remaining concerns within 21 business days of receipt of the appeal. The President represents the final appeal.

Subject Experts

The following may be consulted for additional information.

Director of Human Resources

VP for Academic Affairs

Establishing Greek Organizations

Policy

Document Number: GREEK--109

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Policy on establishing Greek organizations

Purpose: Delineation of policy

Scope: Students, Greek advisor

Responsibility: Greek advisor
Students

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

National Greek policies

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. Establishing Greek Organizations

The University invites all fraternities and sororities to look at Cumberland University as a possible expansion site for their organization. The Cumberland Panhellenic Council will follow National Panhellenic Guidelines with regard to expansion of the NPC. The first contact should be made through the Director of Greek Affairs, and arrangements for campus visits and student interest inquiries. If a group of students wish to establish additional fraternities or sororities at Cumberland, the Director of Greek Affairs should be contacted for advisement and direction.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Evacuation Procedures

Procedure

Document Number: EMER--108p

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about evacuation procedures relative to emergency services policies and procedures.

Purpose: Delineation of evacuation procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Overview of Steps

1. Evacuation Procedures

Detailed Steps

1 Evacuation Procedures

How to Do:

- In an emergency, call EMS at 911
- Be sure to identify yourself and give the location of the emergency.
- Notify Campus Security and the Vice President for IT, Campus Services, and Security at the earliest possible opportunity.
- If the Vice President for IT, Campus Services, and Security is unavailable, notify the Dean of Students or the Interim VP of Enrollment Management and Director of Athletics at the earliest possible opportunity.

1.1 Building Evacuation

How to Do:

- a. All building evacuations will occur when an alarm sounds, when a CU Alert message is issued, and/or upon notification by the Emergency Director. Tests of the emergency alert system are not an exception to this rule.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Evacuation routes are posted in each classroom wall near the door.
When classes are in progress, the instructor will be responsible for instructing all students in the classroom to evacuate the building, using the nearest exit. Building Runners will be responsible for insuring that buildings are evacuated.
- c. **ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING! The safe evacuation of individuals with disabilities is a top priority in evacuating the building.**
- d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- e. **DO NOT RETURN TO AN EVACUATED BUILDING unless you are given the "all clear" signal by the appropriate university personnel. The signal that the staff and students can return to an evacuated building will be initiated by emergency response personnel. Once the Emergency Director receives the "all clear" signal, s/he will communicate this to the Building Runners, who will notify evacuated staff and students that they can return to the building.**
- f. University personnel should request that students stay at a designated area until an accurate headcount is taken. Faculty members will compile a list of students in their classes who are at the evacuation location and give this list to the Emergency Director.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Explosives

Policy

Document Number: STUD--120

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Information on explosives relative to student policy

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Administration
Safety and Security
Residence Life
Student Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

State statutes
Standards of good practice
Standard company policies
National Greek policies
Local statutes
Federal statutes
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, student

Suspension

Policy Provisions

1. Explosives

No student shall possess, furnish, sell, or use explosives of any kind on University property or at functions sponsored or supervised by the University or any recognized University organization. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the University or a scheduled event sponsored by the University is prohibited.

Also see RESLIFE-115 and EMER-116p.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure
Compliance with federal mandate

Consequences: Criminal Prosecution
Further training
Job Termination
Loss of pay
Loss of privileges
Suspension
Write-Up
Expulsion
Suspension-student

Subject Experts

The following may be consulted for additional information.

Assistant Vice President and University Planner

Dean of Students

Vice President for IT, Campus Services, and Security

Facility Scheduling

Policy

Document Number: STUD--108

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Policy on facility scheduling

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Student Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Standards of good practice
Standard company policies
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Facility Scheduling

All University facilities shall be scheduled through the Dean of Students office. However, each student organization must first consult with the Office of Student Life to ensure proper scheduling of student life events. In keeping with the CU policy on Space Management, space for courses is to be assigned by the Registrar and office space assigned by the Vice President for IT, Campus Services, and Security. Both classroom and office spaces are to be placed on the Master Facilities Schedule as per this policy. It is recognized that many areas throughout the campus have "primary" uses, e.g., athletic fields, fine arts studios, classrooms, etc. Every effort will be made to consult those individuals responsible for the primary usage of these spaces prior to scheduling of other events. Primary users will have priority; however, the primary use must be placed on the Master Facilities Schedule to receive priority. Those events not placed on the Master Facilities Schedule will be considered unofficial and may be bumped by properly scheduled events.

1. Alcoholic beverages are not permitted at any time in any University facility without explicit prior written permission of the President of the University.
2. Possession or use of drugs, illegal substances, or firearms are not permitted at any time.
3. Each organization wishing to use campus facilities must name a responsible person. The responsible person is liable for ensuring that the event in the facility complies with University policies. Failure by the group or by individuals to comply with University policies will be the responsibility of offending parties and the responsible person.
4. Participant behavior is the responsibility of the responsible person. Failure to control participant behavior will be grounds for forfeiture of rental privileges, monetary fines, arrest by local law enforcement agencies, and/or adjudication through the University

- disciplinary system and/or local courts.
5. Cumberland University security personnel has jurisdiction to enforce University policies. The responsible person and participants are liable for complying with requests of security personnel. Failure to comply with security personnel requests will be grounds for forfeiture of rental privileges, monetary fines, arrest by local law enforcement agencies, and/or adjudication through the University disciplinary system and/or local courts.
 6. The responsible person is liable for ensuring that the facility is returned to its original condition before rental. This includes cleaning the facility and returning fixtures to appropriate places. Any repairs or cleaning charges needed to return the facility to original condition will be charged to the responsible person.
-

Subject Experts

The following may be consulted for additional information.

Dean of Students

Vice President for IT, Campus Services, and Security

Facility Use Fees

Policy

Document Number: STUD--109

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Policy on facility use fees

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Student Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Standards of good practice
Standard company policies
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Facility Use Fees

The use of Cumberland University facilities will be subject to standardized fees to offset cost and provide incremental revenue to the institution. A list of standardized fees will be established by the Administration and will be made available to those interested in scheduling facilities of the University.

Events of the institution and its recognized organizations will be exempt from the facility use fee, provided revenue is not generated directly from the event. Revenue generating events will be subject to the facility fee. All users external to the institution will likewise be subject to the facility fee. Any exception must have written approval of the university President.

Subject Experts

The following may be consulted for additional information.

Dean of Students

Vice President for IT, Campus Services, and Security

Falsification of Records

Policy

Document Number: STUD--119

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Falsification of records relative to students.

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Local statutes
National Greek policies
Standard company policies
Standards of good practice
State statutes

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Falsification of Records

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form, or document used by the University. No student shall furnish false information or documentation to University officials during the investigation of or hearing for a disciplinary matter.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Financial Irresponsibility

Policy

Document Number: STUD--132

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: VP of Business and Finance

Status: Approved

General Description

Description: Information on financial irresponsibility relative to students

Purpose: Delineation of policy

Scope: Students

Responsibility: Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

- State statutes
- Standards of good practice
- Standard company policies
- Local statutes
- Federal statutes
- Current University policy
- National Greek policies

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Financial Irresponsibility

Financial irresponsibility, which is defined as the failure to meet one's financial responsibilities to the institution promptly, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institutional community acting in an official capacity, is prohibited and may result in disciplinary sanctions or legal action.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure
Compliance with federal mandate

Consequences: Criminal Prosecution
Expulsion
Further training

Loss of privileges
Suspension-student

Subject Experts

The following may be consulted for additional information.

VP of Business and Finance

Fire Evacuation Procedure

Procedure

Document Number: EMER--109p

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about fire safety and evacuation procedures relative to emergency services policies and procedures.

Purpose: Delineation of fire procedures. See also RESLIFE-114.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Overview of Steps

1. Fire Evacuation Procedures

Detailed Steps

1 Fire Evacuation Procedures

How to Do:

- If you spot a fire or smoke that you suspect indicates a fire, call 911.
- Identify yourself.
- Give the location of the fire.
- Notify Campus Security and the Vice President for IT, Campus Services, and Security at the earliest possible opportunity
- If the Vice President for IT, Campus Services, and Security is unavailable, notify the Dean of Students or the Interim VP of Enrollment Management and Director of Athletics at the earliest possible opportunity.

- 1.1 Fire Evacuation Procedures--Step-by-Step

How to Do:

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
 2. Maintaining the safety of every employee and student on campus is the top priority. Bearing that in mind, if a minor fire appears controllable, call Campus Security and then use a fire extinguisher to put out the fire. Remember to direct the charge toward the base of the flame. After the fire is extinguished, notify Campus Security unless they are already on the scene of the fire.
 3. If an emergency exists, activate the building alarm. Caution: **The building alarms ring only in some buildings; you must report the fire by phone to Campus Security.**
 4. If a fire is controlled without calling 911, Campus Security should still be notified.
 5. On large fires that do not appear controllable, **IMMEDIATELY call 911.** Then evacuate all rooms, closing all doors to confine fire and reduce oxygen. **DO NOT LOCK DOORS!** As soon as possible, notify Security and the Vice President for IT, Campus Services, and Security.
 6. When notified of fire, walk quickly to the nearest marked exit and alert others to do the same.
 7. Everyone is expected to evacuate campus building(s) in all alarm situations.
 8. **ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING!** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
 9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep street, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
 10. Follow all instructions of emergency response teams.
 11. An Emergency Command Post may be set up near the emergency site. To facilitate emergency operations, please stay away from the Command Post unless you have official business.
 12. **DO NOT RETURN TO AN EVACUATED BUILDING unless you are given the "all clear" signal by the appropriate university personnel. The signal that the staff and students can return to an evacuated building will be initiated by emergency response personnel. Once the Emergency Director receives the "all clear" signal, s/he will communicate this to the Building Runners, who will notify evacuated staff and students that they can return to the building.**
- 1.2 Important Fire Information

How to Do:

It is important for all Cumberland University employees and students to be aware of the various types of fires and fire extinguishers.

Types of Fires - There are three types, or classes, of fires which are denoted by letter codes.

Class A: used to denote wood, paper, cloth, trash, and other ordinary materials.

Class B: gasoline, grease, oil, paint, and other flammable liquids.

Class C: denotes live electrical equipment.

Types of Fire Extinguishers - There are four basic types of fire extinguishers:

Water: This should be used on Class A fires only.

Dry Chemical(BC): This type of extinguisher discharges a sodium bicarbonate powder and should be used on Class B and Class C type fires. Carbon dioxide (CO₂) which discharges liquid carbon dioxide and should only be used on Class B and C type fire.

ABC: This is a multi-purpose dry chemical extinguisher which discharges ammonium-phosphate powder and can be used on any class of fire.

Most fire extinguishers on campus are the ABC type and can be used for any type of fire. To operate an extinguisher, hold upright, pull ring pin on handle, squeeze the lever and sweep side to side.

Any employee who uses a fire extinguisher should report it to the maintenance department so the fire extinguisher can be recharged.

1.3 Evacuation Assembly Areas for Fire

How to Do:

Memorial Hall ~ Quad Behind Flagpole
Bone Hall ~ Quad Behind Flagpole
Labry Hall ~ Quad Behind Flagpole
Vise Library ~ Quad Behind Flagpole
Dallas Floyd Recreation Center ~ Quad Area at Justin Potter
Fine Arts Center ~ Grass Area in Front of Library
Mitchell Student Center ~ Quad area by Gone Hall
Alumni House ~ Grass Area in Front of Library
Art Academy ~ Grass Area Behind Rudy House
Justin Potter Hall ~ Quad Area at Flagpole
Mary White Hall ~ Quad Area at Flagpole
Edward Potter Hall ~ Quad Area at Flagpole
Howell E. Jackson Hall ~ Quad Area at Justin Potter
Horace H. Lurton Hall ~ Practice Soccer Field
Football Fieldhouse ~ Softball Field
Benton-Jennings Batting Facility ~ Grass Area in Front of Library
Baseball Fieldhouse ~ Grass Area in Front of Library
Rudy House ~ Grass Area at Library
Lawlor House ~ Grass Area at Bone Hall
LSSD School House ~ Grass Area in Front of Library
Maintenance Headquarters ~ Behind Howell E. Jackson Hall or across street
Softball Fieldhouse ~ Practice Football Field
Wrestling Building ~ Far End of Soccer Field
McFarland Center (Nursing) ~ Lebanon High School parking lot across the street
Phoenix Plaza ~ Journey Church parking lot
Shiloh Plaza Nursing Center ~ Behind the Citgo gas station
Providence ~ Parking lot near main entrance

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Fire Safety

Policy

Document Number: STUD--121

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Fire safety policy relative particularly to students

Purpose: Delineation of policy

Scope: Students

Responsibility: All faculty, staff, students, and administrators

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

- State statutes
- Standards of good practice
- National Greek policies
- Standard company policies
- Local statutes
- Federal statutes
- Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Fire Safety

- A. No student shall tamper with fire safety equipment.
- B. No student shall set or cause to be set any unauthorized fire in or on University property.
- C. The possession or use of fireworks on University property at events sponsored by the University or any recognized University organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
- D. No student shall make, or cause to be made, a false fire alarm.
- E. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguisher, hoses or any other fire emergency equipment, except when done with real need for such equipment, is prohibited.

Also see RESLIFE-116, STUD-115, STUD-137, and EMER-109p.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Criminal Prosecution
Expulsion
Further training
Job Termination
Loss of privileges
Suspension
Suspension-student
Write-Up

Subject Experts

The following may be consulted for additional information.

Dean of Students

Director of Residence Life and Greek Affairs

Vice President for IT, Campus Services, and Security

Gambling

Policy

Document Number: STUD--127

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Information on gambling relative to students

Purpose: Delineation of policy

Scope: All faculty, staff, students, and administrators

Responsibility: Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Standard company policies
Standards of good practice

Terms and Definitions: **Additional training**

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Gambling

Tennessee state law prohibits gambling. Gambling means risking anything of value for a profit whose return is to any degree contingent on chance, or any games of chance associated with casinos, including, but not limited to, slot machines, roulette wheels and the like, unless specifically exempted by law.

See also STUD-115 and STUD-137.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Criminal Prosecution
Expulsion
Further training
Job Termination
Loss of privileges
Suspension
Suspension-student
Write-Up

Subject Experts

The following may be consulted for additional information.

Dean of Students

General Information for Cumberland University Students

Policy

Document Number: STUD--106

Revision #: 1.0

Document Owner:

Date Last Updated: 02/25/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Describes functions of support services offices

Purpose: General information for students about offices that provide support services.

Scope: All faculty, staff, students, and administrators

Responsibility: All faculty, staff, students, and administrators

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy

Terms and Definitions: **Additional training**

Policy Provisions

1. Cumberland University Bookstore/Pride Shop

The University uses a third party vendor, BBA Solutions, to provide and sell books and course materials. BBA provides options for new, used, and e-book rental books both in person in Labry Hall at the beginning of each semester for approximately two weeks and online 24/7. Students may use financial aid loans to obtain books. Credit balances are uploaded and available as needed by the students. BBA is responsible for all orders of books from vendors based on the textbook adoptions forms with ISBN numbers submitted by faculty. By contract, faculty may neither order from vendors nor choose vendors for textbook orders. BBA will provide book buyback at the end of each semester. BBA offers competitive pricing with online vendors and the convenience of on campus pickup and returns. The manager of the CU Pride Store serves as the liaison for obtaining textbook adoption forms from faculty submitting to BBA.

The CU Pride Store offers a variety of logo clothing items, materials and other CU designated products. The Pride Store is open from 8 until 4:30 daily for student needs and is conveniently located in Labry Hall. In addition, the Pride Store stadium location is open prior to home football games for a variety of sporting clothing and accessories.

2. Dining Services

All students residing in the residence halls must have a meal plan, which is included in the cost of the residence hall room. Non-residential students, faculty, and staff may purchase separate meal plans that are offered by our dining services and are catered to the needs of non-residential individuals. All meal plans are available through the Office of Residence Life. The Phillips Dining Hall, located in the Mitchell Student Center serves a variety of choices including hot and cold breakfast options, meats, vegetables, sandwiches, salads, pizza, vegetarian items, drinks and desserts. Additionally, patrons may choose to bypass the dining hall and partake from the Papa John's Pizza or Mondo's Sub Shop, located on the west end of the Mitchell Student Center. In Labry Hall, the Coffee Kiosk offers Starbucks Coffee and a variety of grab-and-go options for

customers. Visitors and guests are welcome to eat in the dining hall by paying prices posted at the door and to utilize the coffee kiosk.

The following guidelines exist for your safety and security in Phillips Dining Hall and Mitchell Student Center:

- You **must** present your Student I.D. card for validation at each meal period.
- Student I.D. cards are non-transferable.
- Dining Services is not responsible for lost or stolen items while in the Phillips Dining Hall or Mitchell Student Center.
- Help us be good stewards of our resources. You are welcome to additional portions in the main dining hall, but help keep waste to a minimum.
- Dishes or utensils may not be taken from the dining hall. You may take one piece of fruit with you for a knowledge boost.
- All dishes should be returned to the dish return area when you are finished eating.

3. Disability Services

Cumberland University welcomes students with disabilities and is committed to meeting their needs based on providing reasonable accommodations. Students with disabilities who would like to receive accommodations should request a meeting with the Coordinator of Disability Services upon enrollment at the University. The Coordinator of Disability Services is assisted by faculty members and Academic Affairs Office personnel in ensuring that appropriate services are available. **Documentation of disability is required before services may be rendered.** For more information, the Coordinator of Disability Services can be reached in Labry Hall 225 or by calling 547-1397.

4. Diversity Statement

Cumberland University staff members are committed to providing a safe, welcoming, and respectful environment for those who seek our services regardless of race, ethnicity, age, gender, religious preference, sexual orientation, and disabilities. We strive to be affirming and to value the dignity and worth of individuals of diverse backgrounds through our contact with all students, staff, faculty, and administrators.

5. Intramural Sports

CU's intramural program features fun and exciting competition in a variety of sports and activities including softball, basketball, volleyball, dodge ball, flag football, Frisbee golf, and other sports that vary according to the needs of the student body. Men, women and co-ed leagues are available. All students are eligible to participate and should contact the Office of Student Life for more information.

6. Jimmy Floyd Center

The Jimmy Floyd Family Life Center is a function of the City of Lebanon. Through a partnership between the City of Lebanon and Cumberland, all CU undergraduates have access to the Jimmy Floyd Center during semesters in which they are registered and enrolled in classes at no cost to the student. Graduate students are eligible to pay a fee in order to gain access to the facility. The Jimmy Floyd Family Life Center has many recreational facilities, activities and opportunities.

7. Lost and Found

Lost and found items should be turned in or claimed at the Security Office, the University Bookstore, or the office of the Vice President for IT, Campus Services, and Security.

8. Mental Health Crisis Services and Procedures

A mental health crisis is an emotional or behavioral crisis that warrants same-day attention by a mental health professional. This may include, but is not limited to, significant changes in behavior that are not characteristic of a person, the presence of disruptive symptoms that interfere with the responsibilities of daily living, direct or indirect expressions of the intent to harm self or others, or the experience of a trauma.

Mental Health Crisis Procedures

During office hours, students may call the Counseling Center and ask to be scheduled for a crisis appointment. If no one is available or the Counseling Center is closed, the following guidelines apply:

- If a student has attempted suicide, call 911 immediately for assistance.
- If a student is in crisis and no one answers or is available at the Counseling Center, there are three options:
 - Call Campus Security for help, who can then call 911 or the CUCC Director.
 - Call 911 for assistance.
 - Call Wilson County Mobile Crisis at 1-800-704-2651.

Regardless of what time of day or night a crisis occurs, if a student is actively suicidal and/or homicidal, 911 should be called immediately or the student should be transported immediately to the University Medical Center emergency room.

9. Parking

University Parking Decals are only issued to students who are active participants on the main Lebanon campus, McFarland campus, and Mt. Juliet site. Students who do not pay the General Access Fee and/or are not actively involved on these campuses are not issued University Parking Decals. This includes students who participate totally in online classes or degree programs.

All automobiles parked on campus by students, faculty, or staff must have a valid parking permit. Student parking permits are good for the academic year only. The Office of Student Life, upon completion of the registration process, provides student parking permits. Permits are good only for indicated areas. Parking outside indicated areas is a violation and subject to fine. Parking is permitted on marked paved or graveled areas only. Parking in front of dumpsters, in fire lanes, or on the grass is strictly prohibited. Vehicles parked in the fire lanes, other unauthorized places, and disabled or abandoned, or vehicles with repetitive violations may be subject to towing or impoundment at the owner's expense. Parking fines for violations are listed below:

- No visible parking permit [\$100.00]
- Failure to obtain a parking permit [\$100.00]
- Parked in Handicapped space or area [\$100.00] and subject to tow
- Parked in fire lane or area [\$50.00] and subject to tow
- Parking in an area that impedes an entrance to or exit from campus [\$50.00] and subject to tow
- Vehicle impoundment [\$50.00 in addition to standard violation fee]
- Parked in a No Parking space or area [\$25.00]
- Parked in a Visitor parking space [\$25.00]
- Parked with incorrect decal for area [\$25.00]
- Parked in an area not designated for parking [\$25.00]
- Taking up more than one parking space [\$25.00]

Further sanctions regarding parking violations may be applied by the Vice President for IT, Campus Services, and Security. Fines are payable to the Business Office. Grade reports and transcripts will be held until all fines are paid in full. All towing fees are the responsibility of the owner of the vehicle. The fine for unpaid citations doubles after 30 days from date of issue.

Parking Lots

Cumberland University has designated parking lots. Lots are labeled "F" for Faculty/Staff, "R" for Residence Halls, or "C" for Commuters.

"C" & "F" lots include:

- Memorial Hall lot
- Spaces and lot behind Dallas Floyd Recreation Center and Bone Hall
- Area that extends out to and around the Athletic Field House
- Mitchell Student Center and Heydel Fine Arts Center lots

"R" lots include:

- The Residential Quad for South Hall, Edward Potter Hall and the Learning Commons at Mary White Hall lot
- Edward Potter Hall lot
- Justin Potter Hall lot (off South Greenwood)
- Howell E. Jackson Hall lot
- Horace H. Lurton Hall lot

Lots labeled "R" are restricted to residential student parking only. Overflow parking for faculty, staff and commuter students is located at St. Frances Cabrini Catholic Church at 300 South Tarver Avenue. The University reserves the right to block off certain areas of parking for special events.

10. Posting of Signs and Flyers

The posting of signs, flyers, and other advertisements and announcements is an effective means of communication throughout the campus community. All signs and flyers should be posted in a manner that effectively communicates the information yet preserves the aesthetic and structural integrity of the campus. Signs, flyers, and other advertisements and announcements may only be posted on designated bulletin boards. Specifically, signs, flyers and other advertisements and announcements shall not be posted on windows, doors, walls or other surfaces. Signs and flyers not in accordance with this policy will be removed. Should removal reveal damage to the affixed surface, the sponsoring organization or individual shall be liable for any and all necessary repairs. **All flyers or posters must be approved and stamped in the Office of Student Life prior to posting anywhere on campus.** This policy will help to control solicitation and minimize clutter around campus. Any flyer posted without the approval of the Office of Student Life will be removed from bulletin boards. To keep the appearance of our campus clean, please only post fliers on bulletin boards. All signs, flyers, and other advertisements and announcements of organizations and individuals external to the institution must also be approved in writing.

11. Recycling Program

Cumberland University's recycling program offers students, faculty and staff the opportunity to recycle paper, plastic, ink cartridges, batteries, electronic waste and cardboard at convenient locations located around the University's campus. For more information about the University's recycling program or to learn how you might assist the program, please contact the Associate Vice President for Academic Affairs.

12. Severe Weather Dismissals

In the event of extreme adverse weather conditions, Cumberland University will be closed and a text alert will be sent. Every attempt will be made to notify the area radio and television stations when such closings occur. If on-campus classes are cancelled, the student and faculty should assume that off-campus classes will not meet. All students, faculty, and staff are expected to exercise discretion regarding personal safety whether the University is open or closed.

To sign up for CU Alerts, use your cell phone text messaging feature. Create a new message with the word CUALERTS and send it to 41411. The alert system will send a confirmation message back to you. Note that you only have to sign up for CU Alerts once; there is no need to sign up for this system each academic year.

13. Student Complaints or Incidents

Cumberland University strives to maintain quality programs and services. Students who are dissatisfied with University offerings are encouraged to bring issues to the attention of the University personnel responsible for delivering the services with which they are dissatisfied. Students should review relevant sections of University policies that detail complaint and grievance procedures.

13.1 Off-Campus Authorities for Complaints

- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Secondary Schools (SACS), (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>);
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);
- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>).

14. Student Mail

All resident students will receive their on and off campus mail in the mailboxes located in the Student Center. Mail boxes are available to commuters by request. Commuting students will be contacted through the United States Postal Service by the University. It is imperative that the University has a correct mailing address for commuting students. Please make any address correction as soon as possible in the Office of Academic Affairs.

The University Post Office is located on the basement level of the Mitchell Student Center. The office phone number is 615-547-1411. The email address is postoffice@cumberland.edu. The Post Office is open Monday-Friday from 8:00am-4:30pm. Residential students may receive and send mail, from both on and off-campus sources, in the box area of the Post Office during posted business hours. Residential students should request a box and pick-up a key from the University Post Master. Mail should be addressed as follows:

Student's Name
Cumberland University
Ext. #####
One Cumberland Square
Lebanon, TN 37087

Please do not list "P.O. Box" as mail recorded in this manner may be delivered to the Lebanon Post Office instead of the University Post Office. Outgoing mail may be posted and mailed from the Post Office in the Mitchell Student Center. The Lebanon branch of the United States Post Office is located four blocks from campus.

15. Student Organizations

A university degree is complemented by extracurricular activities. Cumberland University subscribes to the philosophy that involvement in campus clubs and organizations leads to a well-rounded student who exhibits skills and other traits desired by employers. Campus clubs and organizations offer opportunities to participate in service projects to practice leadership skills, accomplish goals, make friends, share social occasions, and learn to communicate within a peer group whose members have similar interests. Faculty and staff members may lend their expertise to campus organizations by serving as sponsors and advisors. Information on current campus organizations and how to begin new campus organizations is available from the Director of Student Life. All organizations must have a completed online file in the Student Life Office before being recognized as an organization at Cumberland University. Organizations desiring University approval must complete an Approved Organization Form at the beginning of the Fall semester. Approved Organization Forms may be obtained from the online student life platform. Other basic requirements for approved university organizations include a minimum number of

members, a minimum number of community service projects and campus sponsored events to be fulfilled per semester.

Membership in a student organization is a privilege. Some organizations are university-based while others are affiliated with local, state, regional, or national organizations. While the University may regulate on-campus conduct of these organizations, governance of clubs or organizations may be relative to by-laws and regulations of the entity that sponsors/promotes the organization. The University reserves the right to deny any organization on campus which it believes contradicts its mission or has a mission to promote activities which are unlawful or poses a threat to the safety of the University community.

All active members of recognized organizations and clubs are eligible to serve as organizational leaders, officers, or representatives and to participate in University functions. Each student organization has the right to establish membership criteria above that of the University. All organizational events held on campus must have the prior online approval of the Director of Student Life. Organizational Event Forms (OEF) are available from the Office of Student Life. An event may only proceed after the OEF form has been approved through the online system. All event forms must be submitted two weeks before the event date. Any event held without an approved OEF may result in disciplinary action by the Office of Student Life.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Subject Experts

The following may be consulted for additional information.

Dean of Students

Greek Awards

Policy

Document Number: GREEK--111

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Policy on Greek awards

Purpose: Delineation of policy

Scope: Students, Greek advisor

Responsibility: Greek advisor

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

National Greek policies

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. Greek Awards

The following Greek Awards are presented annually:

1. Pleasant Henry Meadows, III Award: The P. Henry Meadows award is for outstanding Greek leadership. The award is determined by the Director of Greek Affairs who will select an outstanding male and female Greek leader. The winners receive a plaque at the last Greek event of the academic year.
2. President's Award: The President's Award is given to the male and female organization that receives the most Greek awards: Academic Award, Recruitment Award, and Community Service Award.
3. Academic Award: Presented to each male and female organization that has the highest grade point average at the end of the fall semester.
4. Recruitment Award: Presented to the male and female organization with the most initiated members for the entire academic year. (Includes pledges that will be initiated within one month of the award presentation)
5. Community Service Award: Presented to the male and female organization with the most total number of community service hours accumulated from the presentation of the award the previous year through to two weeks prior of the award presentation.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Greek Council and Panhellenic Council

Policy

Document Number: GREEK--106

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Policy on Greek Council and Panhellenic Council

Purpose: Delineation of policy

Scope: Students, Greek advisor

Responsibility: Greek advisor

Requirements

Relevant Knowledge: In order to comply with this policy you should know:

National Greek policies

Terms and Definitions: Additional training

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. Greek Council and Panhellenic Council

All Greek organizations must maintain membership in the Cumberland University Greek Council. Female organizations that are members of the National Panhellenic Conference must also maintain membership in the Cumberland University Panhellenic Council. *Panhellenic chapters should refer to the Panhellenic Unanimous Agreements for additional regulations.*

The Greek Council is the deliberative and legislative body of Cumberland's Greek system, meaning that concerns related to Greek Life, in general, at the University should be brought to this organization and discussed with its representatives. The Council may discuss and express its views about any matter affecting the University's Greek System. The Greek Council is the appropriate forum for the discussion and recommendation by Greek Organizations about any University policies or practices affecting fraternities and sororities at CU.

Council recommendations shall be forwarded to the Director of Greek Affairs for approval, implementation, or rejection. If the Director of Greek Affairs rejects an item, the Council may appeal the denouncement to the Dean of Students and they may ultimately appeal to the University President. The Greek Council will be composed of the following members:

- The President of each Greek organization
- The Vice-President of each Greek organization
- The Director of Greek Affairs
- And, if needed, the Dean of Students

Both the President and Vice-President of each chapter can appoint a replacement delegate to

the Council if he/she is not able to attend, but no more than two (2) members of each chapter should be present at each meeting. During balloting/voting for recommendations, each chapter shall have only a single vote. All members of the Council are allowed a voice in discussions. The Council will meet at least monthly to discuss Greek standards and behavior and to organize events that promote positive Greek relations. Other meetings may be organized as deemed necessary by the Director of Greek Affairs or other University officials.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Greek Life General Policies

Policy

Document Number: GREEK--112

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Information about general Greek Life policies regarding on and off-campus event registration along with the use of University vehicles.

Purpose: Delineation of policy

Scope: Greek advisor, Students

Responsibility: Greek advisor

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy

Terms and Definitions: **Loss of privilege, staff**

Loss of privilege, student

Loss of travel privilege

Policy Provisions

1. Off-Campus Event Registration

Any on/off-campus event will be registered and approved by the Office of Greek Affairs, and placed on the University Student Life Calendar.

- a. Excluding on-campus chapter/pledge/new member meetings, a full-time faculty or staff member must be present.
- b. Supervision by a graduate student or community adviser is not acceptable, as a representative of Cumberland University will have greater understanding of University policies and procedures and how those apply to student organizations.
- c. The event and the faculty/staff member in attendance must be submitted for approval fourteen (14) days prior to the event.

2. Use of University Vehicles

Any organization or student group seeking use of University vehicles will be required to have a full-time faculty/staff member for each van requested, unless otherwise approved by the Vice President for IT, Campus Services, and Security or appropriate University official.

- a. All requests for vans and the names of drivers must be submitted for approval fourteen (14) days prior to the usage date.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Loss of priveleges

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Greek Organization Disciplinary Regulations

Policy

Document Number: GREEK--108

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Policy on Greek organization disciplinary regulations

Purpose: Delineation of policy

Scope: Students, Greek advisor

Responsibility: Greek advisor

Requirements

Relevant Knowledge: In order to comply with this policy you should know:

National Greek policies

Terms and Definitions: Additional training

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. Greek Organization Disciplinary Regulations

Cumberland University respects that fraternities and sororities are self-governing, legal entities responsible and liable for their own actions and the University seeks to enable and encourage Greek organizations rather than dominate or control them. However as with all student organizations, the University is responsible for the insuring the safety of all students and if self-regulation does not function to produce a quality result with regard to University policies and in instances of blatant disregard for University policy, the following sanctions may be placed upon individuals (if they are personally found liable) or the fraternity/sorority as a whole.

Such actions can be, but are not limited to the following:

- Suspension of Recruitment
- Recommendation to international or national office for officers' removal from office
- Notification of the international or national office of violation(s)
- Planning/coordinating educational workshop or seminar for all students
- Recommend expulsion from the fraternity/sorority
- Social Probation
- Mandatory Campus or Community service
- Monetary Fines
- Restitution to the University or the person to whom the offense was directed
- Recommendation to the international or national office for the revocation of the Chapter's charter at Cumberland University

After an offense has occurred and has been reported to the Greek Advisor, the president of the

offending chapter will be called into a meeting with the Director of Greek Affairs in an attempt to resolve the situation. If such mediation does not prove effective, the Director of Greek Affairs will make a recommendation to the Dean of Students for advisement of other steps that can be taken as punishment of chapters/individuals. Complaints involving hazing do not require mediation.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Harassment, Threats, and Violence

Policy

Document Number: STUD--134

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Information about harassment, threats, and violence relative to students

Purpose: Delineation of policy. Also see STUD-115, STUD-137, RIGHTTOKNOW-101, RIGHTTOKNOW-102, RIGHTTOKNOW-108.

Scope: Students

Responsibility: Dean of Students

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Local statutes
National Greek policies
Standard company policies
Standards of good practice
State statutes

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Purpose

The purpose of this policy is to create and maintain a learning environment wherein all students maximize productivity in their studies without exposure to offensive or threatening conduct. The University supports the free and orderly exchange of ideas on the part of its students. But (1) sexual harassment; (2) racial, religious, gender, nationality, ethnic, and other forms of harassment; and (3) violence and threats of violence are expressly prohibited. These types of misconduct disrupt the educational studies of University students, and it is the intent of Cumberland University to eliminate these types of misconduct.

2. Definitions

1. **Sexual Harassment**

Sexual Harassment can include:

- Physical assaults or physical conduct that is sexual in nature (touching, pinching, or brushing against another's body).
- Unwelcome sexual advances, sexual propositions, and/or requests for sexual favors.
- Verbal or physical conduct of a sexual nature that would interfere with an individual's performance, or create an intimidating, hostile or offensive learning and living environment.
- Sexual displays or publications such as computer pornography.
- Other verbal or physical conduct of a sexual nature that would interfere with an individual's performance, or create an intimidating, hostile or offensive learning and living environment.
- Retaliation for complaints of harassment.

2. **Gender, Racial, Religious, National Origin, Disability, Age, or Sexual Orientation Harassment**

These types of harassment can include:

- Any conduct based on gender, race, religion, national origin, disability, age, or sexual orientation which interferes with a student's ability to perform or participate in educational activities or University-sponsored activities.
- The use of "slurs" or other offensive language which could encourage or provoke physical confrontations.
- Retaliation for complaints of harassment.

3. **Violence and threats of Violence**

This type of antisocial behavior can include:

- Any conduct which involves the offensive touching of another person.
- Intimidating or threatening gestures or body posture that reflects possible violence or a threat of violence.
- Verbal threats to "get even" or "go postal" or similar statements that cause a student or University employee to fear possible harm by another student or University employee.

3. What to do if you experience antisocial behavior

These types of antisocial behavior can be blatant or they can be subtle. Despite the definitions above, it is sometimes difficult to recognize whether particular conduct falls within these types of antisocial behavior. Any student who feels victimized by any of these types antisocial behavior should report the conduct immediately. Unless the student feels he or she will be subject to violence, the student should tell the offender to stop the offending conduct. If the conduct involves sexual advances, he or she should tell the offender that the advances are unwelcome.

Reports should be made to the Dean of Students and will be routed to the correct campus office for investigation. Students will be asked to file a written report providing as much detail as possible concerning the situation, people involved and/or behavior performed. Sensitivity and confidentiality will be of the utmost concern.

4. How reports should be handled

Reports of antisocial behavior will be promptly investigated. In most cases, the investigator(s) will meet with the person making the report to get a complete and accurate statement concerning the nature of the problem. The investigator(s) usually will then meet with the accused student or employee and other potential witnesses. Once the facts have been gathered, Cumberland University will try to address and eliminate any problems through one or more of the following actions: (1) verbal counseling sessions with those committing possible antisocial behavior; (2) group meetings or training sessions; (3) referrals to formal counseling, at the expense of the student or employee; (4) written disciplinary action or suspension; or (5) expulsion from the University

In most cases, the student reporting the antisocial behavior will be informed of the results of the

investigation and the remedial action taken.

While all reports of antisocial behavior will be treated as confidentially as possible, the requirement to conduct an impartial investigation means that complete confidentiality cannot be assured.

5. Your role and responsibility

- First and foremost, each of us is responsible for our own conduct and should avoid the types of behavior addressed in this policy.
- Second, each of us has a responsibility to report antisocial behavior that we experience or observe.

With your help in enforcing this policy, we can make Cumberland University a better and more productive place to learn for all students.

6. Hazing

Hazing is defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Complaints involving allegations of hazing may be brought before the Dean of Students for review without regard to set disciplinary regulations.

Performance Evaluation

Performance Metrics: Compliance with federal mandate
Compliance with standard policy and procedure

Consequences: Criminal Prosecution
Expulsion
Further training
Loss of privileges
Suspension-student

Subject Experts

The following may be consulted for additional information.

Dean of Students

Hazing

Policy

Document Number: GREEK--107

Document Owner:

Primary Author: Director of Residence Life and Greek Affairs

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Policy on hazing in Greek organizations

Purpose: Delineation of policy

Scope: Students, Greek advisor

Responsibility: Greek advisor

Requirements

Relevant Knowledge: In order to comply with this policy you should know:

National Greek policies

Terms and Definitions: Additional training

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. Hazing

Hazing is defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Complaints involving allegations of hazing may be brought before the Dean of Students for review without regard to set disciplinary regulations.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Homecoming

Policy

Document Number: STUD--140

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Instructors, professors, or other individuals of influence shall not set aside scheduled academic time for Homecoming Election voting. Additionally, instructors, professors, or other individuals of influence cannot mandate or offer any academic enhancement of any kind for voting for a specific nominee(s). Faculty, deans, and staff members may encourage students to vote, and vote for a specific nominee(s), however that should be done outside of the classroom.

Purpose: This policy is designed to provide explicit information about Homecoming Election procedures, as adopted by Student Government Association and the Student Programming Board.

Scope: All Departments and/or Department heads, Students

Responsibility: Student Life
Residence Life

Adopted by Student Government Association and the Student Programming Board

Requirements

Approvals: Director of Residence Life and Greek Affairs, or Director of Student Life, or Dean of Students

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Standards of good practice
Standard company policies

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Conducting Elections

Instructors, professors, or other individuals of influence shall not set aside scheduled academic time for Homecoming Election voting. Additionally, instructors, professors, or other individuals of influence cannot mandate or offer any academic enhancement of any kind for voting for a specific nominee(s). Faculty, deans, and staff members may encourage students to vote, and vote for a specific nominee(s), however that should be done outside of the classroom.

Anyone found to be violating the above policy may result in the candidate(s) being disqualified from the Homecoming Court.

2. Additional Details about Elections

Candidates, advisers, and/or their organizations may set aside times during their regularly scheduled weekly meetings for the purposes of voting, as that is outside the context of the academic schedule. Candidates may not hold functions in which voting for/ against a specific candidate will gain a participant access or excess.

Anyone found to be violating the above policy may result in the candidate(s) being disqualified from the Homecoming Court.

Performance Evaluation

Desired Outcome: Homecoming representative voting will be conducted in a fair and equitable manner.

Performance Metrics: Compliance with standard policy and procedure
Customer Satisfaction Rating

Consequences: Further training
Loss of privileges

Anyone found to be violating the above policy may result in the candidate(s) being disqualified from the Homecoming Court.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Incident Report Form and Disciplinary Appeal Form

Procedure

Document Number: STUD--136p

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description / Scope: The Incident Report Form and the Disciplinary Appeal Form are standard forms used by students to either report an incident or to appeal a conduct sanction.

Purpose: Delineation of process for these two areas.

Who Performs /

Responsibility: Dean of Students

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

- State statutes
- Standards of good practice
- Standard company policies
- National Greek policies
- Local statutes
- Federal statutes
- Current University policy

Terms and Definitions: Additional training

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Overview of Steps

1. Incident Report Form
2. Disciplinary Appeal Form

Detailed Steps

- ① Incident Report Form

How to Do:

Students who wish to report an incident by paper form must complete this form.

Who Performs this Step:

Dean of Students, Dean of Students

Special Warnings:

Students being adversely affected by decision

2 Disciplinary Appeal Form

How to Do:

This form should be used by students who wish to appeal a conduct sanction.

Who Performs this Step:

, and Chief Institutional Effectiveness Officer

Special Warnings:

Students being adversely affected by decision

Attachments

CU Incident Report Form

[G:\Student Affairs\CU Incident Report Form 2011x.pdf]

CU Disciplinary Appeal Form

[G:\Student Affairs\DISCIPLINARY APPEAL FORM 2011x.pdf]

Subject Experts

The following may be consulted for additional information.

Dean of Students

Interim Suspensions

Policy

Document Number: STUD--001

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author:

Status: Approved

General Description

Description: Information about the Interim Suspension policy relative to student conduct and Title IX guidelines.

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Dean of Students
Legal Counsel

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. What is an Interim Suspension?

In a situation where it is determined that a student's continued presence at the University constitutes an immediate threat of harm to the student, other individuals, and/or University property, the Dean of Students, or the Vice President for IT, Campus Services, and Security may suspend a student pending final disposition of the case through the University judicial process.

An Interim Suspension means that the student cannot attend classes and must leave University property and remain off University property until an Interim Suspension review hearing is conducted or a University judicial review is completed.

2. How quickly is an Interim Suspension decision implemented?

A student is typically interim suspended within twelve to twenty-four hours of the University's notice of an incident. If the student lives in University-owned/operated housing, she or he must vacate her/his room and turn in her/his room, apartment, or suite key by the date and time in which the Interim Suspension takes effect. The student cannot return to campus until an Interim Suspension review hearing or judicial hearing is conducted for the case.

3. How is a student informed of his/her Interim Suspension?

A letter from the , the Dean of Students, or the Vice President for IT, Campus Services, and Security is either hand-delivered to the suspended student or the suspended student is required to pick up the letter from the Office of the , the Dean of Students, or the Vice President for IT, Campus Services, and Security's office in Memorial Hall. This letter provides the date and time that the Interim Suspension takes effect and explains the student's right to have the Interim Suspension decision reviewed.

4. How does an Interim Suspension Review Hearing get scheduled?

A student who is Interim Suspended has the right to have the decision reviewed and either supported, modified, or revoked within ten (10) calendar days of the effective date of the Interim Suspension, unless circumstances warrant an extension. Interim Suspension reviews are scheduled through the Office of the or a designee upon the suspended student's request. Interim Suspension review hearings are not automatically scheduled; they must be requested by the involved student.

Interim Suspension review hearings are scheduled to occur weekdays between 8:00 a.m. and 4:30 p.m. (depending on the availability of a review officer) and generally take place in the Office of the .

5. What happens at an Interim Suspension Review Hearing?

A trained university administrator or faculty member will review the Interim Suspension decision by speaking with the suspended student and reviewing all submitted paperwork, such as incident reports and/or judicial referrals. The suspended student may arrange to have one person of her/his choice attend the Interim Suspension review hearing with her/him; however, the suspended student is expected to speak for her/himself during the review. The person attending the review with the student is not permitted to speak without the permission of the Interim Suspension Review Officer.

A recommendation comes from the Interim Suspension Review Hearing and is directed to the , the Dean of Students, or the Vice President for IT, Campus Services, and Security or their designee.

6. What are the potential outcomes from an Interim Suspension Review Hearing?

As a result of an Interim Suspension review hearing, the review officer may uphold the Interim Suspension (thus requiring the student to remain off campus and out of classes until a judicial hearing occurs), may revoke the Interim Suspension (thus immediately reinstating the student), or may take other action (i.e., permit the student to attend class but require her/him to otherwise remain off campus property, etc.).

7. Is the decision of the Interim Suspension Review Hearing Officer final?

Unless the Interim Suspension review hearing is scheduled in conjunction with the final disposition of the judicial case (i.e., university judicial hearing) it does not result in a final decision on the student's status. The purpose of the Interim Suspension review is to determine whether or not a student may be present on University property and/or attend classes pending the outcome of the judicial board hearing.

Once an Interim Suspension Review Officer makes a decision, she or he notifies the involved student of the outcome verbally and in writing. There is no appeal process for the Interim Suspension Review Officer's decision.

8. How quickly is a student notified of the Interim Suspension Review decision?

Generally, a decision is provided to the suspended student within twenty-four hours or on Monday morning if the review hearing occurs on a Friday. However, in circumstances where multiple students have been Interim Suspended in association with one incident, the Interim Suspension Review Officer reserves the right to delay a decision until she or he has met with all involved students.

9. What if a student misses classes during an Interim Suspension but is later reinstated?

The student is guaranteed the opportunity to make up any academic work missed during the time in which the Interim Suspension was imposed. The Office of Academic Affairs will contact the student's professors to indicate that they must assist the student with making up missed work. However, it is the student's responsibility to make specific arrangements with the faculty member to complete assignments.

10. Why does a student have to go through a judicial hearing if she or he has had an Interim Suspension Review Hearing?

The purpose of the interim suspension review hearing is to determine whether or not the interim suspension should be upheld or modified pending the final judicial board hearing. This review is provided for expediency since judicial hearings are often difficult to schedule in a timely manner.

The judicial hearing, including the appeal process, is the final determination of the students status (please see information on judicial hearings).

If you have additional questions concerning Interim Suspensions, please contact the Office of the at or the Office of the Dean of Students at 615-547-1387.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure
Compliance with federal mandate

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Legal Counsel

Joint Responsibility for Infractions

Policy

Document Number: STUD--123

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Information relative to joint responsibility for infractions by students

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Administration
Residence Life
Student Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Joint Responsibility for Infractions

Students who knowingly act in concert to violate University regulations have individual and joint responsibility for such violation.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Vice President for IT, Campus Services, and Security

Membership

Policy

Document Number: GREEK--104

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Policy on membership in Greek organizations

Purpose: Delineation of policy

Scope: Greek advisor, Students

Responsibility: Greek advisor
Dean of Students

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

National Greek policies

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. Membership

Greek membership serves many purposes in that it contributes to the intellectual, social, and personal development of the student. Historically, membership in these organizations has worked to refine the whole person, both academically and socially. The purpose of recruitment efforts should be to include as many students as is reasonably possible who desire Greek affiliation. Without demanding that every student who enters the recruitment process be guaranteed an invitation of membership, the University has set forth these regulations and standards. These regulations are stated in the effort that all recruitment policies and programs are inclusive rather than exclusive in attitude. All GPA requirements are as of August 27, 2012.

1.1 Recruitment/Rush

By definition, a recruitment period will begin no earlier than the first day of classes of an academic semester and shall end no later than thirty (30) days prior to the start of finals. Chapters may use times outside the recruitment/rush period to disseminate information to potential new members and make a general connection to the chapter.

For sorority recruitment, the Panhellenic Council or, in absence of a council and having proper authority, the Director of Greek Affairs will establish the recruitment period and plan according to National Panhellenic Recruitment bylaws.

All recruitment/rush activities will follow these stipulations:

- The Director of Greek Affairs must approve all recruitment/rush activities.
- No alcohol is permitted at any recruitment/rush function.
- Persons should be considered for membership in accordance with Cumberland University's Equal Opportunity in Education/Title IX Section 504 Statement.
- Each fraternity/sorority is encouraged to develop programs to enable students whose financial condition might preclude membership to receive assistance.
- Programs of pledge/new member education should not promote divisiveness and hostility among fraternity/sororities, but rather promote the entire Greek System and the campus community.
- Members of Greek organizations should, at a minimum, meet the same standards of responsible behavior and accountability in accordance with the Cumberland Creed.
- All recruitment regulations set forth by any Greek Council or the University are expected to be followed before, during, and after the recruitment period.

1.2 Bidding

Before any bid extension occurs, a potential new member must be cleared through the Office of Greek Affairs. After the Office of Greek Affairs has cleared the potential new member, the potential new member may receive a bid and be eligible for induction/initiation.

1.3 Requirements for New Member Recruitment

Any student desiring to join a Greek social organization must complete an Application for Greek Affairs and a Greek Affairs Academic Release form. These forms will be reviewed and the Office of Greek Affairs will determine your recruitment status.

All students enrolling at Cumberland University as a first time, full-time freshman are eligible to join a fraternity/sorority during their first semester.

First-semester transfer students must have a cumulative GPA of at least 2.50 in his/her hours accepted by the University to be eligible for recruitment/rush. These requirements also apply to current unaffiliated students seeking to join as well.

The potential member must be enrolled in at least twelve (12) semester hours and must have a cumulative grade point average (GPA) of at least 2.50 to be eligible for new member recruitment.

Nothing herein prohibits the Greek organizations from setting a higher academic standard.

Organizations belonging to National Panhellenic require a minimum of 2.5 GPA for membership.

1.4 New Member Programs

Cumberland University recognizes that each Greek organization has their own New Member education program, but the University also wishes to ensure the safety and well-being of its students, therefore the following regulations have been set forth by the University. Cumberland University absolutely forbids hazing in any form. Each fraternity/sorority is expected to make its members familiar with the University Hazing policy, set forth in this Handbook, and its consequences. Each fraternity/sorority shall:

- Conduct recruitment activities in such a fashion as to assist the student to make considered and responsible decisions about affiliation.
- Conduct each formal recruitment function in accordance with all local, state and federal laws, and within the expectations of the international or national Greek organizations.
- Review the University's Hazing policy with the Greek Advisor. The chapter president must attest to the Director of Greek Affairs that the review has occurred.
- Require that all New Members participate in educational programming on the following issues:
 - Alcohol and drug use and abuse

- Hazing
- Risk Management/legal liability
- Sexual assault/harassment or gender issues

All programming can and should involve the participation of members of the faculty, staff and administration. The Director of Greek Affairs will serve as a resource for such programming if needed.

1.5 Requirements for Officers

Cumberland University recognizes that each Greek organization has its own stipulations with regard to officer positions within each fraternity/sorority; however the University has set the guidelines below as a minimum standard. To be eligible to serve as an officer for a fraternity or sorority, the member must be in good academic standing with the respective fraternity/sorority's international or national standards. Furthermore, to serve as an officer, the member must meet the following guidelines imposed by Cumberland:

1. The student must be enrolled at CU full-time (enrolled in twelve or more credit hours) during the semester of tenure of office, excluding May and Summer terms.
2. The student must have a cumulative GPA of at least 2.50 during the semester of tenure of office.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Missing Student Notification Policy

Policy

Document Number: STUD--138

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Information about the Missing Student Notification Policy relative to University policy.

Purpose: Delineation of policy and procedure.

Scope: All faculty, staff, students, and administrators

Responsibility: Dean of Students
Safety and Security
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Local statutes
State statutes

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

1. Definitions

- A. Residential Student - For purposes of this policy, a student who resides in on-campus housing under a housing contract and is currently enrolled at the college.
- B. Missing - For purposes of this policy, a residential student is presumed missing if he or she is overdue in reaching home or campus for more than 24 hours past their expected arrival and a check of their residence supports that determination. A residential student may be considered missing if he or she is overdue in reaching home, campus or another specific location past their expected arrival, additional factors lead college staff to believe he or she is missing, and a check of their residence supports that determination.

2. Notification to Residential Students

- A. Residential students are to be informed that they have the option to identify an individual to be contacted by the institution no later than 24 hours after the time that the student is determined missing.
- B. Residential students, who are under 18 years of age and not emancipated individuals, are to be informed that the college is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.
- C. Residential students are to be informed that the college will notify the appropriate law enforcement agency within 24 hours after the time that the student is determined missing.
- D. Residential students are to be informed that they have the option to confidentially identify an individual, and his or her telephone number(s), to be contacted by the institution no later

than 24 hours after the time that the student is determined missing. The Office of Residence Life will collect and maintain the confidential contact information. The student is responsible for ensuring that the contact information is up-to-date and accurate.

3. Procedures for Reporting and for Investigating Missing Students

- A. Any college employee who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the Dean of Students, the Office of Residence Life, the Vice President for IT, Campus Services, and Security, or to Campus Security. If Campus Security is initially contacted, they will notify the Dean of Students, the Vice President for IT, Campus Services, and Security, and the Office of Residence Life, whose staff will determine whether the student is a residential student.
- B. If the student is not a residential student, Campus Security will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student. If Campus Security determines that the student should be considered missing, it will contact the relevant outside law enforcement authority and provide the relevant information. All pertinent law enforcement agencies, including, if known, those operating in the student's normal routes of travel or hometown, will be notified and requested to render assistance; all law enforcement agencies involved will receive routine investigation status reports during the course of the investigation. If Campus Security determines that student should be considered missing, the person making the initial report will be encouraged to make an official missing person report to local Law Enforcement.
- C. If the student is a residential student, the Residence Life Staff, with assistance from Campus Security, will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student.
 1. A staff member will attempt to contact the missing student via his or her telephone.
 2. If the missing student cannot be reached by telephone, two staff members (one [1] from Residence Life and one [1] from Campus Security) will visit the room of the student in question to verify their whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for them.
 3. If the missing student is not at the room, but it is occupied, the Residence Life staff will attempt to gain information on the student's whereabouts and/or wellness from questioning the occupants.
 4. If there is no response when the staff members knock on the door of the room or there are occupants who do not know of the missing student's whereabouts, Residence Life and Campus Security staff will enter into the room in question, by key if necessary, to perform a health and safety inspection. The staff members will take note of the condition of the room and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the missing student has taken an extended trip or leave from the residence hall.
 5. If the missing student is not found in the room, the Residence Life staff will attempt to gain information on the student's whereabouts from roommates, other members of the residential community, or other friends. The Residence Life staff will also attempt to acquire additional phone numbers for the missing student (if not already on file) and use them to initiate contact. Campus Security will obtain the missing student's class schedule and go to the scheduled class to talk with Professors.
 6. At any step in the process Residence Life staff members will immediately report any suspicious findings to Campus Security and appropriate local law enforcement agencies.
 7. If all of these steps do not provide Residence Life or Campus Security staff with an opportunity to speak with the missing resident or to learn his or her whereabouts, appropriate local law enforcement agencies will be contacted to investigate further.
 8. If the missing student is determined to be under the age of eighteen, Residence Life staff will notify the Dean of Students so that contact will be made with the student's parents within 24 hours. If the missing student is determined to be over the age of eighteen, Residence Life staff will notify the Dean of Students so that contact will be made with the student's confidential contact within 24 hours.
 9. If these steps provide Residence Life, Campus Security, or the Dean of Student Affairs staff with an opportunity to speak with the missing student, verification of the student's state of health and intention of returning to campus will be made. If needed, a referral will be made to the Counseling Center office. The Division of Student Affairs shall contact Campus Security and appropriate local law enforcement agencies to document that a missing student investigation was begun and apprise them of the student's state

- of health and well-being.
10. If no contact can be made then the staff of the college will move forward with filing a missing person's report.

Performance Evaluation

Performance Metrics: Compliance with federal mandate
Compliance with standard policy and procedure

Consequences: Further training

Subject Experts

The following may be consulted for additional information.

Dean of Students

Director of Residence Life and Greek Affairs

Vice President for IT, Campus Services, and Security

Mission and Vision of the University

Policy

Document Number: STUD--101

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: The mission and vision of the University.

Purpose: This document is published by Cumberland University as a document to provide the institutional community with policies, regulations, and information concerning the University.

Scope: All faculty, staff, students, and administrators

Responsibility: All faculty, staff, students, and administrators

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Standard company policies
Standards of good practice
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Mission of the University

The mission of Cumberland University is to provide a contemporary liberal arts education to students seeking a highquality, personalized college experience, which will allow them to not only have a successful and productive career, but to thrive intellectually, professionally, personally, and spiritually for a lifetime. Our core curriculum will require students to undertake programs of study in the cultural arts, humanities, social sciences, mathematics and natural sciences. In addition, our elective curricula will afford students the opportunity to pursue majors in these liberal arts areas as well as in one of several modern professional programs. (Adopted October 2008)

2. Vision of the University

Cumberland University will be recognized nationwide as one of the best small contemporary liberal arts universities in the Southeastern United States. Our graduates will demonstrate the knowledge, skills, and behaviors of educated, successful members of modern society. The University faculty will have a reputation as an academic community where high quality teaching, scholarly endeavors, research, artistic creativity and public service are recognized as the basis for distinction, value, and enhancement for our students, faculty, staff, and beyond. (Adopted October 2008)

Subject Experts

The following may be consulted for additional information.

Dean of Students

Misuse of the University Name

Policy

Document Number: STUD--129

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Information on misuse of the University name relative to students

Purpose: Delineation of policy

Scope: Students

Responsibility: Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Standards of good practice
Standard company policies
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Suspension-student

Policy Provisions

1. Misuse of the University Name

Use of the University's name for soliciting funds or for any other activity without prior permission of the proper University authorities, or any misuse of the University's name, is prohibited.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Offenses and Sanctions

Policy

Document Number: CONDUCT--104

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author:

Status: Approved

General Description

Description: Information about conduct offenses and possible sanctions.

Purpose: Delineation of policy.

Scope: Students

Responsibility: Dean of Students
Residence Life
Student Life

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Local statutes
National Greek policies
State statutes

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Fine

Loss of privilege, student

Suspension-student

Policy Provisions

1. Offenses and intent of the respondent

1. What was the respondent's motivation for engaging in the prohibited behavior?
2. Did he or she intentionally violate a policy?
3. Was he or she aware of the possible consequences or was there some plausible explanation?
4. Was there physical damage or personal harm?
5. What were the potential consequences of the behavior?
6. If not caught, would physical damage or personal harm have occurred?
7. What potential harm might the respondent or others have suffered?
8. Is the respondent of legal drinking age?
9. Does the respondent show a pattern of abusing alcohol or other drugs?
10. Did the use of alcohol or other drugs affect the respondent's judgment?
11. Is he or she willing to accept responsibility for the behavior?
12. Does he or she refuse to cooperate?
13. What is the respondent's past conduct record?
14. What significant aggravating or mitigating factors would warrant a lesser or more severe

- sanction?
15. What action by the Team would help the respondent learn from this experience?
 16. Is the sanction in any way humiliating or demeaning?
 17. Is the sanction realistic for the respondent to carry out?
 18. Does the sanction fit the behavior?
 19. Do the sanctions comport with federal privacy laws?

2. Sanctions available

1. Written warning
2. Disciplinary probation
3. Community service
4. Sanction programs
5. Presentations
6. Papers
7. Projects
8. Suspension
9. Dismissal
10. Restitution
11. Other sanctions

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Expulsion
Further training
Loss of priveleges
Suspension-student

Subject Experts

The following may be consulted for additional information.

On-Campus Advisors

Policy

Document Number: GREEK--102

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Fraternities and sororities must register annually with the Office of Student Life. The University also requires that each chapter must register a full-time Cumberland University faculty or staff member as their on-campus advisor. Campus advisors do not have to be initiated members of a Greek fraternity/sorority. This advisor serves as a liaison between the chapter and the University in an official capacity in addition to the Director of Greek Affairs.

Purpose: Describes the role of the On-Campus Advisor

Scope: Residence Life, Students

Responsibility: Residence Life
Dean of Students
Student Life

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

National Greek policies

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members who knowingly and blatantly violate this policy may be terminated.

Policy Provisions

1. On-Campus Advisors

Fraternities and sororities must register annually with the Office of Student Life. The University also requires that each chapter must register a full-time Cumberland University faculty or staff member as their on-campus advisor. Campus advisors do not have to be initiated members of a Greek fraternity/sorority. This advisor serves as a liaison between the chapter and the University in an official capacity in addition to the Director of Greek Affairs.

The process also requires each Greek organization to file a list of members, officers, and a current edition of the chapter's by-laws. The University does not and will not require a copy of esoteric documents such as the Ritual, Constitution, or other fraternal materials published for the exclusive use of its members. The Director of Greek Affairs will be, along with the faculty/staff advisor, one of the University's administrative advisors to the respective Greek organization. The Director of Greek Affairs will also serve as the University liaison to each fraternity or sorority's international or national headquarters.

The Director of Greek Affairs, along with the Dean of Students, will conduct a yearly review of each chapter based on objectives outlined in the Yearly Chapter Review Guidelines. The review

will take place in the spring semester of each academic year.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Pandemic Response Plan

Procedure

Document Number: EMER--119p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about pandemic responses relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Pandemic Response Plan

Detailed Steps

1 Pandemic Response Plan

How to Do:

Cumberland University's Pandemic Response Plan may be activated in several escalating levels by the President of Cumberland University and his Administration and in consonance with guidance received from the World Health Organization, the U.S. Department of Health and Human Services, the Center for Disease Control, and local health departments. A synopsis of the Cumberland University's levels and response follows.

1.1 Pandemic Level 1

How to Do:

First cases of human-to-human transmission internationally

1.1.1 Level 1 Campus Response

How to Do:

Level 1 Campus Response:

- Campus stays open and conducts business as usual
- For the prevention of transmission and to promote personal hygiene, the following practices will be recommended for students and staff:
 - Hand washing
 - Hand sanitizing
 - Sick behavior etiquette
 - General facility cleanliness
 - Formal and informal education regarding staying healthy
- More enhanced and specific planning steps will be taken as deemed necessary by Cumberland University Administration to prepare for a possible pandemic event

1.2 Pandemic Level 2

How to Do:

First verified case is reported in North America and is accompanied by one or more of the following triggering events:

- World Health Organization declares increased and sustained transmission in the general population of U.S.A.
- Confirmation of high rate of infectivity, morbidity (rate of infection), or mortality (rate of death)
- Rate/speed of disease spreading
- Local public health recommendation to curtail/cancel public activities in county or state
- Falling class attendance and/or students departing the campus
- Rising employee absenteeism
- Other regional schools and school systems closing
- Transportation systems closing or curtailing interstate travel
- Regional cases occurring early in the overall USA experience with the unfolding pandemic

1.2.1 Level 2 Campus Response

How to Do:

- Social distancing measures will be adopted as needed, such as canceling certain events, closing buildings, or restricting access to certain sites or buildings
- Steps will be taken as needed to minimize large gatherings, including the possible cancellation of athletic events, other scheduled extra-curricular activities, or some classes. The President, ESSC, and members of the Administration will evaluate needs to ensure campus safety is paramount.
- Administrative departments, student service units, and all academic programs will review procedures for possibly shutting down.

1.3 Pandemic Level 3

How to Do:

Multiple suspected/confirmed cases are reported on campus.

1.3.1 Level 3 Campus Response

How to Do:

- Administration will review necessary steps to close down Cumberland University as local conditions worsen.
- Local health agencies and departments will be consulted as needed.
- Residence halls may need to be evacuated. Administrative and academic buildings may need to be closed.

1.4 Pandemic Level 4

How to Do:

Campus has been closed. An emergency condition has been declared by the President and Administration and the campus has been evacuated.

1.4.1 Level 4 Campus Response

How to Do:

- All facilities will be closed except temporary emergency shelter housing for students with extreme hardship.
- Campus is closed to everyone except essential employees for tasks related to securing and maintaining the campus and its facilities and health care workers and other responders.
- The President will work with Administration and local health agencies to determine when campus can reopen.

Pandemic Recovery Phase: Pandemic is under control.

Recovery Phase Campus Response: Once the danger of the pandemic has passed, the campus will reopen for business.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Parking Regulations

Policy

Document Number: UNIV--107

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description: General policy information about campus parking.

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Administration
Safety and Security

Requirements

Relevant Knowledge: In order to comply with this policy you should know:

Current University policy

Terms and Definitions: Loss of privilege, staff

Loss of privilege, student

Policy Provisions

1. Parking Provisions

All automobiles parked on campus by students, faculty, or staff must have a valid parking permit. Student parking permits are good for the academic year only. The Office of Residence Life (a unit of Student Development), upon completion of the registration process, provides student parking permits. Permits are good only for indicated areas. Parking outside indicated areas is a violation and subject to fine. Parking is permitted on marked paved or graveled areas only. Parking in front of dumpsters, in fire lanes, or on the grass is strictly prohibited. Vehicles parked in the fire lanes, other unauthorized places, and disabled or abandoned, or vehicles with repetitive violations may be subject to towing or impoundment at the owner's expense.

Parking fines for violations are listed below:

- No visible parking permit [\$100.00]
- Failure to obtain a parking permit [\$100.00]
- Parked in Handicapped space or area [\$100.00] and subject to tow
- Parked in fire lane or area [\$50.00] and subject to tow
- Parking in an area that impedes an entrance to or exit from campus [\$50.00] and subject to tow
- Vehicle impoundment [\$50.00 in addition to standard violation fee]
- Parked in a No Parking space or area [\$25.00]
- Parked in a Visitor parking space [\$25.00]
- Parked with incorrect decal for area [\$25.00]
- Parked in an area not designated for parking [\$25.00]
- Taking up more than one parking space [\$25.00]

Further sanctions regarding parking violations may be applied by the Vice President for IT, Campus Services, and Security. Fines are payable to the Business Office. Grade reports and transcripts will be held until all fines are paid in full. All towing fees are the responsibility of the owner of the vehicle. The fine for unpaid citations doubles after 30 days from date of issue.

Also see RESLIFE-129.

2. Parking Lots

Cumberland University has designated parking lots. Lots are labeled “F” for Faculty/Staff, “R” for Residence Halls, or “C” for Commuters.

“C” & “F” lots include:

- Memorial Hall lot
- Spaces and lot behind Dallas Floyd Recreation Center and Bone Hall
- Area that extends out to and around the Athletic Field House
- Mitchell Student Center and Heydel Fine Arts Center lots

“R” lots include:

- The Residential Quad for South Hall, Edward Potter Hall and the Learning Commons at Mary White Hall lot
- Edward Potter Hall lot
- Justin Potter Hall lot (off South Greenwood)
- Commons Village I - Howell E. Jackson Hall lot
- Commons Village I - Howell E. Jackson Hall lot

Lots labeled “R” are restricted to residential student parking only. Overflow parking for faculty, staff and commuter students is located at St. Frances Cabrini Catholic Church at 300 South Tarver Avenue. The University reserves the right to block off certain areas of parking for special events

Also see RESLIFE-129.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Loss of priveleges

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Personal Security Guidelines

Policy

Document Number: STUD--113

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Personal security guidelines for students

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Safety and Security
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

State statutes
Standards of good practice
Standard company policies
Local statutes
Federal statutes
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

1. Personal Security Guidelines

Each individual is responsible for their personal security. The following non-exhaustive list of guidelines is recommended as security procedures to use to enhance personal security.

1. Report all suspicious persons and incidents to the Office of Security or a university official.
2. Do not walk unattended alone in unlit areas at night. Contact security personnel for escorts to parking lots or residence halls.
3. Keep all doors and windows locked.
4. Store all possessions in out-of-sight places. Do not advertise possession of valuable objects or their location.
5. Do not let strangers enter residence hall premises. Report all incidents to the Head Resident.
6. Do not prop open any door nor leave any door unlocked for any amount of time.
7. Do not carry any significant amount of cash on your person.
8. Write your name in all books and on all possessions in a place known only to you.
9. Be aware of your surroundings and distance yourself from suspicious events or persons.
10. Record serial numbers, model numbers, descriptions, and other important information in order to provide police with complete information.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Photo Identification Card – Photo Submission Policy

Policy

Document Number: STUD--141

Revision #: 1.0

Document Owner:

Date Last Updated: 02/03/2016

Primary Author: Director of Human Resources

Status: Approved

General Description

Description: All Cumberland University faculty, staff, and students must have a current Cumberland University Photo Identification Card.

Purpose: Cumberland University is pleased to offer students, faculty, and staff the ability to personalize their photo identification card by submitting an approved personal photo. Your Cumberland University Photo Identification Card is used to authorize your use of a host of campus resources and confirm your role as a student, faculty, or staff member.

Scope: Staff, Students, Faculty, All Departments

Exceptions: **The following are exceptions to this policy:**
No exceptions

Responsibility: Accounting and Administration
VP of Business and Finance
Food Service
Residence Life
Student Life

Requirements

Approvals: Cumberland University reserves the right to refuse any photos that do not meet our requirements. Photo submissions are reviewed manually. Due to the volume, it may take several business days to process.

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Standards of good practice

All University Identification cards will be printed using the legal name of any student, faculty, or staff.

Terms and Definitions: **Loss of University privileges without ID**

Policy Provisions

1. ID policy

University Photo Identification Cards are only issued to students who are active participants on the main Lebanon campus, McFarland campus, and Mt. Juliet site. These students pay a General Access Fee, which entitles them to various benefits that require the use of University Photo Identification Cards in the greater Wilson County area or to establish identity in live classroom settings.

Students who do not pay the General Access Fee and/or are not actively involved on these campuses are not issued University Photo Identification Cards and/or University Parking Decals. This includes students who participate totally in online classes or degree programs.

At the time of initial registration, all students should acquire a non-transferable identification card (I.D.) which will be updated by validation stickers and used throughout enrollment. An additional charge will be assessed for I.D. replacement. The loss of the student identification card should be reported, without delay, to the Director of Residence Life. I.D. cards may be required for entrance into University sponsored events and they are required for checking out books or related materials from the Vise Library, and/or for service in the dining hall. The ID must show "official" student status (account balances paid for the relevant semester).

2. The photo submission must include the following components (if not using a standard University photo).

- Must be current - taken within the past year
- Must be a color, JPEG Format photo (250kb or smaller digital photo)
- Must be taken straight-on with a front view of your full face centered in the frame from just above the top of your head to your collarbone
- Must have a solid background
- May not contain sunglasses, hats, bandannas, visors or headbands
- May not contain scarves or veils (Allowances will be made for practitioners of religious faiths that prohibit the removal of the head covering)
- May not contain advertising, hand gestures or messages

This policy applies to all pictures for photo IDs.

3. Submission of photos for IDs must include the following components (if not utilizing a standard University photo).

To submit your photo, send an e-mail containing the following information:

- To: idcard@cumberland.edu
- Subject: ID Card Photo Submission for (Insert Full Name Here)
- Body: Please include your full name (first middle last), your date of birth, and a telephone number

Any faculty, staff, or student who will submit a personal photo for their ID.

4. Students, faculty, and staff must present certain forms of ID in order to receive an ID card.

IMPORTANT: Please remember to bring your valid government issued picture identification card or passport to obtain your Cumberland University Photo Identification Card.

For questions, please visit the Photo Identification Processing Center in 240 Labry Hall, or e-mail us at idcard@cumberland.edu.

Also see RESLIFE-123 and STUD-124.

Performance Evaluation

Desired Outcome: Your Cumberland University Photo Identification Card is used to authorize your use of a host of campus resources and confirm your role as a current student, faculty or staff member.

Performance Metrics: Compliance with standard policy and procedure

Consequences: Loss of privileges

Cumberland University reserves the right to refuse any photos that do not meet our requirements. Photo submissions are reviewed manually. Due to the volume, it may take several business days to process. You will be notified by email ONLY if your photo is rejected.

Example Violations: Attempting to use a non-valid ID card.

Subject Experts

The following may be consulted for additional information.

Director of Information Technology

VP of Business and Finance

Policy, Procedures, and Structure Overview

Info Sheet

Document Number: GREEK--100d

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

List:

① Policies, Procedures, and Structure

Belonging to a Greek organization is unlike membership in any other campus organization. Membership in most student organizations lasts only throughout a student's enrollment at the institution, while Greek membership is a lifelong commitment made by the student. Members of Greek organizations represent the finest quality of individuals based upon scholarship, leadership, service and high moral and ethical standards. Fraternities and sororities at Cumberland University are expected to support and ensure general cooperation between chapters and the University.

By emphasizing the development of their members as concerned participants in their chapter and the Cumberland community, the fraternities and sororities support the ideals of loyalty, both to the University and the fraternity/sorority, and responsible citizenship. Greek organizations are expected to share in the academic mission of Cumberland University, to uphold the Cumberland Creed at all times, and be a positive contributor to the Cumberland community as well as the Lebanon and Middle Tennessee community as a whole. Membership in a Greek organization provides mutual benefits to the University and members but with that comes the responsibility of such membership. It is with this philosophy in mind that the following standards and guidelines are established to guide the Cumberland Greek Community in preserving Cumberland's proud heritage of academic excellence and Greek involvement.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Regulations

Peer review standards
Standards of good practice
University governance

Psychological Emergencies

Procedure

Document Number: EMER--118p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about psychological emergencies relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators
Counseling Services

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Psychological Emergencies
2. When to Refer Someone to the Counseling Center (non-crisis)
3. Some Warning Signs of Suicide

Detailed Steps

1

Psychological Emergencies

How to Do:

For any behavior posing an imminent threat to the person him/herself, behaviors that are threatening to others, behaviors involving weapons, or other intimidating behaviors immediately call 911. Clearly state your name and your exact location on campus. Then call Campus Security to notify them of the situation. Regardless of what time of day or night a crisis occurs, if a student is imminently suicidal and/or homicidal, 911 should be called immediately. The student should be transported by ambulance or police car to the Emergency Room to be assessed for hospitalization. Employees of Cumberland University should never transport a suicidal or homicidal student.

During office hours, individuals may call the Counseling Center and ask to schedule a crisis appointment. If no one is available and it is an urgent situation but does not pose an imminent threat to anyone, individuals should call Campus Security for help. If Campus Security is

contacted, they will then contact the CUCC Director or Wilson County Mobile Crisis.

1.1 While You Are Waiting for Help to Arrive

How to Do:

- Offer a quiet place for the individual to talk if possible.
- Listen to the individual, while maintaining a straight-forward, considerate, and helpful attitude.
- Do not leave the individual alone unless you feel concerned for your safety.
- Avoid escalating the situation, speak calmly and with concern. Avoid physical contact.
- If the student poses a danger to you or others, do not attempt to keep the student from leaving the classroom or your office.

1.2 Signs of Distress or Disturbance

How to Do:

It is important to note that any single symptom by itself may not indicate the presence of unmanageable stress. Look for combinations of symptoms and overall patterns.

- A person seems excessively tired, anxious, depressed, irritable, angry, or sad.
- You notice marked changes in an individual's appearance or habits (e.g., deterioration in grooming, hygiene, marked change in weight, hyperactivity or exhaustion, interpersonal withdrawal, acceleration in activity or speech, or change in academic/work performance and classroom participation and/or attendance).
- A person seems hopeless or helpless.
- Use of alcohol or other substances interferes with the individual's relationships or work.
- Report of sexual or physical assault or the recent death of a family member or friend.
- Emotional over-reaction such as spells of crying, outbursts of anger, over-sensitivity.
- Excessive ruminations or worry.
- Impaired speech and disjointed thoughts.
- Thoughts or actions that appear bizarre or unusual.
- Physical complaints of unknown origin (e.g., headaches, skeletal pain, frequent illness).
- Inability to concentrate or focus, persistent memory lapses, restlessness.
- Self-mutilating behaviors, including cutting or burning of self.
- Expressed suicidal or homicidal thoughts.

1.3 Tips for Dealing with Distressed People

How to Do:

- If there is no immediate threat, speak with the person privately. Please do not promise confidentiality because you may find that you need to refer or consult with others regarding the student. Document your conversations.
- Offer a quiet place for the individual to talk.
- Inform the person of your concern in a direct, matter-of-fact manner. Be specific regarding the behaviors you have observed.
- **Listen** carefully to the person's concerns and be sensitive to those that might underlie the present problem (issues that are unstated, brushed aside, or intimidated).
- Explore the person's previous attempts at resolution, such as what resources have been utilized and what persons or agencies have been contacted. Ask about the outcome of such action.
- Suggest that the person consider personal counseling. Be honest and direct about your limitations.
- Contact the Counseling Center (547-1397) for consultation and assistance in responding to the individual if the matter is not urgent.
- Propose the referral in a direct and positive manner. Encourage the person to come to the Counseling Center or to call for an appointment. Except when in crisis, the individual should be allowed the option of declining a referral for counseling.

2 When to Refer Someone to the Counseling Center (non-crisis)

How to Do:

Consider referring if you notice any signs of distress and

- If you find yourself doing more personal counseling than academic advising with a student.
- If you feel that you are unable to deal effectively with the person's issues.
- If you and/or the person are uncomfortable in dealing with the problem.
- If you are concerned about suicidal risk or threat of harm.

3 Some Warning Signs of Suicide

How to Do:

- Suicide threats - direct or indirect
- Previous suicide attempts
- Statements revealing a desire to die
- Prolonged depression
- Feelings of hopelessness
- Making final arrangements
- Giving away prized possessions
- Alcohol and drug abuse
- Sudden changes in behavior
- Purchasing and stockpiling pills

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Repeated Violations

Policy

Document Number: STUD--128

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Information on repeated violations relative to students

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Standard company policies
Standards of good practice

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Repeated Violations

Repeated violations of published rules or regulations of the University, which cumulatively indicate an unwillingness or inability to conform to the standards of the University, will result in the severest penalties applicable as prescribed by the CU Student Conduct Committee and/or local authorities.

Also see STUD-115, STUD-137.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Expulsion
Further training
Job Termination
Loss of pay
Loss of privileges
Suspension

Suspension-student

Subject Experts

The following may be consulted for additional information.

Dean of Students

Residence Life Regulations

Policy

Document Number: STUD--131

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Information on residence life regulations, reference to Residence Life Policies and Procedures and Structure manual

Purpose: Delineation of policy

Scope: Students

Responsibility: Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Local statutes
National Greek policies
Standard company policies
Standards of good practice
State statutes

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Residence Life Regulations

See the "Residence Life Policies, Procedures and Structure" for current policies and regulations. Residents are subject to the Standards of Conduct and Student Conduct Procedures of all students plus those policies and guidelines applicable to the residence halls.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Director of Residence Life and Greek Affairs

Vice President for IT, Campus Services, and Security

Rights and Responsibilities

Policy

Document Number: GREEK--101

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Director of Residence Life and Greek Affairs

Status: Approved

General Description

Description: Cumberland University and its Greek Organizations strive to uphold their common purpose of fulfilling the ideals of the Cumberland Creed as well as academic integrity and a mutually supportive relationship of both the Cumberland community and the Greek organizations. Within these rights and responsibilities both the Greek Organizations and the University outline what is expected of both parties.

Purpose: Describe Greek and University responsibilities.

Scope: Residence Life, Student Life, Students

Responsibility: Administration
Dean of Students
Residence Life
Student Life
Students

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**
National Greek policies

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Suspension

Termination

Policy Provisions

1. Greek Responsibilities

- Each fraternity/sorority has the responsibility to uphold its own mission and that of Cumberland University
- Each fraternity/sorority has the responsibility of supporting and encouraging the academic achievement and scholarship of each of its members, either active or pledge.
- Each fraternity/sorority will be responsible for scheduling events with consideration for the best interests of the members' academic work with no event requiring any student to miss class.
- Each fraternity/sorority will actively participate in service to the Cumberland campus as well as the Lebanon and Middle Tennessee communities.
- Each fraternity/sorority is expected to plan, sponsor, and execute at least one community service project in which 75% of its membership participates during each academic semester.
- Each fraternity/sorority will abide by and enforce with its members the Cumberland Creed and general campus regulations.

- Each fraternity/sorority will not engage in any hazing activity nor any activity that discriminates based on race, color, creed, sex, national or ethnic origin, disability or sexual orientation. (See Hazing section.)
- Each National Panhellenic Council will actively participate in the Cumberland Panhellenic Council
- Each fraternity/sorority will also participate in the Cumberland Greek Council. (See Greek Council section)
- Each fraternity/sorority is expected to promote responsible leadership by their active members and pledges as well as foster an environment in the greater student population of responsible leadership through active participation in and active involvement with other non-Greek student organizations.

2. University Responsibilities

- Cumberland University will actively support the University mission and will support a positive atmosphere for the organizations.
- The University will officially recognize each fraternity/sorority and its international or national fraternity/sorority subject to each fraternity/sorority's continuing good standing as recognized by their national organization.
- The University will support and assist (as much as each fraternity/sorority's by-laws allow) each fraternity/sorority with their recruitment efforts.
- The University will, upon request and presentation of properly-executed releases, provide fraternities/sororities with grade point averages after each term and will certify all pledges who have met minimum academic standards in accordance with FERPA law.
- The University will assist in scheduling on the University Master Calendar and, when possible, provide facilities for events and programs. As with all scheduling, proper procedures must be followed and care taken to ensure that there are no significant calendar conflicts.
- The University reserves the right to amend the Student Handbook and all its contents (including the Office of Greek Affairs Policies, Procedures, & Structure) whenever it deems necessary and will provide ample time for each fraternity/sorority to review changes before enacting new rules.
- The Director of Greek Affairs will serve as a source of information, promote a healthy Greek system, protect the rights of both the Greek community's as well as Cumberland University's well-being, assist fraternities/sororities in communicating their accomplishments to the larger community, serve as a resource for educational materials and programs, assist in any necessary expansion efforts, and generally support all the Greek organizations.

Subject Experts

The following may be consulted for additional information.

Director of Residence Life and Greek Affairs

Security Policies

Policy

Document Number: STUD--111

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Security policy relative to all students

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Safety and Security
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

State statutes
Standards of good practice
Standard company policies
Current University policy
Local statutes
Federal statutes

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Securing Campus Facilities

Cumberland University attempts to secure people and facilities by engaging locking devices, restricting access, providing security information, limiting hours of use, and by employing security personnel to monitor the campus and facilities. University community members are expected to comply with security personnel directives, keep all doors locked, all windows closed, and leave all other security devices in-place and activated. Every individual in the community has the responsibility to report to appropriate University officials any defective security devices or campus incidents which may lead to or have led to violation(s) of University policies and/or local, state, or federal laws.

See also RESLIFE-113.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Security Precautions

Policy

Document Number: STUD--110

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Policy on security precautions for students

Purpose: Delineation of policy

Scope: Students, Safety and Security

Responsibility: Dean of Students
Safety and Security
Student Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Standard company policies
Standards of good practice

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Security Precautions

Below are some precautions which all persons are advised to follow regarding security of facilities use:

1. **Do not** prop open building doors for personal convenience. Violators will be subject to student conduct proceedings.
2. Permit entrance to authorized personnel only. Report all unauthorized individuals to the Security Office or a university official.
3. Report all people who are unfamiliar and/or are in questionable areas of the campus to the Security Office or a university official.
4. Report all incidents of personal/property endangerment or unauthorized behavior to the Security Office or a university official.
Report to university officials any tampering with security and fire equipment. Students and/or individuals tampering with security or fire equipment are subject to arrest and disciplinary sanctions.

See also RESLIFE-113.

Subject Experts

The following may be consulted for additional information.

Dean of Students

Security Services

Policy

Document Number: STUD--112

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Security policies for students

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students
Safety and Security
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: In order to comply with this policy you should know:

Current University policy
Federal statutes
Local statutes
Standard company policies
Standards of good practice
State statutes

Terms and Definitions: Additional training

Corrective Action

Policy Provisions

1. Campus Security and Its Role on Campus

Security staff employed by the University provides the overall security supervision and enforcement. They are empowered to enforce the policies and regulations of Cumberland University and to contact the local police at their discretion. Failure to offer proper identification (student ID, etc.) when requested by a member of the Security staff is a serious offense and may result in severe disciplinary action. Similarly, the Security Staff, and other authorized representatives of the University have the authority to request the arrest of or to otherwise initiate a criminal or civil complaint or action against any individual or individuals found in violation of University and/or local, state, or federal laws; and/or to refer individuals for adjudication through the University disciplinary system. Additionally, Security Staff, and other authorized representatives of the University have the authority to intervene and action situations involving a violation of University policy and/or local, state or federal law. Residents, guests, students, and all other persons found in violation of University policies or guidelines by Security staff, employees and/or students of the University, and/or other members of the Cumberland community are subject to disciplinary procedures and/or arrest by civil authorities. The University reserves the right to utilize any and all legal measures necessary to ensure a safe and secure campus environment. This may include, but is not limited to: video and other electronic surveillance, lawful inspection, search and seizure, and other actions or measures deemed appropriate.

The safety and security of all individuals is of paramount importance to the University. Therefore, each person has a duty to contact the Lebanon Police Department by dialing 911, if he or she believes that police intervention is necessary to secure any person or property or to report a crime, fire, or medical emergency. Anytime the local authorities are called, an Incident Report

must be filed with the Office of Security and the Office of the Vice President for IT, Campus Services, and Security as soon as possible.

As per the College and University Security Information Act of Tennessee and Title 11 of the Crime Awareness and Campus Security Act of 1990, the University reports the crimes on campus listed below. Security policy information is available for review in the Office of the Vice President for IT, Campus Services, and Security and the Dean of Students Office during regular office hours. The University shall provide a copy of this information to any applicant for admission or employment, or to any current student or employee upon request. Crimes reported on campus will be reported to the Tennessee Bureau of Investigation for compilation, publication, and/or investigation.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Severe Weather, Tornado, and/or Flooding

Procedure

Document Number: EMER--110p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about tornado and flood procedures relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Tornado Procedures
2. Flood Emergency Guidelines and Procedures

Detailed Steps

1 Tornado Procedures

How to Do:

Tornados and severe thunderstorms are often a threat in Middle Tennessee. Cumberland University makes an effort to provide information so all employees and students can be ready in the event of a tornado alert. Please review these guidelines regularly during the tornado season.

The city of Lebanon and Cumberland University are prepared to warn the populace of impending adverse weather conditions. The city of Lebanon has several strategically positioned sirens which will be sounded if atmospheric conditions indicate concern. The siren can be heard clearly outdoors on the Cumberland University's campus.

If you are outside and you hear the warning siren, IMMEDIATELY seek inside shelter, preferable in a steel framed or concrete building or in a building that appears to be sturdily constructed. Once inside a building, stay away from all windows and move to the lowest floor. The safest area in each building has been marked with a tornado sign.

If you are inside a building, the safest area in each campus building has been marked with a

yellow tornado sign. Additionally, each building has yellow tornado signs posted to guide people to the safest area. When moving to the safe area of a building, the following guidelines should be followed:

1. Avoid going near auditoriums, gymnasiums, or other such large rooms where roof collapse may be likely.
2. Stay away from glass windows and exterior doors at all times.
3. Move to the designated tornado safety area in an orderly fashion and use northeast stairways if available, since tornadoes generally follow a southwest to northwest path.
4. Doors to all rooms should be kept closed.
5. If time does not permit moving to the designated tornado safety area, sit on the floor under furniture, or near an inside wall.
6. If caught outside, seek shelter in a low lying area laying face down.

1.1 Tornado Watch Guidelines

How to Do:

A tornado watch means that conditions are favorable for tornadoes to form. While the university is under a tornado watch, all university employees and students should pay close attention to changing weather conditions and remain alert to further weather warnings.

1. The Vice President for IT, Campus Services, and Security or his designee will monitor the weather- alert radio on days when a tornado is deemed likely to occur.
2. In the event that the Vice President for IT, Campus Services, and Security learns of a tornado watch, he will activate the CU Alerts System. CU Alerts is a campus-wide emergency notification system which allows Cumberland University students, faculty and staff to receive emergency alerts via cell phone text messages. CU Alerts are issued **only** in the event of an actual emergency, and the system is not used for non-emergency communications.
3. To sign up for CU Alerts, use your cell phone text messaging feature. Create a new message with the word **CUALERTS** and **send it to 41411**. The alert system will send a confirmation message back to you. Note that you only have to sign up for CU Alerts **once**; there is no need to sign up for this system each academic year.

1.2 Tornado Warning Guidelines

How to Do:

A tornado warning is issued when a tornado has been sighted either visually or by radar. The warning is issued for a particular area and immediate action is required. A tornado generally moves at 20 to 60 miles per hour forward speed so warning time is critical.

1. A tornado warning alert is provided by sirens located in downtown Lebanon. This signal is presumed to be a tornado warning unless informed by an official to the contrary. Note that this signal is only audible outdoors.
2. The Vice President for IT, Campus Services, and Security or his designee will monitor the weather- alert radio on days when a tornado is deemed likely to occur.
3. In the event that the Vice President for IT, Campus Services, and Security learns of a tornado warning, he will activate the CU Alerts System.
4. In the event that the Vice President for IT, Campus Services, and Security learns of a tornado warning, he will also notify Building Runners to alert people in the building to move to the designated tornado shelter area within that building
5. All persons should be encouraged to remain inside a safe area until the warning is canceled.

1.3 After a Tornado

How to Do:

In the event of casualties, give first aid to the best of your ability and notify authorities as soon as possible at 911. Be sure to give your name and exact location on campus.

2 Flood Emergency Guidelines and Procedures

How to Do:

The campus area is prone to occasional flooding on the east and west ends of the campus infrequently, but especially during a massive rainfall. Flooding of these areas may result in the declaration of a flood emergency. Flood emergencies can result in the partial or full evacuation of residence halls or classrooms, including student and staff parking lots.

During potential flooding conditions, Campus Safety and Security staff monitors all reports of flooding through consultation with the WEMA, TEMA and other local and state emergency response agencies. If conditions or reports warrant, a flood emergency will be declared and students, faculty and staff will be directed to move vehicles and/or evacuate parts of the campus.

All efforts to communicate the evacuations in a timely manner will be made. However, in the event of sudden flooding, such as during a flash flood, notification may not allow for much, if any time, to move vehicles or personal belongings. When instructed to move a vehicle or evacuate a building or area, do so immediately.

The decision to implement evacuations will be based upon campus needs, with the overall goal to be the preservation of life, and then property. As with any campus emergency, the administration will do all it can to inform and update students, faculty and staff. During emergencies, do your best to monitor all campus communications.

2.1 Interior Flooding

How to Do:

In the event of interior flooding from a broken water line, the following actions are recommended:

- Immediately contact Campus Security to notify them of the situation. Inform them immediately if any oil, chemical or other potentially hazardous materials are suspected of contaminating the flood waters.
- A designated University or law enforcement officer or the Building Runner will direct students to safe areas should an evacuation be necessary.
- University Maintenance staff will work to fix the problem and assist in all clean-up and salvage efforts.
- If possible, secure any vital equipment or records and other important papers.
- Shut off all electrical equipment **ONLY IF YOU CAN DO SO WITHOUT STANDING IN WATER.**
- Secure all laboratory equipment in the same manner.

2.2 Exterior Flooding

How to Do:

- All students, faculty, and staff should avoid entering "standing" or pooled water for their safety and the safety of others. A designated University or law enforcement officer will secure areas of concern so that they are not entered inadvertently or purposefully.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Sexual Misconduct

Policy

Document Number: STUD--133

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Information about sexual misconduct relative to students

Purpose: Delineation of policy

Scope: All faculty, staff, students, and administrators

Responsibility: Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

- Current University policy
- Federal statutes
- Local statutes
- Standard company policies
- Standards of good practice
- State statutes
- National Greek policies

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Sexual Misconduct

Sexual misconduct is prohibited. Sexual misconduct includes, but is not limited to; sexual harassment, adultery, rape, other non-consensual sex offenses, sexual abuse of minors, and possession or distribution of obscene materials including "sexting" which is sending obscene photographs by E-mail or text message without authorization or of a minor. Sexual misconduct also includes instances of sexual activity with a person under the influence of alcohol or drugs who, therefore, may be legally incompetent to give consent or whose ability to make a reasonable decision is obviously impaired. Violations of the University's sexual misconduct policy will result in disciplinary action, up to and including, without limitation, removal from the residence hall, expulsion and/or referral to the appropriate law enforcement agency(ies). See specific University policies and procedures relative to this area.

1.1 Definitions

- *Sexual harassment*: Implicit or explicit behavior of a sexual nature used to control, influence, or affect the well-being of a person; physical conduct or verbal innuendo of a sexual nature that creates an intimidating, hostile, offensive environment.
- *Rape*: Forced sexual intercourse without consent through the use of threatening verbal language, gestures, or tone of voice; or through physical actions or restraint.
- *Acquaintance Rape*: Forced sexual intercourse by someone the victim knows.
- *Date Rape*: Forced sexual intercourse by someone the victim is dating.
- *Stranger Rape*: Forced sexual intercourse by someone the victim does not know.
- *Sexual Assault*: Any incident forcing another person to perform a sexual act against their will.
- *Obscene Materials*: To be defined as obscene they must be **both** (1) materials in which a reasonable person, applying contemporary community standards when considering the contents as a whole, would conclude that they appeal to prurient sexual/physical interests or violently subordinating behavior rather than an intellectual or communicative purpose, and (2) materials that, regarding their content and their particular usage or application, lack any redeeming literary, scientific, political, artistic, or social value.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure
Compliance with federal mandate

Consequences: Criminal Prosecution
Expulsion
Further training
Job Termination
Loss of privileges
Suspension
Suspension-student
Write-Up

Subject Experts

The following may be consulted for additional information.

Dean of Students

Director of Human Resources

Smoking and the Use of Tobacco/Smokeless Products

Policy

Document Number: STUD--143

Revision #: 1.0

Document Owner: Vice President for IT, Campus Services, and Security

Date Last Updated: 11/03/2015

Primary Author:

Status: Approved

General Description

Description: Information about the University smoking policy along with the policy on use of tobacco and smokeless products.

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: All faculty, staff, students, and administrators

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy

Terms and Definitions: **Corrective Action**

Policy Provisions

1. Smoking and Use of Tobacco Products

The use of tobacco products, including smokeless tobacco products, is prohibited in all University residence halls, academic and service buildings, athletic venues, and designated non-smoking areas. The use of tobacco products is prohibited within twenty-five (25) feet of any such building intake duct, window or entrance or entryway, including ramps, walkways, pathways, and any such similar means of entry, unless a University designated tobacco use shelter is otherwise provided. Persons who wish to use tobacco products outside of a building shall do so in a manner that minimizes an accumulation of smoke and tobacco waste. Individuals who use tobacco products are responsible for the proper disposal of such in designated receptacles. The use of tobacco products is prohibited in vehicles owned, leased or rented by the University. The University will provide educational information and programs on tobacco use cessation. All members of the University community share in the responsibility for adhering to this policy and bringing it to the attention of visitors. Violations of this policy are subject to the corrective action and disciplinary procedures as set forth in the Faculty Handbook, Staff Handbook and University Handbook for Students.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Legal Counsel

President

Social Media Policy for Faculty, Staff, and Students

Policy

Document Number: SOCIALMEDIA--101

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author:

Status: Approved

General Description

Description: Information about the Cumberland University Social Media Policy and best practices suggestions.

Purpose: Delineation of the expectations of social media behavior.

Scope: All faculty, staff, students, and administrators

Responsibility: Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Standards of good practice

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

1. Introduction

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Cumberland University has developed the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and MySpace.

Both in professional and institutional roles, employees should follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other university constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

2. General Social Media Policy

Cumberland University welcomes participation through our social media channels and encourages you to interact with us often. We hope to provide a forum for dialogue among the many diverse voices of our university and we encourage comments about the content you find here. Posts containing personal attacks, profanity, nudity, hate speech or illegal material are prohibited. We reserve the right, at our discretion, to remove any post or to revoke a user's privilege to post to our page. Please be aware that we cannot immediately review every comment posted on the page. Opinions expressed in non-Cumberland University posts are not necessarily those of the university and its employees, and we cannot guarantee the accuracy of these posts. Posts are to be used only for noncommercial purposes. You may not solicit funds or promote commercial entities. All content posted by Cumberland University is the property of

Cumberland University and is subject to copyright laws.

3. Policies for All Social Media Sites, Including Personal Sites

1. Protect confidential and proprietary information: Do not post confidential or proprietary information about Cumberland University, students, employees, or alumni. Employees must still follow the applicable federal requirements such as FERPA and HIPA, as well as NAIA regulations. Adhere to all applicable university privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.
2. Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the university.
3. Do not use Cumberland University logos for endorsements: Do not use the Cumberland University logo or any other university images or iconography on personal social media sites. Do not use Cumberland University's name to promote a product, cause, or political party or candidate.
4. Respect university time and property: University computers and time on the job are reserved for university-related business as approved by supervisors and in accordance with the Information Technology Users' Privileges and Responsibilities policies and procedures.
5. Terms of service: Obey the Terms of Service of any social media platform employed.

4. Best Practices Suggestions

This section applies to those posting on behalf of an official university unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

1. Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the university. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input.
2. Strive for accuracy: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the university in any capacity.
3. Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the university and its institutional voice.
4. Remember your audience: Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
5. On personal sites, identify your views as your own. If you identify yourself as a Cumberland University faculty or staff member or student online, it should be clear that the views expressed are not necessarily those of the institution.
6. Photography: Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.

5. Examples of Inappropriate or Offensive Behaviors

Examples of inappropriate and offensive behaviors concerning participation in online communities may include presentations or depictions of the following:

1. Using inappropriate or offensive language in comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
2. Posting photos, videos or comments showing the personal use of alcohol or tobacco, i.e., holding cups, cans, shot glasses, etc. This applies even to students who are of legal age to use these products.
3. Posting pictures, videos or comments that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Posting photos, videos, and comments that are of a sexual nature. This includes links

to websites of a pornographic nature and other inappropriate material.

6. Institutional Social Media

If you post on behalf of an official university unit, the following policies must be adhered to in addition to all policies and best practices listed above:

1. **Notify the university:** Departments or university units that have a social media page or would like to start one should contact their communications managers. Units that are unsure who to contact or that do not have a communications manager should contact the Executive Director of Communications to ensure all institutional social media sites coordinate with other Cumberland University sites and their content. All institutional pages must have a full-time appointed employee who is identified as being responsible for content. Ideally, this should be the unit head of the department.
2. **Acknowledge who you are:** If you are representing Cumberland University when posting on a social media platform, acknowledge this.
3. **Have a plan:** Departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.
4. **Link back to the university:** Whenever possible, link back to the Cumberland University Web site. Ideally, posts should be very brief, redirecting a visitor to content that resides within the Cumberland University Web environment. When linking to a news article about Cumberland University, check first to see whether you can link to a release on the Cumberland University Webstie instead of to a publication or other media outlet.
5. **Protect the institutional voice:** Posts on social media sites should protect the university's institutional voice by remaining professional in tone and in good taste. No individual Cumberland University unit should construe its social media site as representing the university as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of priveleges
Write-Up

Subject Experts

The following may be consulted for additional information.

Director of Human Resources

Legal Counsel

President

VP for Academic Affairs

VP for Academic Affairs

VP for Advancement

VP for Business and Finance

VP for Online and Professional Studies

Solicitation

Policy

Document Number: STUD--130

Document Owner:

Primary Author:

Revision #: 1.0

Date Last Updated: 11/03/2015

Status: Approved

General Description

Description: Information about solicitation relative to students

Purpose: Delineation of policy

Scope: Students

Responsibility: Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Standard company policies
Standards of good practice

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege

Policy Provisions

1. Solicitation

With the following exceptions, solicitation on the Cumberland University campus is prohibited without the written prior approval of the University through the :

- A. Any University-approved organization sponsoring fund-raising activities on campus by selling doughnuts, candy, cakes, cookies, car washes, or novelties.
- B. Distribution of information by a University-approved organization.
- C. Military recruitment activity under sponsorship of the Office of Admission.
- D. Sale of tickets to University sponsored activities.
- E. Any activities involving solicitation must comply with existing regulations regarding use of University facilities. All types of door-to-door solicitation in the residence halls are strictly prohibited.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

VP for Academic Affairs

Vice President for IT, Campus Services, and Security

VP of Business and Finance

Statement of Community Values

Policy

Document Number: STUD--104

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: This document provides a statement of community values that are at the fabric of the University.

Purpose: To provide a broad overview of values.

Scope: All faculty, staff, students, and administrators

Responsibility: All faculty, staff, students, and administrators

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

1. Statement of Community Values

1.1 Preamble

Cumberland University holds high ideals and expectations of each student who chooses to join its community. In upholding these ideals, Cumberland proclaims the values of the worth of the individual; personal integrity; critical, independent thinking; self-discipline; and community responsibility and accountability, and seeks to experience the growth and fulfillment which characterize a dynamic environment. University regulations go into effect when an individual matriculates and continues until the time of graduation or withdrawal. By the act of registration, the student agrees to accept the standards and regulations reflected in this document and other publications of the University.

Acknowledging each person's freedom and responsibility, each student should also recognize the occasional need to modify behavior for the good of the Cumberland community or of society at large. In this sense, all students should strive to behave responsibly in an effort to create a climate of mutual respect. A student's continued enrollment and participation in university life is conditioned upon adhering to the behavioral expectations of this Statement. Students who engage in behavior that betrays these values will be subject to disciplinary action, up to and including expulsion from the university.

In affirming these values, the Cumberland community expects each student to exemplify behavior consistent with these values in all facets of university life; academic classes, convocation/cultural life programs, musical and dramatic performances, athletic competitions, lectures, presentations, and off-campus events and programs associated with Cumberland; as well as to exemplify them within all university facilities including residential housing, academic buildings, library, offices, dining hall, fine arts center and student center. The affirmation of these values also includes complying with federal, state and local laws both on and off campus.

1.1.1 VALUE ONE: Personal Integrity

The Cumberland community values personal integrity and academic honesty as the foundation of university life and as the cornerstone of a premier educational experience. The community believes trust among its members is essential to scholarship and is basic to effective interactions with and operation of the university. As members of the Cumberland community, students can expect reasonable actions will be taken to ensure that their experience will be free from behavior that compromises this value. Such acts include dishonesty, including, but not limited to, cheating, plagiarism or forgery; furnishing false information to any university official, faculty member or office; alteration or misuse of any university document, record, or instrument of identification; abuse of computing resources.

1.1.2 VALUE TWO: Worth of the Individual

The Cumberland community values the dignity and worth of every individual within that community, recognizing that each person is unique with certain rights and responsibilities. Respect for the individual calls for toleration of differing opinions, attitudes and cultures, and for insistence on fair and just treatment for all individuals by the community itself and the individuals which comprise it.

As members of the Cumberland community, students can expect reasonable action will be taken to ensure that their experience will be free from behavior that compromises this value. Types of behavior include, but are not limited to, physical abuse, threats, intimidation (verbal or otherwise), harassment, hazing, coercion and/or other conduct that threatens or endangers the health or safety of any person.

1.1.3 VALUE THREE: Critical, Independent Thinking

The Cumberland community values the pursuit of truth and the communication of knowledge. The community encourages individuals to develop the on-going capacity for critical thinking and judgment. The community believes in the individual's right to teach and to learn, as well as in the individual's responsibility to prepare adequately.

As members of the Cumberland community, students can expect that reasonable actions will be taken to ensure that their experience will be free from types of behavior that compromises this value. Such acts include, but are not limited to, disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities, including public-service functions and authorized non-university activities which occur on university premises.

Other acts which compromise this value include participation in campus demonstrations which disrupt the normal operations of the university and infringe on the rights of other members of the community, leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

1.1.4 VALUE FOUR: Discipline

The Cumberland community values self-control and respect for self and others, which enable all individuals to develop intellectually, spiritually, socially, emotionally and physically. The community believes in the on-going developmental process of an individual's assuming responsibility for the effect their behavior has on themselves and others.

As members of the community, students can expect that reasonable efforts will be made to ensure that their experience is free from behavior that betrays this value. Such acts include, but are not limited to, violations of the stated university policies

in regard to alcohol and drugs, smoking, or sexual conduct.

1.1.5 VALUE FIVE: Community Responsibility and Accountability

The Community values positive interpersonal relationships among all members of the community. In so doing, the community respects the rights and properties of all individuals and the community itself. The community also values the laws of the society and the just administration of those laws. The community encourages responsible citizenship and involvement of each individual, and seeks to serve and to be faithful stewards of all its resources.

As members of the Cumberland community, students can expect reasonable action will be taken to ensure that their experience will be free from behavior that betrays this value. Examples of such behavior include, but are not limited to, attempted or actual theft and/or damage to property of the university or any member of the community, or any other public or private property; unauthorized possession, duplication, or use of keys to any university premises, or any unauthorized entry of use of university premises; illegal or unauthorized possession of firearms, explosives, and other weapons or dangerous chemical on university premises. In addition, students are expected to comply with all university policies, as well as to comply with federal, state and local laws. Persons the university believes to have engaged in illegal or otherwise prohibited activity may be subject to disciplinary action, up to and including expulsion from the university; persons convicted of illegal activities will be subject to disciplinary action, up to and including expulsion from the university.

1.2 Foundations of the Student Development Program At Cumberland University

According to the Carnegie Foundation for the Advancement of Teaching, there are basic ideological, yet practical goals for an effective Student Development program. These goals became part of a report entitled *Campus Life: In Search of Community*. These goals have been personalized to Cumberland University and are summarized below.

1. Cumberland University is a **purposeful** community, a place where the intellectual life is central and where faculty, staff, and students work together to strengthen teaching and learning on campus.
2. Cumberland University is an **open, honest** community, a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.
3. Cumberland University is a **just** community, a place where the dignity of all individuals is affirmed and where equality of opportunity is vigorously pursued.
4. Cumberland University is a **disciplined** community, a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.
5. Cumberland University is a **caring** community, a place where the well-being of each member is sensitively supported and where service to others is encouraged.
6. Cumberland University is a **celebrative** community, one in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure
Customer Satisfaction Rating

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Student Conduct Adjudication Procedures for Violations of the Student Conduct Code

Policy

Document Number: STUD--136

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: All disciplinary matters will be addressed by the Office of the Dean of Students, the Cumberland University Student Conduct Committee, or the Office of Residence Life. Students may choose to have their case heard by either the appropriate campus administrator or the CUSCC. The Dean of Students reserves the right to refer some cases directly to the CUSCC for case adjudication. The Dean of Students and the Vice President for IT, Campus Services, and Security each reserve the right to immediately suspend any student who presents a danger to campus pending case adjudication. In the event that the Dean of Students is unavailable to initiate the adjudication process in a timely manner *and* a case must be adjudicated immediately to protect the safety and welfare of the campus, the Dean of Students may appoint an alternate university administrator to initiate the adjudication process.

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

- Standards of good practice
- Standard company policies
- Current University policy
- Federal statutes
- Local statutes
- National Greek policies
- State statutes

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Disciplinary Matters

All disciplinary matters will be addressed by the Office of the Dean of Students, the Cumberland University Student Conduct Committee, or the Office of Residence Life. Students may request to have their case heard by either the appropriate campus administrator or the (CUSCC). All cases will be referred directly to the CUSCC for case adjudication. The Dean of Students and the Vice President for IT, Campus Services, and Security each reserve the right to immediately suspend any student who presents a danger to campus pending case adjudication. In the event that the Dean of Students is unavailable to initiate the adjudication process in a timely manner *and* a case must be adjudicated immediately to protect the safety and welfare of the campus, the Dean of Students may appoint an alternate university administrator to initiate the adjudication process.

Students will receive a notification letter following the receipt of an incident report. This letter requests that the student schedule a meeting with the Dean of Students or alternative hearing officer. During an initial meeting with the Dean of Students or other hearing officer, a student can enter the conduct resolution process immediately by indicating that they agree with the incident report and are willing to accept sanctions. In this case, no formal conduct hearing would be held. If the student disputes facts in the incident report and requests a hearing, s/he may request to have the case heard by the CUSCC. The CUSCC will meet on a weekly basis to adjudicate cases.

An appeal may be based only upon one or more of the following grounds: 1) new information or evidence, 2) procedural error, and 3) sanction is grossly disproportionate to the violation committed. Appeals may be filed via the Student Conduct computerized administration system to the , the Vice President for IT, Campus Services, and Security, or another campus administrator designated by the . Final appeals may be filed via the Student Conduct computerized administration system to the University President. A students' past record and standing with the University will be used in consideration of all offenses. Failure of a student to schedule a preliminary meeting or respond to the initiation of charges shall in no way prevent the university from scheduling and conducting a hearing in the absence of the accused student.

All hearing bodies reserve the right to question any *and/or* all student(s) perceived to be involved in any campus/student related issue/offense. ***All Appeals must be filed within 72 hours of a verdict and/or imposition of disciplinary sanctions.***

Any student who does not complete a student misconduct condition or sanction will have a hold placed on his or her account in the Business Office. Upon proof of satisfactory completion of the conditions or sanctions, the hold will be released.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Expulsion
Further training
Loss of privileges
Suspension-student

Subject Experts

The following may be consulted for additional information.

Dean of Students

Student Conduct Board Case Adjudication Procedures

Procedure

Document Number: STUD--139p

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description / Scope: Student Conduct Board Case Adjudication Procedures

Purpose: To provide information for the consistent review of conduct cases.

Who Performs /

Responsibility:

Administration
Dean of Students

Dean of Students is responsible for the consistent reviews conducted by the Student Conduct Board.

When to Perform: As needed

Specific Circumstances:

Cases in which a student chooses to have their conduct issue heard by the full Student Conduct Board, or severe issues in which the Student Conduct Board must hear the case.

Requirements

Approvals: Collaboration with the Dean of Students or the or the Vice President for IT, Campus Services, and Security

Pre-Knowledge: Before performing this task you must know:

Current University policy
Federal statutes
Local statutes
Standard company policies
Standards of good practice
State statutes
Knowledge of working with student conduct cases

Terms and Definitions: Additional training

Equipment: Policy and Procedure Handbook
Procedures
Student Handbook

Materials: Conduct forms
Conduct letters
Note-taking material

Overview of Steps

1. Chairperson calls hearing to order
2. Chairperson reiterates the confidential nature of student conduct hearings
3. Student who has been charged with misconduct is brought into room
4. Conduct Board members shall introduce themselves to the student who has been charged with misconduct

5. Student who has been charged is offered a copy of the incident report(s)
 6. Chairperson presents charges to student
 7. Student who has been charged presents his case
 8. Board members question student
 9. Student who has been charged is excused from room
 10. Resident Assistant, Residence Life Coordinator, Security Officers, and/or witnesses are called to hearing (if needed) one at a time and questioned if the Board needs to clarify information
 11. Student who has been charged is brought back into room for further clarification if needed
 12. Student who has been charged is excused from room
 13. Conduct Board members deliberate and determine if student is responsible or not responsible for each charge
 14. After determining issue of responsibility, Dean of Students enters room and reviews student conduct history file with board members
 15. Board members determine appropriate sanction(s)
 16. Student who has been charged is brought back into the room
 17. Chairperson shares results of deliberation and sanctions, if any, with student who has been charged
 18. Chairperson explains that student has 72 hours to file an appeal with the using Appeals Form in the Student Handbook, which is online and can be accessed via link on the Catalog, Forms, and Handbook page. This page is a link on the Current Students page, which can be found on the CU home page
 19. Chairperson appoints one Board member to complete the Case Adjudication Letter and mail to student who has been charged
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Detailed Steps

- ① Chairperson calls hearing to order
- ② Chairperson reiterates the confidential nature of student conduct hearings
- ③ Student who has been charged with misconduct is brought into room
- ④ Conduct Board members shall introduce themselves to the student who has been charged with misconduct
- ⑤ Student who has been charged is offered a copy of the incident report(s)
- ⑥ Chairperson presents charges to student
- ⑦ Student who has been charged presents his case
- ⑧ Board members question student
- ⑨ Student who has been charged is excused from room

- 10 Resident Assistant, Residence Life Coordinator, Security Officers, and/or witnesses are called to hearing (if needed) one at a time and questioned if the Board needs to clarify information
- 11 Student who has been charged is brought back into room for further clarification if needed
- 12 Student who has been charged is excused from room
- 13 Conduct Board members deliberate and determine if student is responsible or not responsible for each charge
- 14 After determining issue of responsibility, Dean of Students enters room and reviews student conduct history file with board members
- 15 Board members determine appropriate sanction(s)
- 16 Student who has been charged is brought back into the room
- 17 Chairperson shares results of deliberation and sanctions, if any, with student who has been charged
- 18 Chairperson explains that student has 72 hours to file an appeal with the using Appeals Form in the Student Handbook, which is online and can be accessed via link on the Catalog, Forms, and Handbook page. This page is a link on the Current Students page, which can be found on the CU home page
- 19 Chairperson appoints one Board member to complete the Case Adjudication Letter and mail to student who has been charged

Subject Experts

The following may be consulted for additional information.

Dean of Students

Student Conduct Policies and Procedures

Policy

Document Number: STUD--115

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Student conduct policies and procedures relative to Student Affairs

Purpose: Delineation of policy

Scope: Students

Responsibility: Administration
Dean of Students
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

State statutes
Standards of good practice
National Greek policies
Standard company policies
Local statutes
Federal statutes
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege

Policy Provisions

1. Student Conduct Policies and Procedures

The University admits students with the expectation that they have previously developed acceptable personal standards of conduct and ethics. Admission to Cumberland University carries with it special privileges as well as special responsibilities different from those enjoyed by and/or imposed on non-students. All students, residents, guests, staff, and faculty are expected to abide by the rules and regulations of the University.

A conduct situation occurs when substantive violations of Cumberland University rules, regulations, policies, and guidelines or violations of local, state, and/or federal laws, rules, or regulations are reported to or discovered by appropriate University officials. Conduct procedures will be enforced for all substantiated violations. Student violations of Cumberland University policies, regulations, rules, and guidelines or a violation of local, state, and/or federal laws, rules, or regulations may lead to a non-renewal of or cancellation of current and future financial aid awards and to student conduct sanctions as deemed necessary by appropriate Cumberland University officials. All Cumberland University students must report any and all local, state, or federal arrests and convictions to the or their designee.

The University reserves the right to readmit or deny readmission to a student who has been involved in on-campus or off-campus violations, particularly where they involve violation of local, state, and/or federal laws, based on individual situations and occurrences.

University regulations go into effect when an individual matriculates and continue until the time of graduation or withdrawal. By the act of registration, the student agrees to accept standards and regulations reflected in this document and other publications of the University.

Also see RESLIFE-134 and STUD-137.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Student Development Services

Policy

Document Number: STUD--105

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/24/2016

Status: Approved

General Description

Description: Indicates the key individual offices that make up Student Development.

Purpose: To differentiate between unit functions.

Scope: All faculty, staff, students, and administrators

Responsibility: All faculty, staff, students, and administrators

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy

Terms and Definitions: **Additional training**

Policy Provisions

1. Academic Enrichment Center (AEC)

The AEC, located on the first floor of the Learning and Career Commons, serves as a resource for Cumberland University students in need of academic support and provides tutoring, mentoring, and academic assistance. The primary goal of the AEC is to provide Cumberland University students with the tools that are necessary for success. While the AEC is open to all Cumberland University students who wish to obtain academic assistance and/or individual tutoring, Cumberland University faculty may also refer students to the AEC for further academic attention. The AEC works closely with the Athletic Department to ensure student-athletes have access to additional academic resources. Also, the AEC offers the College-Level Examination Program (CLEP) which is a series of exams for undergraduates interested in testing-out of certain General Education Classes. Lastly, the center offers the Miller Analogies Test (MAT) for those applying to various graduate schools. The AEC phone number is 547-1295.

2. Career Services and Internships (CS&I)

This office is located on the second floor of the Learning and Career Commons. The Career Services and Internships Office serves as a resource for Cumberland University students and alumni who are entering the world of work or who are embarking on a job search. The primary goal of CS & I is to provide Cumberland University students and alumni with the tools that are necessary for identifying and pursuing job opportunities. Students and alumni who wish to search job sites, receive assistance with job searches, develop or refine resumes, and participate in a wide range of career planning programs. CS & I also arranges job fairs and large-scale career search and interview opportunities each semester to help students and employers have a common venue to network and interact. CS & I works closely with all academic and administrative units to gather and disseminate data relative to job opportunities, salary ranges, educational needs, and other pertinent measures. The CS & I office phone number is 547-1357.

3. Counseling Center/Disability Services

The Counseling Center/Disability Services Office is located in Labry Hall 225. Appointments may be scheduled by calling the Counseling Center at 547-1397. The staff of the Counseling Center views counseling as another form of learning where students are able to learn more effective means of resolving concerns and developing strategies for achieving personal and professional goals. Counseling can assist those who are experiencing various personal problems and difficulties. Some of the concerns commonly addressed include adjustment to college, relationships, stress, depression, loneliness, anxiety, and self-esteem. Counseling services are offered free of charge to all currently enrolled and registered CU students. Students are provided short-term counseling services on campus. For longer-term issues, referrals will be made to appropriate community providers. The Counseling Center staff is also available to consult with faculty, staff, parents and significant others about students of concern and how to support them. It is important for members of the CU community to understand that sessions conducted by the Counseling Center are **confidential**. Information about whether or not a student has come to the Counseling Center and well as the content of counseling sessions cannot be released except upon the student's written request, in circumstances which would result in clear danger to the individual or others, reports of child or elder neglect and/or abuse, or as may be required by other laws. The Counseling Center strictly adheres to this policy.

4. Dean of Students

The Cumberland University Dean of Students Office, located in room 206 of Labry Hall, serves a central role in student learning and development. The services offered by staff members within this office promote a safe, healthy, and culturally sensitive campus. Staff members within this office seek to inspire students to embrace community service and leadership opportunities while pursuing intellectual, professional, personal, and spiritual growth on campus and throughout their lives. The Dean of Students establishes and maintains collaborative partnerships to achieve a seamless learning environment that links, aligns, and integrates student affairs and academic endeavors. The Dean of Students is responsible for providing direct service or oversight for Student Conduct, Residence Life, Student Life, Greek Affairs, Multicultural Inclusion issues, the Student Leadership Academy, Service Learning initiatives, the Counseling Center/Disability Services, and the Cumberland University Parent Association.

5. Office of Greek Affairs

Questions regarding the policies, procedures, and structure of the Office of Greek Affairs should be addressed to the Director of the Office of Residence Life on the first floor of Labry Hall. The office phone number is 547-1285.

Greek membership is a lifelong commitment made by the student. Members of Greek organizations represent the finest quality of individuals based upon scholarship, leadership, service and high moral and ethical standards. Fraternities and sororities at Cumberland University are expected to support and ensure general cooperation between chapters and the University. By emphasizing the development of their members as concerned participants in their chapter and the Cumberland community, the fraternities and sororities support the ideals of loyalty, both to the University and the fraternity/sorority, and responsible citizenship. Greek organizations are expected to share in the academic mission of Cumberland University, to uphold the Cumberland Creed at all times, and be a positive contributor to the Cumberland community as well as the Lebanon and Middle Tennessee community as a whole.

6. Office of Residence Life

The Office of Residence Life is located on the first floor of Labry Hall. The office phone number is 547-1285. The e-mail address is reslife@cumberland.edu. The Office of Residence Life is committed to providing a comfortable and nurturing community conducive to students' pursuit of scholarship, celebration of differences great and small, and assisting students with their social and personal development. Members of the residence life staff at Cumberland University will:

- Support a safe and comfortable living environment where all students are recognized and valued
- Test students to discover more about themselves and others through introspection, examining personal values, personal beliefs, and their awareness of issues surrounding them

- Empower students to pursue personal growth while making being active in the community and providing service to the University and local community
- Encourage the exploration of knowledge, the development of skills, and the understanding of sensitivity and respect as integral parts of the interactions between individuals and groups
- Produce life experiences and classroom activities in a dynamic environment

Living on campus provides an experience that is more than just a place to sleep, study and watch TV. It is a place where students come and are challenged and changed. Living on campus provides a place where Cumberland memories begin and where the relationships are developed from friendships that last a lifetime.

7. Office of Student Life

This office is located on the first floor of Labry Hall and can be reached by calling 547-1390. Staff members within this office coordinate student activities on campus, advise the Student Government Association, oversee student organizations and coordinate the intramural sports program.

8. Student Financial Services

The Office of Student Financial Services, located in Memorial Hall, is the primary office for assisting eligible students with their financial needs. This office is responsible for distributing local, state, and federal funds, scholarship and endowed scholarship funds, and institutional aid.

Subject Experts

The following may be consulted for additional information.

Dean of Students

Student Handbook Disclaimer

Policy

Document Number: STUD--100d

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Cumberland University reserves the right to change, update, and/or reprint this document as the institution deems necessary. The official version of this document will be housed on the University website and will be available in appropriate administrative offices.

Purpose: Disclaimer to insure that current and most recent publication is always housed on the University website.

Scope: All faculty, staff, students, and administrators

Responsibility: Dean of Students
Executive Director of Communications and PR

Policy Provisions

1. Changing or Updating

Cumberland University reserves the right to change, update, and/or reprint this document as the institution deems necessary. The official version of this document will be housed on the University website and will be available in appropriate administrative offices.

Subject Experts

The following may be consulted for additional information.

and Chief Institutional Effectiveness Officer

Dean of Students
Dean of Students

Student Health Care

Policy

Document Number: STUD--142

Document Owner:

Primary Author:

Revision #: 1.0

Date Last Updated: 11/03/2015

Status: Approved

General Description

Description: Information about student health care.

Purpose: Delineation of University policy.

Scope: Students

Responsibility: Administration

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Standards of good practice

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

1. Health Care

Students covered by their parents' medical insurance are advised to have a medical card should treatment be needed. In the event an emergency situation should arise which requires immediate medical attention, the individual should go to the emergency room at the hospital or call 911. Students should report any illness or hospitalization to the Residence Life Coordinator and/or Office of Residence Life as soon as possible.

All students are encouraged to carry health insurance in the event of accident or illness, but the university does not act as an agent for any insurance company.

Cumberland University assumes no responsibility for the payment of health care expenses incurred by a student beyond the established services offered through the Rudy Wellness Center. Cumberland University assumes no responsibility in the resolution of claims submitted by the student to the insurance company.

Also see RWC policies and procedures and RESLIFE-121.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training

Subject Experts

The following may be consulted for additional information.

Legal Counsel

President

VP for Business and Finance

Student Identification Cards

Policy

Document Number: STUD--124

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Information about student identification cards relative to students

Purpose: Delineation of policy

Scope: All faculty, staff, students, and administrators

Responsibility: Student Life
Residence Life

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Standards of good practice
Standard company policies
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Policy Provisions

1. Student Identification Cards

- A. Students must carry their identification cards on their person at all times and surrender same to any university official upon demand. Noncompliance will be deemed a sufficient reason for any University official to refuse a student admission, service, etc., to any Cumberland property and/or event and may result in disciplinary action.
- B. Lending, selling, using for purposes other than identification or otherwise transferring a student identification card is prohibited and will lead to disciplinary action.
- C. The use of a student identification card by anyone other than its original holder is prohibited and any student improperly using another student's card will be subject to disciplinary action.

Also see RESLIFE-123 and STUD-141.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Dean of Students

Student Misconduct Sanctions

Policy

Document Number: STUD--137

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Any combination of the following sanctions may be imposed for violations of University policies and guidelines.

Purpose: Delineation of policy

Scope: Students

Responsibility: Dean of Students

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Local statutes
National Greek policies
Standard company policies
Standards of good practice
State statutes

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Student Misconduct Sanctions

Any combination of the following sanctions may be imposed for violations of University policies and guidelines:

- **Verbal or Written Reprimand:** A warning that the violation of policy a second time will result in more severe sanctions.
- **Disciplinary Probation:** The violation of any policy during any probationary term imposed on a student may result in an appearance before the Dean of Students or the CUSCC and/or imposition of more severe sanctions than would be the case for a first time offense.
- **University Work Hours:** University work hours may be imposed for any violation of a University policy, regulation, or guideline. Failure to fully comply with the prescribed work hours will result in an appearance before the Dean of Students or the CUSCC.
- **Restitution or Monetary Fines:** Sanctions may be in the form of money, equipment, or other values, as deemed appropriate for the violation or to replace damaged or destroyed property.
- **Education Hours:** The University may require the student to participate in appropriate

alcohol/drug education classes, or similar programs. These include, but are not limited to, e-CHUG, e-TOKE, CHOICES, Ethics and Integrity Education Session, Reflection Paper, and/or a Research Paper.

- **Confiscation of Property:** Confiscation of illegal property will be permanent or temporary as is deemed appropriate under the circumstances.
- **Restrictions on Use of Facilities or Participation in Activities:** Loss of privileges relating to participation in student organizations/activities and/or University facilities/activities may be imposed as is deemed appropriate under the circumstances of the violation.
- **Loss of Scholarships and/or Cumberland University Financial Aid:** Student violations of Cumberland University policies, regulations, rules, and guidelines may subject current and future financial aid awards, including scholarships, to cancellation or non-renewal and/or disciplinary sanctions. This provision also applies to awards based on participation in University athletic or performance-based programs.
- **Counseling and/or Psychological Assessment/Evaluation:** University officials may require student(s) to attend professional counseling assessment sessions or obtain a psychological assessment/evaluation. All monetary charges related to assessment or evaluation sessions are the responsibility of the student. Any student assigned to counseling assessment sessions must produce proof that he or she is an official student of the University.
- **Change in class schedule:** A student's class schedule may be changed in order to provide an environment conducive to learning and safety.
- **Change in living assignments:** A student's room assignment in the residence halls may be changed in order to provide an environment conducive to learning and safety.
- **Contractual Dismissal from the Residence Halls:** A student who violates or breaches any term or regulation specific to the residence hall housing contract may be administratively evicted. All costs related to the eviction process will be assigned to the student. All fees and costs due the University along with those in connection to the residence hall contract must be paid in full before any official University grade reports or transcripts will be released. Students may appeal contractual dismissals to the Vice President for IT, Campus Services, and Security and make an appeal of the Vice President's decision to the University President. The President's decision shall be final.
- **Eviction from the Residence Hall:** Eviction may be imposed if the resident is deemed to be a threat to the well-being of the residence hall, to themselves or University community or if the individual is a repeat/multiple offender of housing and/or University policies, guidelines, or rules. Evictions may be imposed for violations of any other University policy, as deemed appropriate by the Dean of Students or the CUSCC. Individuals who are evicted may appeal to the Vice President for IT, Campus Services, and Security with final appeal to the President of the University. Evicted individuals forfeit all refunds and are subject to other appropriate sanctions. Individuals must vacate University property during the appeals process.
- **Suspension/Expulsion from the University:** Suspension or expulsion from the University may be imposed, if the student is deemed to be a threat to the well-being of the University community, to themselves or if substantively or continually violates University policies, regulations or guidelines. Any student suspended or expelled has an automatic right of appeal to the President of the University. Suspended or expelled students forfeit all fees, tuition, and privileges for the duration of the suspension or expulsion.
- **Interim Suspension:** Interim Suspension from Cumberland University may be imposed by the Dean of Students, , or Vice President for IT, Campus Services, and Security during the investigation of charges such as, but not limited to, sexual assault, physical assault, harassment, or potentially violent actions against others. This is done to ensure the safety of the campus while charges are investigated.
- **Ban From Campus:** Former students who have been expelled by the University or have engaged in egregious policy infractions can be banned from returning to campus should circumstances warrant this.
- **No Contact Restriction:** A prohibition of direct or indirect physical, verbal, electronic and/or written contact with another individual or group.
- **Referral to law enforcement:** The University reserves the right to notify law enforcement agencies and/or judicial authorities about suspected crimes so that they can exercise their responsibilities with regard to the application of Federal and State law to potential crimes.
- **Parental Contact:** Should it be determined that parental contact might provide support to a student who is struggling with suspected substance abuse or other serious concern, the University may impose this sanction.
- **Hold on Transcript, Registration, and Business Account:** Any student who does not complete a student misconduct condition or sanction will have a hold placed on his or her

account in the Business Office. Upon proof of satisfactory completion of the conditions or sanctions, the hold will be released.

Also see RESLIFE-120, RESLIFE-134, STUD-115, and STUD-118.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Expulsion
Further training
Loss of privileges
Suspension-student

Subject Experts

The following may be consulted for additional information.

Dean of Students

Summary Documents

Info Sheet

Document Number: CONDUCT--103d

Revision #: 1.0

Document Owner:

Date Last Updated: 02/24/2016

Primary Author:

Status: Approved

List:

① Summary of Documents

Documentation is the tool that brings the student conduct process together. Maintaining precise written records for reference and clarity adds a professional dimension to the conduct process followed at Cumberland University. Effective documentation is vital because it enables a conduct team to make well-informed, timely and consistent decisions.

② Incident Report

All disciplinary situations begin with this report, which requires as much specific information as possible in order to provide a thorough, accurate snapshot of what occurred. This report should be completed as soon after the incident occurs as possible. All applicable sections should be completed electronically (and by any Security officer involved), including the signature of the one filing the report. Whenever possible, the residence life staff needs to have all persons involved complete an incident report as well. This will help when trying to remember specifics, or for later reference should the student appeal a decision. Anyone may complete this document.

③ Confidentiality Contract

This form is signed by the conduct team or residence hall conduct team member once per year at their first judicial council meeting of the year.

④ Conduct Team Findings and Recommendations

This form shall be completed by the team chairperson and confidentially distributed to the following people:

1. the student(s) involved
2. the Resident Director (if applicable)
3. the Dean of Students
4. the Vice President of Campus Services
5. file copy

⑤ Accountability Plan

This contains specific guidelines and/or restrictions that might apply to a decision by the conduct team. This form shall be completed by the conduct team chairperson, signed by the student(s) involved and confidentially distributed to the following people:

1. the student(s) involved
2. the Dean of Students
3. the Vice President of Campus Services
4. the student development staff person who the student will be accountable to
5. file copy

6 Appeals Form

This form is used for any appeal by the student(s) involved. The completed appeals form must be submitted within three working days of the original decision, to either the chair of the appeal committee, to the Dean of Students, or to the , depending on which conduct body rendered the decision.

7 Appeals Decision

This form is completed by the chairperson of the appeal body. It outlines the decision of the body and is distributed to:

1. the student(s) involved
2. the Resident Director (if applicable)
3. the Dean of Students
4. the Vice President of Campus Services
5. file copy

Attachments

Accountability Plan

[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\Conduct\ACCOUNTABILITY PLAN.pdf]

Community Service and Restitution Contract

[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\Conduct\Community Service and Restitution Contract.pdf]

Conduct Confidentiality Contract

[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\Conduct\Conduct Confidentiality Contract.pdf]

Conduct Findings and Recommendations

[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\Conduct\CONDUCT FINDINGS AND RECOMMENDATIONSx.pdf]

Disciplinary Appeal Form

[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\Conduct\DISCIPLINARY APPEAL FORM.pdf]

Student Development Release of Information Form

[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\Conduct\Student Development Release of Information Form.pdf]

Subject Experts

The following may be consulted for additional information.

Regulations

University governance

The Cumberland Creed

Policy

Document Number: STUD--116

Document Owner:

Primary Author:

Revision #: 1.0

Date Last Updated: 11/03/2015

Status: Approved

General Description

Description: The Cumberland Creed is the basis for the five values of the University.

Purpose: Delineation of policy

Scope: All faculty, staff, students, and administrators

Responsibility:

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy

Terms and Definitions: **Additional training**

Loss of privilege

Policy Provisions

1. The Cumberland Creed

Academic honesty is essential to effective learning. Therefore, we as seekers of knowledge hold these as our core values: personal integrity, individual worth, independent thinking, discipline, community responsibility.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Theft Policy

Document Number: STUD--125

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

General Description

Description: Information about theft relative to students

Purpose: Delineation of policy

Scope: All faculty, staff, students, and administrators

Responsibility: Administration

Requirements

Relevant Knowledge: In order to comply with this policy you should know:

Current University policy
Standards of good practice
Standard company policies

Terms and Definitions: Additional training

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Theft

No student shall take, attempt to take, or keep in their possession, items of University property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Criminal Prosecution
Expulsion
Further training
Job Termination
Loss of privileges
Suspension
Suspension-student
Write-Up

Subject Experts

The following may be consulted for additional information.

Dean of Students

Title IX -- Pregnant and Parenting Students

Policy

Document Number: EOP--003

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author:

Status: Approved

General Description

Description: Guidance on supporting the academic success of pregnant and parenting students from the U.S. Department of Education Office for Civil Rights as of June 2013.

Purpose: Delineation of federal policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Administration
Legal Counsel

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes

Terms and Definitions: **Additional training**

Corrective Action

OCR visit

Policy Provisions

1. Title IX Requirements Regarding Pregnant and Parenting Students

Title IX provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

ED's regulation implementing Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The Title IX regulation also prohibits a school from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

Under Title IX, it is illegal for schools to exclude a pregnant student from participating in any part of an educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Schools may implement special instructional programs or classes for a pregnant student, but participation must be completely voluntary on the part of the student, and the programs and classes must be comparable to those offered to other students.

In addition, a school must excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.

Any special services provided to students who have temporary medical conditions must also be provided to a pregnant student. Therefore, if a school provides special services, such as homebound instruction or tutoring, for students who miss school because they have a temporary

medical condition, it must do the same for a student who misses school because of pregnancy or childbirth.

A school may require a pregnant student or student who has given birth to submit medical certification for school participation only if the school also requires such certification from all students with physical or emotional conditions requiring the attention of a physician. Thus, for example, a student who has been hospitalized for childbirth must not be required to submit a medical certificate to return to school if a certificate is not required of students who have been hospitalized for other conditions.

Reference: U.S. Department of Education "Supporting the Academic Success of Pregnant and Parenting Students Under Title IX of the Education Amendments of 1972," U.S. Department of Education Office for Civil Rights, June 2013

Performance Evaluation

Performance Metrics: Compliance with federal mandate

Consequences: Further training
OCR visit

Attachments

Supporting the Academic Success of Pregnant and Parenting Students Under Title IX of the Education Amendments of 1972

[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\Supporting the Academic Success of Pregnant and Parenting Students June 2013.pdf]

Subject Experts

The following may be consulted for additional information.

Legal Counsel

Types of Discipline

Info Sheet

Document Number: CONDUCT--101d

Document Owner:

Primary Author:

Revision #: 1.0

Date Last Updated: 02/04/2016

Status: Approved

List:

1 Types of Discipline

Any combination of the following sanctions may be imposed for violations of University policies and guidelines:

- **Verbal or Written Reprimand:** A warning that the violation of policy a second time will result in more severe sanctions.
- **Disciplinary Probation:** The violation of any policy during any probationary term imposed on a student may result in an appearance before the Dean of Students or the CUSCC and/or imposition of more severe sanctions than would be the case for a first time offense.
- **University Work Hours:** University work hours may be imposed for any violation of a University policy, regulation, or guideline. Failure to fully comply with the prescribed work hours will result in an appearance before the Dean of Students or the CUSCC.
- **Restitution or Monetary Fines:** Sanctions may be in the form of money, equipment, or other values, as deemed appropriate for the violation or to replace damaged or destroyed property.
- **Education Hours:** The University may require the student to participate in appropriate alcohol/drug education classes, or similar programs. These include, but are not limited to, e-CHUG, e-TOKE, CHOICES, Ethics and Integrity Education Session, Reflection Paper, and/or a Research Paper.
- **Confiscation of Property:** Confiscation of illegal property will be permanent or temporary as is deemed appropriate under the circumstances.
- **Restrictions on Use of Facilities or Participation in Activities:** Loss of privileges relating to participation in student organizations/activities and/or University facilities/activities may be imposed as is deemed appropriate under the circumstances of the violation.
- **Loss of Scholarships and/or Cumberland University Financial Aid:** Student violations of Cumberland University policies, regulations, rules, and guidelines may subject current and future financial aid awards, including scholarships, to cancellation or non-renewal and/or disciplinary sanctions. This provision also applies to awards based on participation in University athletic or performance-based programs.
- **Counseling and/or Psychological Assessment/Evaluation:** University officials may require student(s) to attend professional counseling assessment sessions or obtain a psychological assessment/evaluation. All monetary charges related to assessment or evaluation sessions are the responsibility of the student. Any student assigned to counseling assessment sessions must produce proof that he or she is an official student of the University.
- **Contractual Dismissal from the Residence Halls:** A student who violates or breaches any term or regulation specific to the residence hall housing contract may be administratively evicted. All costs related to the eviction process will be assigned to the student. All fees and costs due the University along with those in connection to the residence hall contract must be paid in full before any official University grade reports or transcripts will be released. Students may appeal contractual dismissals to the and make an appeal of the 's decision to the University President. The President's decision shall be final.
- **Eviction from the Residence Hall:** Eviction may be imposed if the resident is deemed to be a threat to the well-being of the residence hall, to themselves or University community or if the individual is a repeat/multiple offender of housing and/or University policies, guidelines, or rules. Evictions may be imposed for violations of any other University policy, as deemed appropriate by the Dean of Students or the CUSCC. Individuals who are evicted may appeal to the with final appeal to the President of the University. Evicted individuals forfeit all refunds and are subject to other appropriate sanctions. Individuals must vacate University

property during the appeals process.

- **Suspension/Expulsion from the University:** Suspension or expulsion from the University may be imposed, if the student is deemed to be a threat to the well-being of the University community, to themselves or if substantively or continually violates University policies, regulations or guidelines. Any student suspended or expelled has an automatic right of appeal to the President of the university. Suspended or expelled students forfeit all fees, tuition, and privileges for the duration of the suspension or expulsion
- **Interim Suspension:** Interim Suspension from Cumberland University may be imposed by the Dean of Students, , or Vice President of Academic Affairs during the investigation of charges such as, but not limited to, sexual assault, physical assault, or harassment. This is done to ensure the safety of the campus while charges are investigated.
- **Ban From Campus:** Former students who have been expelled by the University or have engaged in egregious policy infractions can be banned from returning to campus should circumstances warrant this.
- **No Contact Restriction:** A prohibition of direct or indirect physical, verbal, electronic and/or written contact with another individual or group.
- **Parental Contact:** Should it be determined that parental contact might provide support to a student who is struggling with suspected substance abuse or other serious concern, the University may impose this sanction.
- **Hold on Transcript, Registration, and Business Account:** Any student who does not complete a student misconduct condition or sanction will have a hold placed on his or her account in the Business Office. Upon proof of satisfactory completion of the conditions or sanctions, the hold will be released.

Subject Experts

The following may be consulted for additional information.

Regulations

University governance

Types of Emergencies and Protocols

Info Sheet

Document Number: EMER--102d

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

List:

① Types of Emergencies

- a. automotive assistance
- b. blood and body fluid exposure
- c. bomb threats
- d. catastrophic emergencies
- e. communicable diseases
- f. crisis communication
- g. demonstrations and rallies
- h. drought and flood emergency
- i. emotional distress
- j. fire emergencies--non-residential facilities
- k. fire emergencies--residential facilities
- l. hazardous materials
- m. lock emergency
- n. major system failure
- o. network or system outage for IT
- p. nuclear emergency
- q. psychological emergency
- r. security transportation for medical emergencies
- s. sexual assault
- t. violence or criminal behavior on campus

1.1 Automotive assistance

University Safety and Security will assist any person on campus who needs a battery boost.

1.2 Blood and body fluid exposure

Contact with blood or body fluid should be avoided if possible. Exposure means any specific eye, mouth, mucous membrane, or non-intact skin contact with blood or other potentially infectious materials.

1.3 Bomb threats

All bomb threats are to be taken seriously. The majority of threats are made with the intent of disrupting normal business. However, every bomb threat must be considered real until investigated. Check the bomb threat checklist.

1.4 Catastrophic emergency

In the event of an accident, illness, or act of violence resulting in the unexpected death of a member of the University community, the designated University administration, once contacted, will begin the notification process.

1.5 Communicable diseases

The University is committed to protecting and promoting the health and safety of all of our students, faculty, staff, and visitors while pursuing our educational mission. The purpose of this protocol is to guide our actions to prevent and/or limit the introduction or spread of communicable illnesses onto our campus and surrounding community.

1.6 Crisis communication

The basic Crisis Communications outline is designed to provide information on how to respond to inquiries in situations and in connection to controversial issues.

1.7 Demonstrations and rallies

The University believes that members or groups within the University community have the right to express their views on a particular issue or cause. Demonstrations and rallies, however, should not interfere with the operation of the institution.

1.8 Drought and flood emergency

In the event that a drought or flood emergency is declared, the University will fully comply with all regulations promulgated by local, state or federal authorities having jurisdiction.

1.9 Emotional distress

The University Counseling Center provides counseling for all members of the University community and for all levels of emotional distress.

1.10 Fire emergencies--non-residential facilities

All fire alarms are to be taken seriously. Evacuation of the facility is mandatory until the signal to re-enter has been given by the fire department or security.

1.11 Fire emergencies--residential facilities

If you get caught in a fire situation, survival is your top priority. University policy requires building occupants to evacuate in the event of a fire alarm activation or during any other emergency that requires evacuation. However, there may be emergency situations in which you may be required to decide on a course of action to protect yourself and the other members of your room, suite, or unit.

1.12 Hazardous materials

Those who respond to incidents involving hazardous substances should begin by calling the Buildings and Grounds Office or Security and follow their directions.

1.13 Lock emergency

Residence Life (in the case of residential rooms) and Security (for all academic and residence buildings) will assist when a door is not securable as a result of a lock malfunction.

1.14 Major system failure

This includes electric, heat, central air conditioning, gas leaks, and water/sewer. All reasonable efforts will be made to provide temporary service until permanent repairs are made. If the safety of the building occupants cannot be assured, senior administration will be consulted for the relocation of occupants.

1.15 Network or system outage for IT

To inquire about outage call the ITS Helpdesk at x1240 or submit an IT Helpdesk request.

1.16 Nuclear emergency

If you hear a 3 to 5 minute siren, you are being notified of an emergency in your area. Assembly areas have been designated where the Emergency Alert System (EAS) will be broadcast announcing the most timely and accurate instructions concerning the emergency.

1.17 Psychological emergency

The Counseling Center handles both residential and non-residential psychological emergencies. The entire University community shares a responsibility to respond to a person in a psychological emergency and to protect that individual and/or the community.

1.18 Security transportation for medical emergencies

University Security will transport a person to a local hospital or the Health Care Unit when requested in the event of a minor injury or illness. Security will not determine if a specific case is serious enough to require transport.

1.19 Sexual assault

For students who are victims of sexual assault, the University offers emotional support and access to legal information. All University services and procedures provided to sexual assault victims are confidential, insofar as possible. The University adheres to all federal mandates regarding sexual assault, sexual violence, harassment, and other forms of discriminatory behavior.

1.20 Violence or criminal behavior on campus

The entire University community shares the concern that our campuses be safe and secure. You should be alert to suspicious situations and promptly report threatening, violent or criminal behavior to the Security Office.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Regulations

Standards of good practice
University governance

Unauthorized Entry or Use of University Facilities

Policy

Document Number: STUD--126

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Dean of Students

Status: Approved

General Description

Description: Information for students relative to Unauthorized Entry or Use of University Facilities

Purpose: Delineation of policy

Scope: All faculty, staff, students, and administrators, Students

Responsibility: Administration
Dean of Students
Residence Life
Safety and Security
Student Life
University planner
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

State statutes
Standards of good practice
Standard company policies
National Greek policies
Local statutes
Federal statutes
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Unauthorized Entry or Use of University Facilities

- A. No student shall enter any University building, office or other facility without proper authorization nor shall any person remain without authorization in any building after normal closing hours.
- B. No student shall make unauthorized use of any University facility.
- C. Unauthorized possession or use of University keys is prohibited.
- D. Students and/or student groups may not make reservations in their names for outside groups or organizations to use University space.
- E. No student shall make unauthorized use or misuse of the University's computing facilities and/or photocopying facilities to include: logging on an account without the knowledge and permission of the owner, changing, deleting or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine

resources; copyright infringement or other violations; attempts to thwart security of the computer system; attempts to disrupt the normal operations of the computer system, including hardware and software.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Expulsion
Further training
Job Termination
Loss of privileges
Suspension
Suspension-student
Write-Up

Subject Experts

The following may be consulted for additional information.

Assistant Vice President and University Planner

Dean of Students

Vice President for IT, Campus Services, and Security

University Civil Rights Grievance and Investigation Process

Process

Document Number: EOP--001pr

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author:

Status: Approved

General Description

Description / Scope: This universal grievance policy, process and investigation protocol can and should be applied to all civil rights grievances and discrimination complaints, especially those governed by Title VI and Title IX, including discrimination on the basis of race, color or national origin, discrimination on the basis of gender and including sexual orientation, sexual violence, sexual harassment, intimate partner violence, stalking, and/or gender-based bullying or hazing.

When Performed: As needed

Responsibilities: Administration
Dean of Students
Director of Human Resources
Senior Woman's Administrator

The Designated University Coordinator investigates all complaints of discrimination complaints, grievances, and conduct issues and coordinates all grievance and investigation processes.

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Suspension

Termination

Staff members and/or Faculty who knowingly and blatantly violate this policy may be terminated. Independent contractors who violate this policy may be terminated from providing services.

Sexual Harassment: Unwelcome, gender-based verbal or physical conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the University's educational program. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the University's educational program or activities.

Discriminatory Harassment Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the University's educational program or activities.

Retaliatory Harassment Intentional action or non-action taken by an accused individual or

allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

Process Overview

1. Sexual Harassment of a Student by another Student
2. Sexual Harassment of a Faculty/Staff Member by a Student; Employee-on-Employee
3. Sexual Harassment of a Student by a Faculty/Staff Member
4. Complaints Concerning Discrimination and/or Harassment
5. Informal Dispute Resolution Efforts: A Useful First Step before Filing Formal Complaints
6. Special Grievance Process Provisions
7. Statement of the Rights of the Alleged Victim
8. Statement of the Accused Student's Rights

Process Steps or Stages

1 Sexual Harassment of a Student by another Student

What happens:

Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the University's educational program or activities.

Requirements:

Policy and Procedure Handbook, Procedures

Result:

1. Stop the behavior, remediate the behavior, prevent the behavior from occurring again.
2. Understand, comply with, and be able to communicate about the policy and procedure.

Special Warnings:

- Check for previous conduct incidents.
- Check with and confirm stories with witnesses.
- Check for photos or footage from cameras or written evidence from social media tools or other forms of communication.
- Check all case documents.
- Alert your supervisor and co-workers.

2 Sexual Harassment of a Faculty/Staff Member by a Student; Employee-on-Employee

What happens:

Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member [by a student] that is so severe, persistent or pervasive that it unreasonably interferes with employment [or living] conditions or deprives the individual of employment access or benefits.

Requirements:

Policy and Procedure Handbook

Result:

1. Stop the behavior, remediate the behavior, prevent the behavior from occurring again.
2. Understand, comply with, and be able to communicate about the policy and procedure.

Special Warnings:

- Alert your supervisor and co-workers.
- Check all case documents.
- Check for photos or footage from cameras or written evidence from social media tools or other forms of communication.
- Check for previous conduct incidents.
- Check with and confirm stories with witnesses.

3 Sexual Harassment of a Student by a Faculty/Staff Member

What happens:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the University's educational program or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

Requirements:

Policy and Procedure Handbook, Procedures

Result:

1. Stop the behavior, remediate the behavior, prevent the behavior from occurring again.
2. Understand, comply with, and be able to communicate about the policy and procedure.

Special Warnings:

- Alert your supervisor and co-workers.
- Check all case documents.
- Check for photos or footage from cameras or written evidence from social media tools or other forms of communication.
- Check for previous conduct incidents.
- Check with and confirm stories with witnesses

4 Complaints Concerning Discrimination and/or Harassment

What happens:

The University does not permit discrimination or harassment in our programs and activities on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, pregnancy status, or any other characteristic protected by institutional policy or state, local, or federal law. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined in this *Code* to report these concerns.

This process involves an immediate initial investigation to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the University will initiate a prompt, thorough and impartial investigation. The University reserves the right to designate an independent investigator to investigate the complaint and prepare pertinent documentation. This investigation is designed to provide a fair and reliable determination about whether the University's nondiscrimination policy has been violated. If so, the University will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100 Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012 TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Requirements:

Policy and Procedure Handbook, Procedures

Result:

1. Stop the behavior, remediate the behavior, prevent the behavior from occurring again.
2. Understand, comply with, and be able to communicate about the policy and procedure.

Special Warnings:

- Alert your supervisor and co-workers.
- Check all case documents.
- Check for photos or footage from cameras or written evidence from social media tools or other forms of communication.
- Check for previous conduct incidents.
- Check with and confirm stories with witnesses

4.1 Formal and Informal Grievance Procedure for Student Complaints, Employee Civil Rights Grievances Against Students and Student-on-Student Civil Rights Grievances

What happens:

This procedure is intended to apply to student grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees against students will be addressed through the student conduct procedures located elsewhere in this *Code*.

The University community benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns that students may have about the implementation of policies and procedures that govern the institution.

Requirements:

Policy and Procedure Handbook, Procedures

Result:

1. Stop the behavior, remediate the behavior, prevent the behavior from occurring again.
2. Understand, comply with, and be able to communicate about the policy and procedure.

Special Warnings:

- Alert your supervisor and co-workers.
- Check all case documents.
- Check for photos or footage from cameras or written documentation from social media or other forms of communication.
- Check for previous conduct incidents.
- Check with and confirm stories with witnesses

5

Informal Dispute Resolution Efforts: A Useful First Step before Filing Formal Complaints

What happens:

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with faculty, staff, or administrators, including following procedures for formal appeal. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the student should contact the individual's direct supervisor to attempt to resolve the complaint. If it involves conduct by a student, the complaint should be directed to the Dean of Students. If it involves an Athletic complaint, it should be directed to the Dean of Students and the Director of Athletics. If these efforts are unsuccessful, the formal complaint process may be initiated. The University does not require a student to contact the person involved or that person's supervisor if doing so is impracticable, or if the student believes that the conduct cannot be effectively addressed through informal means.

Requirements:

Policy and Procedure Handbook, Procedures

Result:

1. Stop the behavior, remediate the behavior, prevent the behavior from occurring again.
2. Understand, comply with, and be able to communicate about the policy and procedure.

Special Warnings:

- Alert your supervisor and co-workers.
- Check all case documents.
- Check for photos or footage from cameras or written evidence from social media and other forms of communication.
- Check for previous conduct incidents.
- Check with and confirm stories with witnesses

5.1 Formal Grievance Process

What happens:

The Designated University Coordinator will assign a trained investigator (case officer) to formally investigate student grievances, address inquiries and coordinate the University's compliance efforts regarding student, faculty, or staff complaints and grievances. Notice of a formal complaint can be made in person or orally to an appropriate official, but the University strongly encourages submission of grievances [in writing, by email attachment as a MS Word or pdf document, in other written form] to the Designated University Coordinator.

The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, the persons involved, witnesses, and the desired remedy sought.

The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be described within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

Except in the case of violence or retaliation, wherein informal dispute resolution is not required, the grievant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the grievant should state the reasons why.

Upon receipt of a grievance the case officer will open a formal case file and assign a case officer who will direct the investigation and confer with the Designated University Coordinator on interim action, accommodations for the alleged victim, or other necessary remedial short-term actions.

The case officer will then take the following steps:

- In coordination with the Designated University Coordinator, initiate any necessary remedial actions;
- Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a University proxy or representative);
- Identify the correct policies allegedly violated;
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint;
 - * If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action;
- Meet with the complainant to finalize the complaint;
- Prepare the notice of charges on the basis of the initial investigation;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Present the findings to the accused individual, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
- Share the findings and update the complainant on the status of the investigation and the outcome.

Where the accused individual is found not responsible for the alleged violation(s), the investigation should be closed and the complainant advised of this fact. [OPTIONAL: the complainant may request from the Designated University Coordinator an extraordinary decision to refer the complaint to a hearing, which should only be granted by the Designated University Coordinator in exceptional circumstances]. Where the accused individual accepts the finding that s/he violated university policy, the Dean of Students or the Student Conduct Board will impose appropriate sanctions for the violation, after consultation with the Designated University Coordinator. The University will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the University community.

In the event that the accused individual rejects the findings in part or entirely, the Designated University Coordinator, in collaboration with legal counsel, will convene a hearing under its respective procedures to determine whether the accused individual is in violation of the contested aspects of the complaint. At the hearing, the findings of the investigation will be admitted, but are not binding on the decider(s) of fact. The

case officer(s) may give evidence. The hearing will determine whether it is more likely than not that the accused individual violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

The Designated University Coordinator, in collaboration with legal counsel, has final decision making authority with regard to formal complaints, subject to appeal. Where an accused individual is found in violation, the Dean of Students or the Student Conduct Board (whichever has heard the case) will impose appropriate sanctions for the violation, after consultation with the Designated University Coordinator. The University will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university community. Appeal proceedings as described in this *Code* will apply to all parties to the complaint.

Who Performs / Responsibility:

, Dean of Students, Director of Director of Human Resources, Legal Counsel

Requirements:

Policy and Procedure Handbook, Procedures

Result:

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Special Warnings:

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5.2 Elaboration on Student Participation in the Grievance Process

What happens:

The case officer from the Designated University Coordinator's office will contact or request a meeting with the initiator of the formal grievance, and the complainant (if different people). The investigator also may contact or request a meeting with relevant University staff, students, or others as part of the investigation. The complainant may request to meet and discuss the allegations of the grievance with the case officers and may offer any documentation, witnesses, or other materials in support of the complaint. [Optional: The complainant has the option to have an advocate during a meeting with the case officer to discuss the documentation submitted by the student in support of the grievance. Such an advocate should be a member of the University community: student, faculty member, academic advisor, or staff member, unless leave is given by the Dean of Students upon request for an advocate from outside the University community].

The complainant must advise the case officer of the identity of an advocate or witness at least two (2) business days before the date of the meeting with the case officer. During a meeting with the case officer, no attorney may serve as the student's advocate or formally represent the student. These procedures are entirely administrative in nature and are not considered legal proceedings. No audio or video recording of any kind other than as required by institutional procedure is permitted, nor is formal legal representation allowed. At the case officer's discretion, the case officer may remove anyone disrupting the meeting from the discussion. All these same opportunities and privileges extend to all parties to the complaint.

Requirements:

Policy and Procedure Handbook, Procedures

Result:

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Special Warnings:

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5.3 Time Frame and Grounds for Filing an Appeal Request

What happens:

In the event that an accused individual accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Dean of Students or the Student Conduct Board post-investigation can be appealed by any party according to the grounds, below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described, below.

All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made to the Dean of Students for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, persistence, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision of the Dean of Students or the Student Conduct Board may be appealed by petitioning the . Accused students or complainants must petition within 3-5 business days of receiving the written decision for a review of the decision or the sanctions imposed. Any party who files an appeal must do so in writing to the Dean of Students. The Dean of Students will share the appeal with the other party (e.g., if the accused student appeals, the appeal is shared with the complainant, who may also wish to file a response), and then the Dean of Students will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer/committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity

of the violation.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the original hearing body to reconsider in light of the new evidence, only. The reconsideration of the hearing body is not appealable.

If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the original hearing body with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the original hearing officers, as in cases of bias, the appeals officers or committee may order a new hearing on the complaint with a new body of hearing officers. The results of a reconvened hearing cannot be appealed absent the occurrence of the same material error or a new material procedural or substantive error. The results of a new hearing, as opposed to a reconvened hearing, can be appealed, once, on the four applicable grounds for appeals.

If the appeals officer or committee determines that the sanctions imposed are disproportionate to the severity of the violation, the appeals officer or committee may then increase, decrease or otherwise modify the sanctions. This decision is final.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Generally, every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full rehearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing for specific issues, and pertinent documentation regarding the grounds for appeal;
- An appeal is not an appropriate avenue by which the officer or committee can substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions. Appeals decisions are to be deferential to the original hearing body, making changes to the findings only where there is clear error and to the sanction only if there is a compelling justification to do so;
- Sanctions imposed by the original hearing body are implemented immediately and during any appeal unless the Dean of Students or legal counsel stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals committee or officer will render a written decision on the appeal to all parties within seven (7) business days from hearing of the appeal. The committee's decision to deny any appeal request is final.

Who Performs / Responsibility:

, Director of Director of Human Resources, Dean of Students, Legal Counsel

Requirements:

Policy and Procedure Handbook, Procedures

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6 Special Grievance Process Provisions

What happens:

1. **Attempted violations:** In most circumstances, the University will treat attempts to commit any of the violations listed in the *Student Code of Conduct* as if those attempts had been completed.
2. **University as Complainant:** As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct or despite any disagreement with the complaint by the victim of misconduct.
3. **False Reports:** The University will not tolerate intentional, false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any violation, and it may also violate state criminal statutes and civil defamation laws.
4. **Immunity for Victims and Witnesses:** The University community encourages the reporting of conduct code violations and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to university officials or participate in grievance processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, the University pursues a policy of offering victims of code infractions and/or crimes and any witnesses to such limited or full immunity from policy violations related to the incident.
5. **Bystander Engagement:** The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance, University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to

offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The University pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

6. **Parental Notification:** The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.
7. **Notification of Outcomes:** The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, the University observes the legal exceptions as follows:
 - Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
 - The University may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a University policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The University will release this information to the complainant in any of these offenses regardless of the outcome.
8. **Alternative Testimony Options:** For sexual misconduct complaints, and other complaints of a sensitive nature, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options shall be made available upon request by the victim, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the accused individual, such as by Skype. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused student.
9. **Past Sexual History/Character:** The past sexual history or sexual

character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the Lead Investigator. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the case officer. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Dean of Students Coordinator may supply previous complaint information to the investigators, the conduct board, or may consider it him/herself if s/he is hearing the complaint, only if:

- The accused was previously found to be responsible;
- The previous incident was substantially similar to the present allegation;
- Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

Who Performs / Responsibility:

Legal Counsel, , Director of Director of Human Resources, Dean of Students

Requirements:

Policy and Procedure Handbook, Procedures

Result:

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Special Warnings:

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7

Statement of the Rights of the Alleged Victim

What happens:

A victim of sexual misconduct has:

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to University administrators;
- The right to be treated with respect by University officials;
- The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
- The right not to be discouraged by University officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the conduct hearing;
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- The right to be notified of available counseling, mental health or student services for victims

- of sexual assault, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Change of an on-campus student's housing to a different on-campus location;
 - Assistance from University support staff in completing the relocation;
 - Arranging to dissolve a housing contract and pro-rating a refund;
 - Exam (paper, assignment) rescheduling;
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Temporary withdrawal;
 - Alternative course completion options.
 - The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
 - The right **not** to have any complaint of sexual assault mediated (as opposed to adjudicated);
 - The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the Student Conduct Committee in determining its sanction;
 - The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
 - The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.
 - The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
 - The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
 - The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
 - The right to preservation of privacy, to the extent possible and allowed by law;
 - The right to a hearing closed to the public;
 - The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
 - The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding;
 - The right to give testimony in a campus hearing by means other than being in the same room with the accused student;
 - The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
 - The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
 - The right to have the University compel the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of witnesses (including the accused student), and the right to challenge documentary evidence.
 - The right to be present for all testimony given and evidence presented before the conduct body;
 - The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
 - The right to a conduct panel comprised of representatives of both genders;
 - The right to have University policies and procedures followed without material deviation;
 - The right to be informed in advance of any public release of information regarding the complaint;
 - The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

Who Performs / Responsibility:

, Director of Director of Human Resources, Dean of Students, Legal Counsel

Requirements:

Policy and Procedure Handbook, Procedures

Result:

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8

Statement of the Accused Student's Rights

What happens:

The rights of accused students should also be prominently indicated. These should include, among others particular to your University:

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to University administrators against the accused student;
- The right to be treated with respect by University officials;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the Student Conduct Committee in determining its sanction;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to a hearing closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of bias;
- The right to have the University compel the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
- The right to have University policies and procedures followed without material deviation;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the accused student's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
- The right to a fundamentally fair hearing, as defined in these procedures;

- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and sanction of the hearing;
- The right to a conduct panel comprised of representatives of both genders;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

Who Performs / Responsibility:

, Director of Director of Human Resources, Dean of Students, Legal Counsel

Requirements:

Policy and Procedure Handbook, Procedures

Result:

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Performance Metrics

Desired Business

Goal/Outcome: Full compliance with federal mandates.

Metrics: Compliance with federal mandate
Compliance with standard policy and procedure

Subject Experts

The following may be consulted for additional information.

Dean of Students

Director of Human Resources

Legal Counsel

Regulations

This document pertains to the following regulations:

federal mandate
Standards of good practice
University governance

University Conduct Team

Info Sheet

Document Number: CONDUCT--102d

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author:

Status: Approved

List:

1 University Conduct Team

Members:

1. 3 faculty or staff members
2. 1 alternate member (available for special circumstances or in case of absence of a Team member)
3. 1 student representative (typically a GA)

2 Function

1. To hear appeals from Student Development decisions.
2. The Team will make one of three decisions in every appeal hearing:
 - a. a decision may be upheld
 - b. a decision may be remanded or sent back for reconsideration of Student Development
 - c. a decision may be amended and the resulting sanction(s) be either increased or decreased

3 Meetings

1. Shall be chaired by a Team member chosen by vote of the Team
2. Shall meet on an as-needed basis
3. Shall be called by the Dean of Students, the , or their designee (if both are unavailable)

4 Follow-up

Shall be conducted by the Dean of Students or designee, when necessary.

5 Incidents of an Extreme Personal Nature or Evident Responsibility

Those situations of extreme personal nature or those situations in which a student is obviously responsible will be handled by the Dean of Students, the , or their designee. The same principles of the conduct system will guide those proceedings.

Subject Experts

The following may be consulted for additional information.

Regulations

University governance

Violence Against Women Act (VAWA) Policy and Procedure

Policy

Document Number: EOP--004

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author:

Status: Approved

General Description

Description: Cumberland University is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (the Clery Act), the 2013 Violence Against Women Reauthorization Act, and the Campus Sexual Violence Elimination Act (SaVE Act), the University has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the University community (students, faculty, and staff) as well as contractors and visitors.

Purpose: Cumberland University will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by University policy, as well as state and federal laws. Individuals who the University determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the University, regardless of whether they are also facing criminal or civil charges in a court of law.

Scope: All faculty, staff, students, and administrators

Responsibility: Administration
Legal Counsel
Human Resources
VP of Business and Finance

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Standards of good practice
Standard company policies

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

1. Introduction

The 2013 Violence Against Women Reauthorization Act amended the Jeanne Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking.

Cumberland University is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (the Clery Act), the Violence Against Women Act, and the Campus Sexual Violence Elimination Act (SaVE Act), the University has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the

University community (students, faculty, and staff) as well as contractors and visitors.

Cumberland University will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by University policy, as well as state and federal laws. Individuals who the University determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the University, regardless of whether they are also facing criminal or civil charges in a court of law.

2. Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

3. Reporting an Incident

The University encourages any member of the University community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to University authorities.

If a Cumberland student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Dean of Students at 615-547-1387 (if students are involved), the Director of HR at 61-547-1359 (if faculty and/or staff are involved), and/or University Safety Security at 615-476-3061.

Individuals who are on campus can also make an in-person report to any of these authorities. Each authority will assist all members of the Cumberland community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, University Safety and Security can assist the survivor in notifying the local police department with jurisdiction over the crime. ***In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police.***

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Title IX Coordinator Joe Gray, Memorial Hall, 1 Cumberland Square, 615-547-1255. Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Office of Human Resources in Memorial Hall, 1 Cumberland Square, 615-547-1359.

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so. Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within the University. Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including University Safety and Security) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

4. Written Notification of Right and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

- A. go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- B. seek a criminal complaint for threats, assault and battery, or other related offenses;
- C. seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- D. request the police remain at the scene until your safety is otherwise ensured;
- E. request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- F. obtain a copy of the police incident report at no cost from the police department.

5. Procedures Survivors Should Follow

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

6. On Campus and Off Campus Resources

Cumberland University, the City of Lebanon, and Wilson County, all offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize.

The following University employees and on campus offices can assist members of the University community in considering their options and navigating through any resources or recourse they may elect to pursue. A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or the University in order to access the following resources:

Emergency Contacts:

Important Telephone Numbers	Number
Local Emergency Services	911
Campus Security (if on campus)	ext. 2222
Campus Security (if off campus)	615-476-3061
Vice President for IT, Campus Services, and Security	615-547-1255
Title IX Coordinator	615-547-1255
Vice President for Academic Affairs	615-547-1311
Vice President for Business and Finance	615-547-1249
Director of Counseling and Disability Services	615-547-1397
Dean of Students	615-547-1387
Director of Residence Life and Greek Affairs	615-547-1231

Wilson County Emergency Management	615-444-8777
Wilson County Mobile Crisis	800-704-2651
Wilson County Health Department	615-444-5325
Poison Control Center	615-322-6435

Important Campus Addresses:

Cumberland University: One Cumberland Square Lebanon, TN 37087
Howell E. Jackson Hall: 250 South Greenwood St. Lebanon, TN 37087
Horace H. Lurton Hall: 350 South Greenwood St. Lebanon, TN 37087
Justin Potter Hall: 216 South Greenwood St. Lebanon, TN 37087
Edward Potter Hall: 298 South Greenwood St. Lebanon, TN 37087
Learning and Career Commons: 307 McClain Avenue Lebanon, TN 37087
South Hall: 303 McClain Avenue Lebanon, TN 37087

7. Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to University authorities, the University is committed to providing them as safe a learning or working environment as possible. Upon request, the University will make any reasonably available change to a survivor's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the University community, the College's Title IX Coordinator, Dean of Students, the Vice President for IT, Campus Services, and Security, or the University President may also issue an institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the Dean of Students' office (2nd Floor, Room 206, Labry Hall, 615-547-1387) for assistance, and employees may contact the Office of Human Resources (1st Floor, Memorial Hall, 615-547-1359) for assistance.

University authorities will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor's household, building, school, college, or workplace.

Cumberland University is committed to ensuring that orders of protection issued by courts are fully upheld on all University-owned, used, and controlled property as well as properties immediately adjacent to the University. Therefore, if any member of the Cumberland community obtains an order of protection or restraining order, he or she should promptly inform University authorities and provide University authorities with a copy of that order, so that the University can enforce it. The University is also committed to protecting survivors from any further harm, and if University authorities determine that an individual's presence on campus poses a danger to one or more members of the University community, said authorities can issue an institutional No Contact or No Trespass Order barring that individual from University property.

8. Survivor Confidentiality

Cumberland University recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the University's need to protect the safety of the community. Different University officials and personnel are able to offer varying levels of privacy protections to survivors.

The University requires all employees, with the exception of licensed mental health counselors who work at CU to share with the University's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however the University may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

Reports made to Safety and Security will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the accused in

cases where criminal prosecution is pursued. Reports received by the University concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the University community are required by University policy to report any instances of known child abuse or neglect to Safety and Security, and this unit will in turn report such information to the appropriate state authorities.

Reports and information received by the University's medical professionals and licensed mental health counselors are considered legally protected or 'privileged' under Tennessee law. Thus, those individuals will not share information they learn from survivors with others within the institution (including the University's Title IX Coordinator) or with any third party except in cases of imminent danger to the victim or third party. Absent such circumstances of imminent danger, the only information that these employees will report to the University concerning incidents is statistical information, which does not identify the survivor, so that the incident can be included in the University's crime reporting statistics that are reported in the University's annual Clery Reports. Such crime reporting statistics are also included in a Title IX trend report maintained by the University.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with the University's Title IX Coordinator or other University officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling the University's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the survivor's choice whether to participate in the investigation; however the University may proceed with the investigation without the survivor's participation if there is a potential threat to other members of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. The University thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. University employees must share such information only with those College officials who must be informed of the information pursuant to University policy. Failure by a Cumberland University employee to maintain privacy in accordance with University policy will be grounds for discipline.

While federal law requires the University to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

9. Cumberland University Educational Programs

Cumberland University is committed to increasing the awareness of and prevention of violence. The University makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, the University offers practical guidance for risk reduction, violence prevention, and bystander intervention.

Personal Safety Workshops – In an effort to educate the University community about safety, the University provides opportunities for all members of the community to learn about safety precautions. Resident Directors, Resident Assistants, and Safety and Security Officers conduct awareness workshops for University community members on a wide variety of subjects including but not limited to alcohol awareness, the definition of consent and sexual assault, and wellness.

New Student Orientation – Undergraduate orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of Student Life and Safety and Security to first year and transfer students.

Safety Escorts – Safety and Security provides safety escorts twenty-four hours a day, seven days a week. This service provides students, faculty, and staff with walking or motor vehicle escort between locations on campus.

Crime Bulletins and Alerts – The University periodically distributes crime bulletins or alerts to inform members of the University community about incidents of crime in the areas surrounding the University that may pose an imminent threat of harm to members of the community. Bulletins and alerts are also circulated at times, not in response to a specific incident, but as general

reminders to community members about measures that members of the community can take to enhance personal and property security.

New Employee Orientation – All new employees receive training on Sexual Harassment and Title IX through the several offices and during annual faculty and staff in-service programs. University authorities also provide new employees with information concerning issues of safety and personal awareness on such subjects as emergency preparedness, campus security authorities, and rape aggression defense (RAD) programs.

Residence Hall Programs – These programs are run through the Office of Residence Life and inform students on a wide variety of topics, such as, alcohol awareness, sexual assault, consent, bystander awareness, personal safety, and fire safety.

Bulletin Board Campaigns – The Office of Residence Life and the Office of Student Activities use passive programming strategies in the residence halls to provide information on crime prevention and safety issues related to University students on and off campus.

Rape Aggression Defense (RAD)– University authorities are aware that most sexual assaults are perpetrated by people known by the survivor, and not by strangers. However, many members of the University community have expressed an interest in taking RAD (Rape Aggression Defense) classes, and members of the community who have taken RAD classes in the past have indicated they have found such classes useful. RAD is a nationally recognized program that advocates realistic self-defense tactics. RAD teaches that once a decision is made to resist a violent encounter, the resistance should come in the form of quick, deliberate, and precise defensive movements. Instructors teach students, staff, and faculty who choose to enroll in these free courses offered by the University how to increase personal safety by increasing risk awareness, risk recognition, risk reduction, and risk avoidance.

10. Potential Conduct Sanctions

Any combination of the following sanctions may be imposed for violations of University policies and guidelines:

- **Verbal or Written Reprimand:** A warning that the violation of policy a second time will result in more severe sanctions.
- **Disciplinary Probation:** The violation of any policy during any probationary term imposed on a student may result in an appearance before the Dean of Students or the CUSCC and/or imposition of more severe sanctions than would be the case for a first time offense.
- **University Work Hours:** University work hours may be imposed for any violation of a University policy, regulation, or guideline. Failure to fully comply with the prescribed work hours will result in an appearance before the Dean of Students or the CUSCC.
- **Restitution or Monetary Fines:** Sanctions may be in the form of money, equipment, or other values, as deemed appropriate for the violation or to replace damaged or destroyed property.
- **Education Hours:** The University may require the student to participate in appropriate alcohol/drug education classes, or similar programs. These include, but are not limited to, e-CHUG, e-TOKE, CHOICES, Ethics and Integrity Education Session, Reflection Paper, and/or a Research Paper.
- **Confiscation of Property:** Confiscation of illegal property will be permanent or temporary as is deemed appropriate under the circumstances.
- **Restrictions on Use of Facilities or Participation in Activities:** Loss of privileges relating to participation in student organizations/activities and/or University facilities/activities may be imposed as is deemed appropriate under the circumstances of the violation.
- **Loss of Scholarships and/or Cumberland University Financial Aid:** Student violations of Cumberland University policies, regulations, rules, and guidelines may subject current and future financial aid awards, including scholarships, to cancellation or non-renewal and/or disciplinary sanctions. This provision also applies to awards based on participation in University athletic or performance-based programs.
- **Counseling and/or Psychological Assessment/Evaluation:** University officials may require student(s) to attend professional counseling assessment sessions or obtain a psychological assessment/evaluation. All monetary charges related to assessment or evaluation sessions are the responsibility of the student. Any student assigned to counseling assessment sessions must produce proof that he or she is an official student of the University.
- **Change in class schedule:** A student's class schedule may be changed in order to provide

- an environment conducive to learning and safety.
- **Change in living assignments:** A student's room assignment in the residence halls may be changed in order to provide an environment conducive to learning and safety.
 - **Contractual Dismissal from the Residence Halls:** A student who violates or breaches any term or regulation specific to the residence hall housing contract may be administratively evicted. All costs related to the eviction process will be assigned to the student. All fees and costs due the University along with those in connection to the residence hall contract must be paid in full before any official University grade reports or transcripts will be released. Students may appeal contractual dismissals to the Executive Director of Facilities and Safety and make an appeal of the Vice President's decision to the University President. The President's decision shall be final.
 - **Eviction from the Residence Hall:** Eviction may be imposed if the resident is deemed to be a threat to the well-being of the residence hall, to themselves or University community or if the individual is a repeat/multiple offender of housing and/or University policies, guidelines, or rules. Evictions may be imposed for violations of any other University policy, as deemed appropriate by the Dean of Students or the CUSCC. Individuals who are evicted may appeal to the Executive Director of Facilities and Safety with final appeal to the President of the University. Evicted individuals forfeit all refunds and are subject to other appropriate sanctions. Individuals must vacate University property during the appeals process.
 - **Suspension/Expulsion from the University:** Suspension or expulsion from the University may be imposed, if the student is deemed to be a threat to the well-being of the University community, to themselves or if substantively or continually violates University policies, regulations or guidelines. Any student suspended or expelled has an automatic right of appeal to the President of the University. Suspended or expelled students forfeit all fees, tuition, and privileges for the duration of the suspension or expulsion
 - **Interim Suspension:** Interim Suspension from Cumberland University may be imposed by the Dean of Students, , or Executive Director of Facilities and Safety during the investigation of charges such as, but not limited to, sexual assault, physical assault, harassment, or potentially violent actions against others. This is done to ensure the safety of the campus while charges are investigated.
 - **Ban From Campus:** Former students who have been expelled by the University or have engaged in egregious policy infractions can be banned from returning to campus should circumstances warrant this.
 - **No Contact Restriction:** A prohibition of direct or indirect physical, verbal, electronic and/or written contact with another individual or group.
 - **Referral to Law Enforcement:** The University reserves the right to notify law enforcement agencies and/or judicial authorities about suspected crimes so that they can exercise their responsibilities with regard to the application of Federal and State law to potential crimes.
 - **Parental Contact:** Should it be determined that parental contact might provide support to a student who is struggling with suspected substance abuse or other serious concern, the University may impose this sanction.
 - **Hold on Transcript, Registration, and Business Account:** Any student who does not complete a student misconduct condition or sanction will have a hold placed on his or her account in the Business Office. Upon proof of satisfactory completion of the conditions or sanctions, the hold will be released.

11. Conduct Proceedings

Cumberland University strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the University. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the University may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

The University's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from college housing, dismissal from college housing, suspension from the college, or dismissal from the college. In addition, Cumberland University may issue No Contact Orders and No Trespass Orders to those

found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the Dean of Students' office (2nd Floor, Room 206 Labry Hall, 615-547-1387) for adjudication pursuant to the Student Code of Conduct. The Office of Human Resources (1st Floor, Memorial Hall, 615-547-1359) will handle any incidents involving employees and University affiliates who are found by the University to have engaged in behavior that violates University policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of survivors and promotes accountability.

The University seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the University within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, University breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the University concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Title IX Coordinator and the Dean of Students have discretion to decide whether sufficient evidence warrants referring charges of misconduct against a student to an Administrative/Faculty Hearing Board (a "Board"). If a Board hears such charges and issues a finding of responsibility against a student respondent, the Board may also recommend sanctions to the Dean of Students. However, the Dean of Students or designated University authority retain authority to determine the sanctions that will be issued to any student who has been found responsible for violating the Code of Conduct.

When the Title IX Coordinator completes an investigation and/or when a Board issues a decision, both the complainant and the respondent shall simultaneously be informed in writing within 7 business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

Performance Evaluation

Performance Metrics: Compliance with federal mandate
Compliance with standard policy and procedure

Consequences: Criminal Prosecution
Further training

Subject Experts

The following may be consulted for additional information.

Dean of Students

Legal Counsel

VP for Business and Finance

Violent or Criminal Behavior

Procedure

Document Number: EMER--116p

Revision #: 1.0

Document Owner:

Date Last Updated: 02/04/2016

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about violent or criminal behavior relative to emergency services policies and procedures.

Purpose: Delineation of procedure.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Violent or Criminal Behavior

Detailed Steps

1 Violent or Criminal Behavior

How to Do:

1. In the event of an imminent threat to personal safety or property, dial 911. While reporting the incident, include the following information:
 - Nature of the incident.
 - Location of the incident.
 - Description of person(s) involved.
 - Description of property involved.
2. Contact Campus Security and/or the Vice President for IT, Campus Services, and Security at the earliest possible opportunity. If the Vice President for IT, Campus Services, and Security is unavailable, notify the Dean of Students at the earliest possible opportunity.
3. In all other cases, contact Campus Security and/or the Vice President for IT, Campus Services, and Security. If the Vice President for IT, Campus Services, and Security is unavailable, notify the Dean of Students at the earliest possible opportunity.
4. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
5. If you are a witness to any on-campus crime, avoid putting yourself at risk!

6. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately call Campus Security and report the incident.
7. Assist the officers when they arrive by supplying them with all additional information.
8. Should gunfire or discharged explosive hazard the campus, take cover immediately and call 911 as soon as possible.
9. If taken hostage, current wisdom suggests best practices:
 - Be patient and remember that time is on your side. Avoid drastic action and remain calm.
 - The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
 - Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor like royalty.
 - Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments.
 - Be observant. You may be released or escape. The personal safety of others may depend on your memory.
 - Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Weapons

Policy

Document Number: STUD--122

Document Owner:

Primary Author: Dean of Students

Revision #: 1.0

Date Last Updated: 06/21/2016

Status: Approved

General Description

Description: Information on weapons relative to students

Purpose: Delineation of policy

Scope: All faculty, staff, students, and administrators

Responsibility: Dean of Students
Administration
Residence Life
Safety and Security
Student Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Federal statutes
Local statutes
National Greek policies
Standard company policies
Standards of good practice
State statutes

Terms and Definitions: **Additional training**

Corrective Action

Expulsion

Loss of privilege, general

Suspension-student

Policy Provisions

1. Weapons

The possession or use of firearms on University property or at events sponsored or supervised by the University or any recognized University organization. It is a Class E Felony under Tennessee law, and a violation of University policy, to possess or carry firearms and other statutorily defined weapons on University property (including, without limitation, all Cumberland buildings or buses, its campus, grounds, recreation areas, athletic fields, housing facilities -- whether faculty, administration, staff or student housing -- or any other property owned, used or operated by Cumberland). For purposes of this policy, University property shall be deemed to include any University-sanctioned or sponsored activity, whether on or off-campus. Pursuant to Tennessee law and University policy, "weapon" includes, but is not limited to, razors and razor blades, except those used solely for personal shaving, and any sharp pointed or edged instrument, except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance; it also includes firearms, explosives, dangerous compounds,

gunpowder, firearm ammunitions, explosive weapons, bowie knives, hawk bill knives, ice picks, BB guns, pellet guns, air/CO2/paintball guns, blow guns, daggers, slingshots, leaded canes, switchblade knives, martial arts weapons (such as a nun-chuk or throwing star), blackjacks, knuckles, or any other weapons of like kind, not used solely for instructional or school-sanctioned ceremonial purposes. In response to any violation or alleged violation of this Policy, Cumberland University reserves the right to conduct an internal investigation, refer the matter to the appropriate law enforcement authority(ies) and to take appropriate action within the internal University disciplinary framework. Violation of this Policy may result in immediate dismissal from Cumberland University. STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED THREE THOUSAND DOLLARS (\$3,000) FOR CARRYING WEAPONS ON SCHOOL PROPERTY. This policy applies to all students, employees, faculty, administrators and visitors of Cumberland University. It also applies to all tenants in Cumberland University-owned housing. Only duly appointed law appointment officers in uniform or with badge displayed can carry a weapon on Cumberland University's property.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Criminal Prosecution
Expulsion
Further training
Job Termination
Loss of privileges
Suspension
Suspension-student

Subject Experts

The following may be consulted for additional information.

Dean of Students

Vice President for IT, Campus Services, and Security