

# 2022-2023

## EAGLE STUDENT HANDBOOK

*For Undergraduate and Graduate Students*



# CARSON-NEWMAN

A CHRISTIAN UNIVERSITY

Official Publication of the Division of Student Services

This handbook is reviewed annually by the Division of Student Services.

*Updated August 2022*

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## **A Message from the Vice President for Student Services**

Welcome to the Eagle family!

I am glad you have chosen to attend Carson-Newman University, a Christ-centered, student-focused institution. Our mission is to help you reach your potential as an educated citizen and worldwide servant-leader. To that end, please allow me to introduce to you the Division of Student Services. In support of the University's mission, the Division of Student Services is dedicated to serving with passion and excellence to create a learning environment conducive to student development spiritually, socially, emotionally, intellectually, physically, and vocationally. We facilitate your life outside of the classroom. Our goal is to support you in your personal growth and create opportunities for you to develop lifelong memories.

Please take a few moments to familiarize yourself with the departments included in the Division of Student Services and what they offer. A list of the departments and a brief description of what they do is provided online and at the end of the Student Handbook. As you read those descriptions, you will find a common theme: we are here to serve you as you discover who you are in Christ.

Also, please be sure to subscribe to Instagram or Facebook pages run by the University, the Division of Student Services, and any departments you may be interested in connecting with. We will post theme verses, encouraging words, helpful hints, and news about upcoming events and deadlines.

I encourage you to get involved and stay connected on campus. 1 Timothy 4:12 says, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." There are so many ways to get connected with others and be a servant-leader on this campus! Join clubs, campaign to be in student government, help with Orientation, be a Resident Assistant... the list of opportunities is long and varied enough for everyone to find a place.

Because this is a new experience for many of you, I also want to point out that we provide services for those who are experiencing difficulties finding and building your community. Please reach out if you need help in any way! We will do our best to serve you and, if you need something beyond what we can provide, will direct you to other resources. You matter to us. Let us help.

As you embark on this journey, it is my prayer that you will feel loved and cared for here. I pray the Father's richest blessings over you as you prepare yourself to reach the potential He placed in you.

Gloria J. Walker  
Vice President for Student Services



## UNIVERSITY MISSION AND FAITH STATEMENTS

### UNIVERSITY MISSION

Our mission as Christian educators is to help our students reach their full potential as educated citizens and worldwide servant-leaders.

### BAPTIST FAITH AND MESSAGE 2000

Carson-Newman is grateful for its partnership with churches of the Tennessee Baptist Convention. Their faithful prayers, support, encouragement have been instrumental to the University's ability to offer a distinctively Christ-centered education. In acknowledgement of this investment by Tennessee Baptists and in support of the rich confessions that identify Southern Baptists, C-N's Board of Trustees has affirmed the Baptist Faith and Message 2000. This confessional statement provides an invaluable connection to our Baptist heritage and doctrinal identity.

Carson-Newman is grateful for its Baptist partners, unapologetic in its biblical conviction and unashamedly Christ-centered. [Click here to read the Baptist Faith & Message 2000](#)

### OUR CHRISTIAN WORLD VIEW

The Christian University is an educational arm of the church, the body of Christ. Christ is Lord of the Christian University, as He is the church. In Christ, ". . . are hidden all treasures of wisdom and knowledge." (Colossians 2:3) Christ is "*the image of the invisible God. . . . For by Him all things were created, both in the heavens and on earth, visible and invisible . . . all things have been created by Him and for Him. And He is before all things, and in Him all things are held together.*" (Colossians 1:15-17) Christ is the creator and center of the universe.

Jesus proclaimed, "I am the Way, the Truth, and the Life." (John 14:6) It is this Way, this Truth, this Life the Christian University promotes. Our Lord invites us to "*Love the Lord, your God, with all your heart, with all your soul, with all your strength, and with all your mind.*" (Matthew 22:37) This invitation we accept. All truth is God's truth. All sound learning is a part of our Christian heritage and calling, and is centered in a Christian worldview, where Jesus is Lord, and we are His disciples.

### BIBLE

Whereas, the Board of Trustees of Carson-Newman University in its regularly scheduled meeting of October 19, 2007 received a recommendation from a trustee to consider a statement regarding the beliefs of the Board members about Holy Scripture. BE IT RESOLVED, that the Board of Trustees of Carson-Newman University does unanimously approve the following statement:

"We, the Board of Trustees of Carson-Newman University, do affirm Holy Scripture as being given by God through people, to people. The complete and final Word of God is revealed in Jesus Christ."

## **AFFIRMATION OF CHRISTIAN COMMUNITY AND CONDUCT**

As an intentionally Christian academic community Carson-Newman University strives to follow Christian principles in all aspects of its communal life. We submit ourselves to the teachings and example of Jesus Christ in all our relationships and work. Persons who choose to become a part of the Carson-Newman family are expected to embrace moral, ethical, and biblical values on and off campus. In the area of sexuality, lifestyles consistent with biblical teaching are expected. Specifically stated, sexual intimacy is to be expressed exclusively inside the marriage covenant which shall be between a man and a woman. Our Christian values serve the best interests of all within the Carson-Newman family.

## STUDENT RIGHTS & RESPONSIBILITIES

As a Christian institution of higher learning, Carson-Newman strives to help students refine their God-given talents and abilities in order to fulfill God's purpose for their lives. We believe that humans are formed with a purpose, equipped to carry out the Kingdom work to which God calls us. Scripture teaches that "we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do" (Ephesians 2:10). And "being confident of this, that He who began a good work in you will carry it on to completion until the day of Christ Jesus" (Philippians 1:6).

Our educational programs and activities encourage intellectual, spiritual, emotional, social and vocational growth in the context of Christian community. This community is defined by love for God and love for others. Jesus stated, "Love the Lord your God with all your heart and with all your soul and with all your mind" ... "and love your neighbor as yourself." (Matthew 22:37-40). This call to love God whole heartedly should motivate our decisions, actions and relationships. We believe that all people bear the image of God and are deserving of love and respect (Genesis 1:27). Our community seeks unity and embraces ethnic diversity as part of God's design for His Kingdom (Rev. 7:9-10).

All who are admitted to study at Carson-Newman are welcomed into this special community and are expected to help sustain the university's values. The University Code of Conduct embodies foundational Biblical principles of honesty, self-control, and the fruit of the Holy Spirit (Galatians 5:22-23). We seek to honor the name of Jesus in all that we do. 1 Timothy 4:12 says, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity."

**Carson-Newman's expectations regarding student conduct commence when the university initially accepts a student. They apply to the student's conduct wherever the student may be, on or off campus, when the student is engaged in university related activities and when the student is not.**

Carson-Newman students have the right to pursue an education in an environment that is supportive of academic, social, and spiritual growth. Individuals have freedom of expression and inquiry within legal parameters, university policy, and Christian values as noted within Carson-Newman's mission statement. Students have the right to voice their concerns and opinions through various channels within the university community. Students who have been accused of violating the Carson-Newman Code of Conduct have the right to address specific concerns and opinions as outlined in the Student Handbook with an appropriate university administrator.

The Division of Student Services reserves the right to contact a student's parent or guardian as appropriate in the event of problems associated with psychological concerns, health related problems, drugs or alcohol, or other areas covered under the Student Services umbrella. The President is authorized by the Carson-Newman Board of Trustees to require the withdrawal of any student whose



presence in the University for reasons of health, conduct or scholarship does not meet Carson-Newman's expectations, or whose influence, whether by word or deed, is injurious to other students or to the welfare of the institution.

## **UNIVERSITY CODE OF CONDUCT**

The university expects for all students to adhere to a set of ethical and behavioral standards that are reflected in the following code of conduct. Students are thus expected to be honest, respectful of others, helpful to the university's pursuit of its purpose, law abiding whether on or off campus, and to act in compliance with university policy.

The purpose of publishing this code of conduct is to give students general notice of expected and prohibited conduct. This code is not written with the specificity of a criminal code. Among the behaviors that are subject to disciplinary action are the following:

- A. Adherence to the Student Handbook  
Violations include, but are not limited to, failure to comply with the expectations set forth in the Student Handbook.
  
- B. Alcohol  
Carson-Newman University is an alcohol and drug-free community. Unlawful behavior related to alcohol while enrolled at the university, regardless of where the behavior occurs, will subject the student (or student organization) to disciplinary action by the university. In addition, the university prohibits the possession, use, distribution or manufacture of alcohol on its property or as a part of any of its activities. University activities include on-campus activities, off-campus activities sponsored by the university or activities engaged in by any recognized student organization. Any student who violates the university's policy is subject to the university's disciplinary sanctions and to applicable criminal penalties. (For further information, see the ALCOHOL AND DRUGS section in this handbook).
  
- C. Assault  
Violations include, but are not limited to, a physical or verbal attack that places a reasonable person in immediate danger or in apprehension of such harm or contact. Further examples include but are not limited to physical contact that is extremely offensive or provocative.
  
- D. Computer/ Digital Technology Misuse  
Violations include, but are not limited to, use of university-provided Internet access systems and/or equipment to transmit or receive obscene, abusive, threatening or other messages deemed inappropriate by the university. Additionally, students are not to use digital equipment to disseminate, transfer, enter, alter or gather data by using the access code, account and/or computer of another person or organization. Violations also include hacking and use of malware, spyware, ransomware or other online threats.

E. Discrimination

Harassing another person on the basis of race, color, sex, national origin, disability, age, veteran status or genetic information is not tolerated. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual and: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's academic or job performance; or (3) otherwise adversely affects an individual's educational or employment opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the university community including: students, staff and faculty. (For further information, see the DISCRIMINATION AND HARASSMENT section in this handbook).

F. Disrespectful Behavior

Violations include, but are not limited to, disruptive, contemptuous or disrespectful treatment of university students, administrators, faculty, staff, Department of Public Safety officers, contractors, university guests, local authorities, or local community members. Further definition includes interference with the duties of any university administrator, faculty, staff member, or local authority.

G. Drugs

Carson-Newman University is an alcohol and drug-free community. Unlawful behavior related to drugs while enrolled at the university, regardless of where the behavior occurs, will subject the student (or student organization) to disciplinary action by the university. In addition, the university prohibits the possession, use, distribution or manufacture of illicit drugs and drug paraphernalia, and the misuse or abuse of prescription medications, over-the-counter drugs, and synthetic drugs on its property or as a part of any of its activities. University activities include on-campus activities, off-campus activities sponsored by the university or activities engaged in by any recognized student organization. A positive drug test is considered evidence that a student has violated the University's drug policy unless the student has a valid prescription for the substance indicated on the drug test. Any student who violates the university's policy is subject to the university's disciplinary sanctions and to applicable criminal penalties. (For further information, see the ALCOHOL AND DRUGS section in this handbook).

H. Failure to Comply

Violations include, but are not limited to, failure to comply with the expectations set forth in the Eagle Student Handbook or failure to comply with the reasonable requests of university officials, Department of Public Safety officers, law enforcement officers, or government officials acting in performance of their duties. This includes failure to identify oneself to these persons when requested to do so. Further definition includes failure to complete disciplinary sanctions assigned by judicial officers.

- I. **Fighting**  
Violations include, but are not limited to, assault and/or contention with another person in a physical altercation.
  
- J. **Fire Safety Violations**  
Violations include, but are not limited to, damaging, defacing, destroying, canceling, removing, ignoring or tampering with a fire alarm, fire extinguisher or other fire safety equipment. Further definition includes failing to vacate a residence hall when a fire alarm sounds or returning to a residence hall following the activation of a fire alarm without the permission of an appropriate official. Unauthorized possession of combustible items or chemicals in university buildings and unsafe or uncontained burning on campus, including the ignition of fireworks, also constitutes a violation.
  
- K. **Forgery**  
Violations include, but are not limited to, the alteration, creation, completion, execution or authentication of any data, document, instrument, or identification card with the intent to defraud or harm any individual.
  
- L. **Fraud**  
Violations include, but are not limited to, the act of deception, trickery, or misrepresentation with the intent of defrauding another individual. Examples include, but are not limited to, misuse of an ID card in the dining hall, residence hall, or library, the possession or use of a fake ID or driver's license, and posing as another person online.
  
- M. **Gambling**  
Violations include, but are not limited to, engaging in or encouraging, promoting or aiding participation in any game of hazard or chance for money or other valuable items, and/or possession of gambling paraphernalia, on or off the campus.
  
- N. **Harm to person**  
No student shall cause physical harm or threaten to cause physical harm to another person or to him/herself. In addition, no student shall take any action which creates a danger to any person's health, safety, or personal wellbeing (including one's self).
  
- O. **Harassment**  
Violations include, but are not limited to, harassing another person because of his or her race, color, sex, national origin, disability, age, veteran status, or genetic information. Acts of harassment include, but are not limited to: threat, intimidation, coercion, assault, acts of violence, physical abuse, verbal abuse (e.g. written or graphic material, slurs, epithets, etc.), or conduct which threatens or endangers the health or safety of any person. Other acts of harassment also include: (a) actions which cause one to reasonably believe they are

endangered; (b) reporting an offense or incident knowing the offense or incident did not occur or knowing the information relating to the matter is false; (c) intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false; (d) acting to prevent or interrupt the use of any building or other facility or the activities of the university. (For further information, see the university's policy on DISCRIMINATION AND HARASSMENT in this handbook).

P. Hazing

Violations include, but are not limited to, any act, whether physical, mental, emotional or psychological, which subjects another, voluntarily or involuntarily, to anything which: (a) abuses, mistreats, degrades, humiliates, harms or intimidates, (b) endangers the mental or physical health or safety of another; or (c) induces or coerces another to endanger his or her mental or physical health or safety. (For further information, see the HAZING section in this handbook.)

Q. I.D. Card Misuse

Use of an I.D. card by a person whose name and picture do not appear on the card. Violations include, but are not limited to, borrowing, taking or lending I.D. cards for access into the residence halls, dining hall, or MSAC and/or for transactions in the POD, Maples Cafe, and the Library.

R. Improper Language

Violations include, but are not limited to, lewd, obscene or vulgar language or expression that is contrary to the Christian values and principles the university strives to uphold.

S. Improper Social Conduct

Improper social conduct includes participation in or exhibition of any social conduct that does not fall within the values or traditions of a Christian university campus.

T. Key/ Access Card Misuse

Violations include, but are not limited to, unauthorized possession, duplication, or use of keys or electronic access cards on university premises.

U. Lying

Lying is defined as intentionally giving false information. Examples include written or oral communication given to student government councils, judicial boards, university officials or faculty members.

V. Residence Hall Infraction

A violation of the guidelines as stated in the *Guide to Residence Life*.

W. Sexual Offenses

Sexual Misconduct - Engaging in or advocating engagement in sexually immoral acts. Such acts deemed sexually immoral by the University include, but are not limited to, participation in sexual relations outside of marriage.

Non-Consensual Sexual Intercourse/Penetration – Non-Consensual Sexual Intercourse/Penetration is any sexual intercourse, however slight, with any object, by a person upon another person, that is without consent and/ or by force. Intercourse includes vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Non-Consensual Sexual Contact- Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon a person, that is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, making another touch you with or on any of these body parts, or any other intentional bodily contact in a sexual manner.

Sexual Exploitation – Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual offenses. Examples of sexual exploitation include, but are not limited to: prostituting another student, non-consensual video or audio-recording of sexual activity, engaging in voyeurism, knowingly transmitting an STI or HIV to another student. (For further information, refer to SEXUAL MISCONDUCT POLICY section in this handbook; for information about Title IX Sexual Harassment, refer to the section entitled TITLE IX SEXUAL HARASSMENT POLICY AND PROCEDURES)

X. Smoking/Tobacco Violation

The use of tobacco products, including chewing tobacco, and the use of personal vaporizing devices is prohibited on campus, including all campus buildings, facilities and parking lots. Smoking devices including, but not limited to, cigarettes, pipes, bongs, electronic cigarettes, vapor devices and hookahs, are not permitted in the residence hall buildings, even if the device is not lit or in use. Tennessee state law prohibits a person under age 21 to be in possession of tobacco, smoking hemp, or vapor product, or to purchase or accept receipt of tobacco, smoking hemp, or vapor product.

Y. Stealing and Property Violations

Violations include, but are not limited to, the intentional or unintentional taking (or attempt to take), damaging or destruction of property belonging to the university, members of the university community, visitors of the university, or another person. This policy also prohibits

hacking into another person's digital account with the purpose of taking, destroying or changing electronic information or property.

Z. Title IX Sexual Harassment

Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

- (1) A University employee conditioning the provision of a University aid, benefit, or service on an individual's participation in unwelcome sexual conduct (*quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
- (3) Sexual Assault (as defined by 20 U.S.C. 1092(f)(6)(A)(v)), and Dating Violence, Domestic Violence, or Stalking (as defined by 34 U.S.C. 12291(a)(10); (a)(8); and (a)(30),)

(For further information regarding Title IX, refer to the section of this handbook entitled TITLE IX SEXUAL HARASSMENT POLICY AND PROCEDURES)

AA. Trespassing

Violations include, but are not limited to, the unauthorized entry into or occupancy of university facilities, grounds, and/or property of others, including online digital accounts.

BB. Unauthorized Recording

Violations include, but are not limited to, recording or causing to be recorded the voice or likeness of a member of the university's governing board, an administrator, faculty member, staff person or other student without first having obtained the recorded person's expressed permission.

CC. Violation of Law

A student who violates the law, anywhere, anytime, is subject to disciplinary action by the university. Students are expected to immediately report any known criminal violations to either the Dean of Students or the Director of the Department of Public Safety. Students convicted of criminal offenses while enrolled at the university will be subject to disciplinary sanctions.

DD. Weapons

Violations include, but are not limited to, the use or possession of firearms, explosives, fireworks, weapons, or ammunition on the campus or at an off-campus activity. (For further information, see the full university policy on WEAPONS in this handbook).

**Involuntary Withdrawal**

A student will be subject to immediate involuntary administrative withdrawal from the University or from University housing if the student engages in or threatens to engage in behavior which (a) poses a danger of causing imminent physical harm to the student or to others, or (b) directly and substantially impedes the lawful activities of other members of the campus, or (c) engages, or threatens to engage in

behavior which would cause property loss or damage. A decision to impose an involuntary withdrawal may be implemented by the Dean of Students (or his/ her designee) or by the Director of Residence Life (for involuntary withdrawal from a residential facility). If a student is withdrawn under the provisions of this paragraph, the student will be entitled to request an appeal of the decision by giving written notice of an appeal request to the Vice President for Student Services (or his/ her designee). Upon receipt of the request for appeal, the Vice President will follow the criteria as outlined in the appeal process. The university reserves the right to initiate behavioral agreements when deemed appropriate. Violations of such agreements will result in stated consequences.

### **Disciplinary Procedures**

Disciplinary proceedings are separate from civil litigation or criminal arrest and prosecution and may be carried out prior to, simultaneously with, or following civil and/or criminal court proceedings. In some instances, the conduct of a student may be both a violation of the University Code of Conduct and a violation of law. Final decisions regarding responsibility that are reached through University disciplinary processes may differ from final decisions reached in a court of law.

Unless this handbook provides a separate disciplinary or grievance process for a specific type of misconduct allegation, the following is the normal process that is followed when a student is suspected of violating the University's code of conduct.

Any person may report an accusation to the University against a student for misconduct.

Upon receipt of a report, the Division of Student Services will conduct a preliminary review to determine whether further investigation or action is needed. If the University determines that there is a potential violation of the code of conduct, the Dean of Students will send a meeting notification to the student in question.

A student who is alleged to have violated the University code of conduct will be notified of the conduct that has been reported to the University and the specific rule(s) that may have been violated by that conduct. They will be invited to an initial meeting with the Dean of Students or his/her designee to discuss the reported behavior in question.

At the initial meeting with a student, the Dean of Students will determine if there is enough evidence to proceed with formal charges of a violation of the code of conduct. The Charge Sheet presented to the student constitutes notice of the charges. The student will be asked to sign the Charge Sheet indicating that the student understands the charges and understands that they will be afforded a hearing before a campus hearing board unless they choose to admit responsibility for the misconduct as charged, waive their right to a hearing, and submit to the Dean's Review process for sanctions as specified in this procedure statement.

A student may have up to twenty-four hours to select either the Campus Hearing Board process or the Dean's Review process. If the student selects the hearing board process, the Dean of Students will

appoint a campus hearing board to hear the case. If the student chooses the Dean's Review process, the student must admit responsibility for the charged misconduct, waive any hearing and any appeal, and submit to the sanctions determined by the Dean of Students. This choice, and the student's understanding of the ramifications of the choice, will be evidenced in writing and signed by the student. If a student fails to select between the hearing board process and the Dean's Review process, the hearing board process will be followed. If a student fails to appear at a hearing, the board may proceed in the student's absence.

Students are responsible for responding to the Dean of Students or his/her designee related to student conduct matters within the time frame specified. The Dean of Students may request a response in person or in writing. If no response is provided or if the student fails to appear at a scheduled meeting, the student will lose his/her privilege to select between Dean's Review and the Campus Hearing Board process, and the hearing board process will be followed. Responses related to student conduct matters must be in the student's own words. Statements from outside sources will not be accepted in lieu of the student's statement in his/her own words.

The student may not be represented by another person in any phase of the university's disciplinary process, nor may the student invite any other person to participate in the processes except as a scheduled witness. Students may give written permission for the appropriate university official to discuss student conduct matters with parents or legal guardians. Students may bring witnesses for the sole purpose of providing pertinent information to the case at hand. Witnesses attend the hearing for the singular purpose of providing testimony and are not party to the hearing as a whole. The student will be heard in his/her own defense, and allowed to offer material evidence. If a student is found responsible for a policy violation, sanctions will be administered on the basis of all the circumstances deemed relevant to the violation including, but not limited to, the policy, evidence, precedent, and past conduct of the student.

The disciplinary process will be conducted privately. Decisions and sanctions will be disclosed to the charged student and otherwise only as permitted by law. Officers, employees, faculty members, and students of the university hold student conduct matters in confidence and reveal them to other members of the university community only on a need-to-know basis. The university may record the evidentiary portions of Campus Hearing Board proceedings. Recordings are the property of Carson-Newman University, include only hearing testimony, and are available to the Vice President for Student Services or his/her designee to be used in the event of an appeal.

The "standard of proof" refers to the quantity or level of evidence needed to make a decision of responsibility. In university disciplinary processes, the standard of proof that must be met for a hearing officer to find a student responsible for a violation of the code of conduct is the Preponderance of the Evidence standard. This means that the hearing officer(s) determine that it is *more likely than not* that the student did violate the university rule or policy, based on the evidence provided.



Disciplinary records from hearing boards and Dean's Review procedures are kept private. Paper records are stored in a locked area within Student Services with direct access by the Vice President for Student Services and the Dean of Students. Other university officers have access on a need-to-know basis including, but not limited to, the Director of the Department of Public Safety, the Director of Residence Life, the Director of Counseling, and others as determined by the Dean of Students or Vice President for Student Services.

### **Voluntary Withdrawal with Pending Disciplinary Charges**

The Dean of Students may allow a student accused of violating university policy the option of withdrawing voluntarily from the university prior to the initiation of disciplinary procedures. If a student is allowed to voluntarily withdraw from the university prior to his or her case being heard by either Dean's Review or a Hearing Board, the disciplinary process will be temporarily suspended. The university will continue its investigation of the incident and will create and maintain a confidential case file.

If a student is allowed to withdraw voluntarily with pending disciplinary charges, that student may not apply for readmission for one calendar year from the date of the decision to withdraw. If, after one calendar year, the student applies for readmission, the university may consider the previous conduct violation charges and the evidence the university has gathered concerning those charges in the readmission decision. If the university deems it appropriate, the student may be required to provide court documents or other evidence which the university deems relevant to the readmission decision. If a student with pending disciplinary charges is readmitted to the university, the disciplinary process will resume and a decision must be made in either Dean's Review or a Hearing Board before the student will be permitted to enroll in classes.

### **Hearing Board Definition and Composition**

#### **A. General Discipline**

This process addresses minor conduct violations within the Student Services division. Residence Life Professional Staff and/or the Director of Residence Life may hear cases involving behavior which occurs in the residence halls that constitutes a violation of the *Guide to Residence Life* such as noise violations, visitation violations, property violations, animal violations, prohibited item violations, etc. and may impose sanctions.

The Director of the MSAC and Recreational Services may hear cases related to un-sportsmanlike behavior in intramurals or conduct within the MSAC that violates university rules. The Director of the MSAC and Recreational Services may impose sanctions related to participation in intramural activities and the use of recreational facilities.

The Director of Student Activities may hear violations regarding club, group or organization misconduct and may issue sanctions on individuals and/or groups.

General discipline is dispensed by Student Services professionals through an informal hearing process. An administrator serving as a hearing officer under this General Discipline process will send notification to the student who is alleged to have violated a University rule. This notification will describe the conduct that was reported to the University and will specify which rule(s) may have been violated by that conduct. The student will be invited to a meeting with the hearing officer to discuss the behavior in question. In that meeting, the hearing officer may find the student responsible or not responsible for violating a rule using the preponderance of evidence standard. If the student is found responsible, then the hearing officer will issue a sanction. Notification of sanctions will be made in writing to the student.

If a student fails to appear at a scheduled meeting with a hearing officer, then the hearing officer may proceed with the general discipline process in the absence of the student. The hearing officer will make a final determination regarding responsibility and may assign sanctions. Notice of their finding and any applicable sanctions will be listed in a finding letter sent via email.

#### B. Student Activities and Organizations Board

This board hears violations of the university code of conduct (e.g. Hazing) related to campus clubs, groups, and organizations as well as any student violations.

Board Composition:

Administered by the Director of Student Activities and/or Student Services administrator

Minimum of two appointed faculty/staff members chosen by the Director of Student Activities

Minimum of two student representatives chosen by the Director of Student Activities

#### C. Traffic Board

This board hears violations of parking guidelines or numerous unpaid parking tickets.

Board Composition:

Administered by the Director of the Department of Public Safety

Minimum of two appointed faculty/staff members chosen by the Director of the Department of Public Safety

Minimum of two student representatives chosen by the Director of the Department of Public Safety

#### D. Campus Hearing Board

Violations of the university code of conduct (e.g. illicit drugs, stealing, violation of law, vandalism, fraud, etc.) are considered by this board.

Board Composition:

Moderated by the Dean of Students or designated Student Services professional

Minimum of two appointed faculty/staff members chosen by the Dean of Students

#### E. Dean's Review

This process addresses violations of the university code of conduct. The student waives his or her right to a hearing, admits responsibility for the behavior (with the understanding of no appeal), and accepts sanctions at the discretion of the Dean of Students or his/her appointee. The Dean of Students will provide a follow up letter assigning any sanctions.

### **Disciplinary Sanctions**

Possible disciplinary sanctions include but are not limited to:

#### A. Expulsion

Termination of student status at the university.

#### B. Probated Expulsion

Notice that further violations and subsequent convictions may result in expulsion.

#### C. Suspension

Termination of student status at the university for a specified period of time.

#### D. Interim Suspension

Administrative termination of student status pending completion of the disciplinary process. Students may also be barred from campus if deemed necessary.

#### E. Probated Suspension

Notice that further violations and subsequent convictions may result in suspension.

#### F. Residence Life Suspension

Notice that the student is not eligible to live in a residence hall for a designated period of time. The student will not receive a refund for room and board. A student placed on residence life suspension must vacate his or her residence hall room within the timeframe specified by the conduct officer and surrender his/her keys. The conduct officer may require the student to vacate the residence hall immediately.

#### G. Social Probation

Notice that the student may not represent the university in athletics, contests, debates, drama productions, choirs, intramurals, etc., for a designated period of time. Students may practice but may not perform or compete while on social probation.

#### H. Disciplinary Probation

Official warning that a student has been found responsible for violating Carson-Newman University policy, and future violations may result in more severe sanctions (which may include suspension or

expulsion). The student will not be in “good disciplinary standing” with the university for a designated period of time, and may face specific restrictions on his or her behavior and/or privileges.

I. Disciplinary Hold

An official stop on the student’s university account which may prevent the student from registering, dropping/ adding classes, requesting transcripts, graduating, etc. Disciplinary Holds are typically applied when a student has not complied with a step in the disciplinary process or if a student fails to complete assigned sanctions.

J. Community Restitution Hours

Designated work hours assigned to be completed at a location selected by the university. Substitution of community restitution hours for a fine is at the discretion of Student Services staff.

K. Report/Reprimand

Oral or written warning that further misconduct may result in a more severe sanction.

L. Restriction

Loss of privileges to participate in campus activities or benefits (e.g. intramurals, residence hall visitation, parking, etc.) for a designated period of time.

M. Administrative Suspension of Privileges

A designated university administrator may suspend the privileges of a student prior to the beginning of an administrative process. A student will receive written notification of any suspension of privileges, and will be afforded the opportunity to be heard by a designated hearing board in an expedient fashion. Examples of suspension of privileges include, but are not limited to, loss of parking privileges, eviction from housing, and restriction from participating in intramural activities.

N. Restitution

Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct.

O. Alcohol and Drug Education Programs

Requirement to attend an alcohol or drug education program sponsored by counseling services. A minimal fee may be charged for a workbook.

P. Fines/Administrative Fees

A fine requires a student to pay a sum of money. An administrative fee is assessed to assist with costs associated with an educational workshop or program. Fines may be imposed separately or in addition to any other sanction(s). Substitution of a fine for community restitution hours is at the discretion of Student Services staff.

#### Q. Other Sanctions

Other sanctions may be imposed instead of or in addition to those specified. Examples may include but are not limited to: loss of membership/office in an organization, service or research projects, intentional mentoring with a staff member, counseling through the university's counseling center (free of charge), and evaluation and/ or approved treatment program (at the student's expense). Treatment may also be a condition of readmission to or remaining at the university.

#### **Disciplinary Appeals**

It is understood that a disciplinary appeal is not considered to be a second hearing of a case, but an opportunity to review a case in light of grounds for appeal. Accused students have the right to request an appeal of a decision or sanction that is a result of a Campus Hearing Board, but not a Dean's Review. For information related to appeals of Title IX complaints, please see the section of this handbook entitled TITLE IX POLICY AND GREIVANCE PROCEDURES.

Requests for appeal shall be made to and are considered by the Vice President for Student Services or his/her designee, with any assistance he/she may request from others (including the selection of an appeal board to recommend action to the Vice President for Student Services at his/ her discretion). Appeals shall be in writing and submitted by the student within 5 business days of notification to the student of the application of sanctions. The appeal must state whether the student is appealing the decision, the sanction, or both. The correspondence must also state the grounds for which the appeal would be heard. Grounds are limited to: (1) new evidence is available that, if true, would significantly impact the decision of responsibility, (2) the university did not follow proper procedure and the errors committed would substantially alter the outcome, or (3) the sanction imposed is substantially disproportionate to the violation (too extreme).

The appeal process will consist of reviewing initial discipline reports, gathered evidence, and board proceedings. Appeals are not automatic and must be requested. The administrator may choose one of the following: uphold the findings and sanctions levied by the hearing board; modify the findings and/or modify the sanctions; direct the hearing board to perform certain specified tasks (e.g. retry the case) and to report back to the administrator; or take jurisdiction of the matter and conduct further investigation and/or hold an additional hearing or hearings and reach a decision and declare sanctions.

In the case of a granted appeal, if there is a student who has been injured or violated as a result of a violation of university policy and has testimony relevant to the information being considered, the student may be given the opportunity to be heard during the appeal process.

There is no appeal for a Dean's Review finding and application of sanctions. Dean's Review is available only to those who have admitted responsibility for the misconduct as charged and have agreed to accept the Dean's sanctions.

### **Abuse of Process Policy**

Abuse of Process Policy includes, but is not limited to:

1. Failure to obey the summons of the Dean of Students, Director of the Department of Public Safety or other University official;
2. Falsification, distortion, or misrepresentation of information in any University Disciplinary Process;
3. Disruption of or interference with the orderly operation of the University Disciplinary Process, including hearings;
4. Knowingly making false statements or knowingly submitting false information during any grievance procedure;
5. Knowingly initiating an investigation of a code of conduct violation without cause;
6. Failing to provide, destroying or hiding information during an investigation of an alleged policy violation;
7. Attempting to discourage an individual's proper participation in or use of the University Disciplinary Process;
8. Attempting or committing an act of retaliation against a person or student organization that reports or intends to report a violation of the student Code of Conduct;
9. Attempting to influence the impartiality of a member of a hearing board prior to, or during the course of, participation in the University Disciplinary Process;
10. Harassment, abuse, or intimidation of a member of a hearing board prior to, during, or after participation in the University Disciplinary Process;
11. Failure to comply with confidentiality obligations as required by federal law, state law, or University policy and procedure.

## **ADMINISTRATIVE POLICIES & PROCEDURES**

### **ACADEMIC DISHONESTY**

Carson-Newman expects students to display integrity and honesty in their personal and academic pursuits out of reverence to God. Colossians 3:23-24 states, "Whatever you do, work at it with your whole being, as for the Lord and not for men, because you know that you will receive an inheritance from the Lord as your reward. It is the Lord Christ you are serving." Students must complete their work without deceit.

University Academic Dishonesty Policy: Academic dishonesty may include, but is not limited to, the following: giving or receiving aid on tests; plagiarizing papers, assignments, book reviews; removing and/or copying test questions from office files. The course instructor/professor will address any incidents of suspected dishonesty. After hearing the student and considering all the evidence, this person will levy sanctions if guilt is determined. The instructor/professor will report these actions to the Provost, who shall levy any sanction more severe than the loss of course credit. Academic dishonesty

may result in sanctions including, but not limited to, an immediate F and loss of credit for the course. Additionally, the effect of these sanctions on the student's GPA may impact financial awards. Gross dishonesty or a recurrence of academic dishonesty may result in expulsion from the University. Any student who receives an F in a course due to academic dishonesty will not be allowed to drop the course even if the F is assigned prior to the last date to drop a course with a W. The student may appeal a finding of academic dishonesty and the resulting sanction first to the department Chair, then to the Dean. Further recourse is to the Provost. For updates and questions related to this area, please contact the Office of the Provost.

## **ACADEMIC PROGRAMS**

Information pertaining to academic matters, including withdrawal and readmission, may be found in the current Carson-Newman University Catalog.

## **ADVERTISING**

Individuals or groups who wish to advertise on campus must receive approval from the Director of Student Activities, who can identify appropriate locations for advertisement. Separate policies governing advertising in the residence halls are listed in the Guide to Residence Life. Guidelines for posting student organization and club signage on campus can be found at the Clubs and Organizations webpage, [CN Clubs and Organizations](#). Persons not coordinating with the Director of Student Activities will be asked to terminate the process immediately. Students may be subject to disciplinary action.

## **ALCOHOL AND ILLICIT DRUGS**

Carson-Newman embraces the Biblical understanding that God has created each person for a purpose and has equipped us to serve Him (Ephesians 2:10). As an intentionally Christian community, the University strives to help students make healthy choices that will allow them to reach their full God-given potential. The University believes that spiritual, intellectual, emotional, physical, and social growth are best cultivated when a person is free from mind-altering chemicals (Ephesians 5:18).

### **Standard of Conduct**

Carson-Newman University is an alcohol and drug-free community. A violation of alcohol or drug laws while enrolled at the university will subject the student (or student organization) to disciplinary action by the university. In addition, the university prohibits the possession, use, distribution or manufacture of alcohol or of illicit drugs and drug paraphernalia, and the misuse or abuse of prescription medications, over-the-counter drugs, and synthetic drugs on its property or as a part of any of its activities. University activities include on-campus activities, off-campus activities sponsored by the university or activities engaged in by any recognized student organization. A positive drug test is considered evidence that a student has violated the University's drug policy unless the student has a valid prescription for the substance indicated on the drug test. Any student (or student organization) who violates the university's policy is subject to the university's disciplinary sanctions and to applicable criminal penalties.

The prohibition against the use, possession or distribution of alcohol and illegal drugs also includes possession or distribution of empty alcohol containers and/or drug paraphernalia. No person may be intoxicated or under the influence of alcohol or illicit drugs while on campus or at university activities. Whether a student has violated the alcohol and illicit drug policy may be determined by evidence such as the odor of alcohol or drugs or questionable conduct suggesting that the student is under the influence of such substances (such as slurred speech, vomiting, passing out). The University reserves the right to report any illegal act occurring on campus or at any University-sponsored activity to the appropriate authorities for criminal prosecution.

### **Disciplinary Sanctions**

Carson-Newman University will impose sanctions against students who are determined to have violated the University's rules regarding alcohol and drugs. Sanctions range from required counseling and abuse education classes, monetary fines, community service hours, disciplinary probation to, in appropriate cases, suspension from the University. In addition, residential students may be removed from the housing system. The University may also refer cases to the Carson-Newman Department of Public Safety law enforcement authorities or other appropriate authorities for criminal prosecution.

### **Notification**

The University encourages students to talk to their parents, ministers, and counselors about problems they encounter with alcohol and drugs. The University may disclose to the parents or legal guardians of a student information regarding the student's violation of any law or University rule regarding alcohol and controlled substances if the student is under the age of 21 and the University has determined that the student has violated the University's rules (see the PARENTAL NOTIFICATION section of this handbook). Regardless of the age of a student, the University may contact parents or guardians in connection with an emergency to protect the health or safety of the student or of another.

### **Review**

The University will review its alcohol and other drugs programs annually for effectiveness and consistency of application and, where necessary, make appropriate changes.

### **Criminal Sanctions**

The following are some of the local and State of Tennessee sanctions for unlawful use of alcohol and drugs. The University does not guarantee this listing is complete or free of error.

### **Alcohol**

Jefferson City, TN ordinances prohibit possessing beer or liquor in an open container in a public place not licensed for the consumption of alcohol. Violators are subject to a fine and court costs.

State of Tennessee statutes criminalizing alcohol-related activity include the following:

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer, such offense being classified a



Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2500, or both. It is also unlawful for an adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age.

It is illegal to be intoxicated in public and such behavior can result in up to 30 days in jail and/or a fine.

It is illegal to consume or possess alcohol on the premises of an elementary, junior high or high school. Punishment includes up to 30 days in jail and/or a fine.

Driving under the influence of alcohol or drugs is subject to eleven months and twenty-nine days, a \$1,500 fine and loss of driver's license for one year for the first offense; \$10,000 fine and loss of license for up to ten years for third offense. The court may order inpatient treatment.

If one kills a person while driving under the influence, one can be sentenced up to fifteen years in prison and fined up to \$10,000, and suffer the loss of license.

Consuming or possessing in an open container any alcoholic beverage or beer while operating a motor vehicle is illegal and may result in up to 30 days in jail and/or a fine.

### Illicit Drugs

<b>State of TN Simple Possession of these Drug Types</b>				
Schedule	Drug Type	Simple Possession	Sentencing Guidelines	Fine
I	Any Schedule I Drug*see Tennessee Drug Schedule	Class B Felony	8 to 30 years imprisonment	\$100,000
II	Methamphetamine or Cocaine	Class A Misdemeanor	11 months 29 days	\$2,500
	Any other SCH II Drug	Class A Misdemeanor	11 months 29 days	\$2,500
III	Any Stimulant Drug *see Tennessee Drug Schedule	Class A Misdemeanor	11 months 29 days	\$2,500
IV	Flunitrazepam	Class A Misdemeanor	11 months 29 days	\$2,500
	Any other Narcotic Based Drug*see Tennessee Drug Schedule	Class A Misdemeanor	11 months 29 days	\$2,500
V	Narcotic based drug which contains a nonnarcotic active ingredient	Class A Misdemeanor	11 months 29 days	\$2,500
VI	Marijuana; Hashish; THC oil	Class A Misdemeanor	11 months 29 days	\$2,500
VII	Butyl nitrite and any isomer of Butyl nitrite	Class A Misdemeanor	11 months 29 days	\$2,500

<b>State of TN Manufacture; Delivery; Sale or Possession with intent to Manufacture, Deliver or Sell</b>				
Schedule	Drug Type	Simple Possession	Sentencing Guidelines	Fine
I	Any Schedule I Drug*see Tennessee Drug Schedule	Class B Felony	8 to 30 years imprisonment	\$100,000
II	Methamphetamine or Cocaine	0.5+ grams – Class B Felony		\$100,000
	Methamphetamine or Cocaine	0 to 0.4 grams – Class C Felony	3 to 15 years imprisonment	\$100,000

II	Any other SCH II Drug	Class C Felony	3 to 15 years imprisonment	\$100,000
III	Any Stimulant Drug *see Tennessee Drug Schedule	Class D Felony	2 to 12 years imprisonment	\$50,000
IV	Flunitrazepam	Class C Felony	3 to 15 years	\$100,000
	Any other Narcotic Based Drug*see Tennessee Drug Schedule	Class D Felony	2 to 12 year imprisonment	\$50,000
V	Narcotic based drug which contains a nonnarcotic active ingredient	Class E Felony	1 to 6 years imprisonment	\$5,000
VI	Marijuana; Hashish; THC oil	0.5 ounces (14.175 grams) to 10 lbs. (4535 grams); or non-leafy resinous material up to 2 lbs. (905 grams) – Class E Felony	1 to 6 years imprisonment	\$5,000
	Marijuana; Hashish; THC oil	10 lbs. (4535 grams) to 70 lbs. (31,696 grams) or non-leafy resinous material 2 lbs. to 4 lbs.; or 10 to 19 plants (reg. or weight) Class D Felony	2 to 12 years	\$50,000
	Marijuana; Hashish; THC oil	4 obs. 1 oz. to 8 lbs. of non-leafy resinous material; or 20 to 99 plants (reg. of weight) – Class C Felony	3 to 15 years imprisonment	\$100,000
VII	Butyl nitrite and any isomer of Butyl nitrite	Class E Felony	1 to 6 years imprisonment	\$1,000

### Health Risks

The following are summaries of major health risks and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his or her body size, family history, gender, tolerance, and other physical and psychological factors. Abuse of alcohol and other drugs can be harmful during pregnancy and can lead to chemical dependency or death. For more information please see the National Institute on Drug Abuse website [www.drugabuse.gov/about-nida](http://www.drugabuse.gov/about-nida).

### Alcohol

Alcohol in moderate amounts causes dizziness, dulling of the senses, and impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart and pancreas. It may also lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage. Symptoms: Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, slowed motor coordination and enlarged stomach.

### Marijuana

Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension; motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana lowers male sex hormones, suppresses ovulation, causes changes in the menstrual cycle and possibly causes birth

defects. Symptoms: Laughing inappropriately, bloodshot eyes, dry mouth and throat, a tell-tale odor of the drug, a poor sense of timing and increased appetite.

**Narcotics** (including Heroin, Codeine, Morphine, Opium, Percodan)

Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or death. Symptoms: Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

**Stimulants** (including Amphetamines, Cocaine, Crack)

Stimulant use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse, tactile hallucinations, paranoia, seizures and death. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure. Symptoms: An individual using stimulants might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

**Hallucinogens** (including PCP, LSD, Mescaline, Peyote, Psilocybin)

PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors. Symptoms: Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

**Prescription Drug Abuse**

Commonly abused classes of prescription drugs include opioids for pain (e.g. hydrocodone, oxycodone), central nervous system depressants for anxiety and sleep disorders (e.g. alprazolam, valium), and stimulants for ADHD and narcolepsy (e.g. Adderall, dextroamphetamine). Abuse of prescription opioids may cause drowsiness, nausea, constipation, confusion, slowed breathing, death. Abuse of CNS depressants may cause slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing, seizures, and death. Abuse of prescription stimulants may cause euphoria; slurred speech; increased heart rate, blood pressure and temperature; numbness; dizziness; nausea; vomiting; confusion; paranoia; altered visual perceptions, and seizures.

## **Counseling**

Carson-Newman University is concerned about a student who has a problem with substance abuse. Assistance is available through campus and community resources. Please do not hesitate to reach out for support by contacting the people and/or agencies listed below.

If you are concerned about your alcohol and/or other drug use or you feel someone close to you may have a problem with alcohol and/or other drug use, you are encouraged to contact Counseling Services at 865-471-3550, located in the Kathleen Manley Building, located directly across from First Baptist Church on the corner of Russell Avenue and College Street next to Burnett Hall. You may also contact the Dean of Students at 865-471-3238, located in room 2009 of the Maddox Student Activities Center. Carson-Newman University currently offers an Alcohol and Drug Program for students who are found in violation of the University's Code of Conduct policies regarding alcohol and illicit drugs. Counseling Services personnel are also able to provide more time-intensive drug and alcohol counseling using the BASICS and Prime for Life substance programs. Referral to community treatment facilities may also be made in appropriate cases. Some community treatment options are:

### **Out Patient Services**

- Cherokee Health Systems: Newport (423) 623-5301; Morristown (423) 586-5032; Knoxville (865) 544-0406; Jefferson City: (865) 471-0312
- New Hope Recovery Center Morristown: (423) 581-2411
- Bendel Associates: (423) 317-0057
- Helen Ross McNabb Center: Knoxville (865) 637-9711
- Peninsula Outpatient : Knoxville (865) 970-9800
- Alcoholics Anonymous, Central Office: (865) 974-9888, Helpline 9am-10pm: (865) 522-9667
- Narcotics Anonymous, 1-866-617-1710; Emmanuel Baptist Church, Jefferson City, TN (865) 475-9424
- Celebrate Recovery, Manley Baptist Church, Morristown, TN: (423) 586-8665
- Celebrate Recovery, Cokesbury United Methodist Church, Knoxville, TN: (865) 693-0353

### **In Patient Services**

- Helen Ross McNabb Center (CenterPointe), Knoxville, TN (865) 523-4704
- Peninsula's Women in Treatment, for women ages 18-64 who do not have insurance or have exhausted their insurance benefits Knoxville, TN (865) 374-7262
- Peninsula Lighthouse, Louisville, TN (865) 970-9800
- St. Mary's, Knoxville, TN (865) 545-7228
- Focus Health Care of Tennessee (An Alcohol and Drug Abuse Treatment Center), 7429 Shallowford Road, Chattanooga, TN : 1-800-675-2041 [www.focustreatmentcenters.com/chattanooga/](http://www.focustreatmentcenters.com/chattanooga/).

## **ANIMALS ON CAMPUS**

With one exception, Carson-Newman University does not allow pets anywhere on campus, University vehicles, or University sponsored events. Only in the Residence Halls, pets are limited to fish in a tank

no larger than 10 gallons. Service animals and assistance animals, as defined below, are exempt from this pet provision. Generally, service animals may accompany the handler at all times. Assistance animals are not afforded this right and may only be present in the student's current housing assignment, if approved by Disability Services.

### **Service Animals**

As of February 24, 2020, the Americans with Disabilities Act (ADA) defines a service animal as any dog, or miniature horse when appropriate, which is individually trained to do work or perform tasks for people with disabilities. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Service animals are working animals, not pets. Individuals are encouraged to identify their dog as a service animal so that others are aware it is a working animal.

Carson-Newman requests that all enrolled students register their service animal for use on campus. Please see the Director of Disability Services for the Service Animal Registration Form.

### **Control Requirements:**

- A service animal must be under the control of its handler. Service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- It is the handler's responsibility to care for the service animal, such as feeding, overall health, and mandatory vaccinations and identifications.
- It is the handler's responsibility regarding financial obligations relative to the care of the service animal.
- The service animal must be as unobtrusive as possible.
- The service animal must be well groomed and measures should be taken, at all times, to maintain issues such as flea, tick, and odor control.
- Consideration of others must be taken into account when providing maintenance and hygiene of service animals.
- It is the handler's responsibility for any expenses regarding damage to property.

### **Assistance Animals**

According to the Fair Housing Act (FHA), as of January 28, 2020, assistance animals are not pets. They are animals that do work, perform tasks, assist, and/or provide therapeutic emotional support for individuals with disabilities. There are two types of assistance animals: (1) service animals, and (2) other animals that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities (referred to as a "support animal"). An animal that does not qualify as a service animal or other type of assistance animal is a pet for purposes of the FHA and may be treated as a pet.

Carson-Newman requests that all enrolled students register their assistance animal for use in their housing assignment. Please see the Director of Disability Services for the Assistance Animal Registration Form.

**Control Requirements:**

- The assistance animal must be on some type of harness, leash, or other tether – unless the handler is unable due to a disability, or this interferes with the safe and effective performance of the assistance animal’s function. If so, the handler must use other means of control such as signals, voice control, or other effective means.
- It is the handler’s responsibility to care for the assistance animal, such as feeding, overall health, and mandatory vaccinations and identifications.
- It is the handler’s responsibility regarding financial obligations relative to the care of the assistance animal.
- The assistance animal must be as unobtrusive as possible.
- The assistance animal must be well groomed and measures should be taken, at all times, to maintain issues such as flea, tick, and odor control.
- Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.
- It is the handler’s responsibility for any expenses regarding damage to property.

**Etiquette with Service Animals and Assistance Animals**

- Do not pet a service animal or assistance animal without permission from the handler.
- Do not feed a service animal or assistance animal. The animal may have specific dietary requirements.
- Do not deliberately startle a service animal or assistance animal.
- Do not separate or attempt to separate the handler from their service animal or assistance animal.

**ARMY ROTC (Extracurricular Activities)**

ROTC students may participate in the Color Guard, Ranger Club, Officers Christian Fellowship, annual Military Ball and firearms events along with many social functions sponsored by cadets and cadre. Each year the Ranger Club attends a regional, multistate intercollegiate competition of physical stamina, leadership ability and teamwork.

**ATHLETIC DRUG AND ALCOHOL TESTING**

The athletic department utilizes a drug-testing program to detect alcohol or illegal drug use among student athletes. Students who fail drug tests will be reported to the Office of the Dean of Students for disciplinary action.

**CAMPUS CRIME REPORTING AND STATISTICS**

All members of the campus community are urged to report criminal incidents, emergencies and suspicious activity to the Department of Public Safety at (865) 471-3559. The department maintains a daily crime log in its office that is open to the general public to view upon request. The Annual Security Report, published annually by the department, depicts all crimes occurring on the campus or adjacent to the campus (as required by the Campus Safety Act and the Department of Education) for the past three years. The guide may be found on the C-N website ([www.cn.edu](http://www.cn.edu)), under Student Services and within

the subsection Department of Public Safety. Please note that the DOE and the TBI crime reporting requirements differ from one another.

### **CHECK CASHING**

Personal checks not to exceed \$50.00 per day may be cashed at the Student Accounts Window. Carson-Newman identification is required of all persons. A \$25.00 charge is made for each returned check. Checks not covered within 10 days of notice from Treasurer's Office will be subject to additional penalty.

### **COMMUNITY LIFE AND WORSHIP PROGRAM POLICIES AND INSTRUCTIONS**

The Community Life and Worship Program provides student-focused events which integrate faith, gospel centered ministry, global missions, education, and community for students, faculty, and staff. These events will consist of chapel on Tuesday and some select Thursday mornings in First Baptist Church (Community Worship) and other specified co-curricular programming (Community Life) open to the entire campus community.

All full-time undergraduate students are required to attend ten (10) Community Life and Worship (CLW) events per semester, at least five (5) in Chapel services (Tuesday mornings at 9:30 am or select Thursday morning at 9:30 am) and five (5) in Community Life event for a total of 70 events. Chapel credits can only be earned by attending a Tuesday or Thursday Morning Chapel service at 9:30 am. Participation in the CLW program is required for graduation from Carson-Newman.

A student may bank CLW credits by attending more than 10 events in a semester. However, Chapel credits cannot be banked each semester. Once a student attends the 5 required chapel services per semester each additional event will only count as a CLW credit. CLW event credits will not count as Chapel credit, even banked CLW event credits. Chapel credits after 5 will only be counted as CLW credits. Students must attend at least 5 chapel services each semester, excluding their final semester before graduation or upon completion of their total CLW requirement for graduation.

CLW events can be viewed on the university calendar labeled CLW or on the campus ministries page. A monthly calendar is also available online at the university site (click on Events, CLW, and individual listings of CLW events for more details). Students should check regularly for updates to the schedule, which is subject to change periodically.

If the student has attended 10 CLWs for each semester of full-time enrollment, CLW attendance will not be required during the student's final semester of graduation as indicated on an approved degree plan. For example, students completing a four-year degree will be required to earn 10 CLW credits each semester for 7 of their 8 semesters. Students will need to complete their required number of CLW credits of no more than 70 CLW credits prior to graduation. We are a Christian University and CLW credits are part of the graduation requirements.

### **CLW Warning Probation and Suspension Policy**

If a student fails to attend 10 CLWs each semester or does not meet the required number of events 5 Chapel credits, the student is placed on a CLW warning at the end of the semester of their deficiency. A notice of deficiency will be sent to the student from the office of Campus Ministries. In order to be removed from CLW warning, a student must make up the shortage of CLWs or chapel credits plus the current semester's requirement.

If during the next semester of enrollment, the student fails to attend 10 CLWs plus the shortage of CLWs from the first semester, the student is placed on CLW probation for one semester. At the beginning of the probation semester, the student will need to meet with a representative of Campus Ministries and their academic advisor to establish a contractual agreement that outlines how the probation will be removed by attending the correct number of CLW events. If the probationary student fails to meet their probationary requirement by the end of their probation semester, the student may be suspended from the university.

### **Suspension and Appeal**

A student is placed on CLW Suspension when:

- The student failed to meet requirements for continued probation, or
  - The student has 3 or more failed CLW semesters.
  - The first time a student is placed on CLW Suspension, that student will be suspended from the University for one semester.
  - The second time a student is placed on CLW Suspension, that student will be suspended from the University for two semesters. The notation of the suspension will be made on the student's academic transcript.
  - A student who is suspended a third time is subject to dismissal from the University (see below). A student who has failed to attain the required number of CLW credits and the minimum number of Chapels (as indicated above) after the probationary period will be suspended. The notation of the suspension will be made on the student's academic transcript.
- Readmission to the University after CLW Suspension is not guaranteed.

A student who has been suspended who wishes to re-enroll at the university must complete the following steps:

- Apply for readmission to the university through the Office of Admissions by completing the application for readmission,
- Write a letter of appeal to the Suspension Review Committee, addressed to the Vice President of Church Relations.
- Complete and submit the CLW Suspension Appeal Application and attach copies of documentation from a physician or health care provider (in the event of illness or medical condition), from a parent/guardian (in the event of a death-in-the-family or other family emergency), or other appropriate documentation in support of the appeal request.



Any student readmitted after CLW Suspension will be placed automatically on CLW Probation.

Students who are allowed to re-enroll after the suspension review process are not guaranteed eligibility for financial aid and should contact the Financial Aid Office to determine eligibility.

### **CLW Course and Attendance**

Students will have a CLW class added to their schedule without a day/time. The class will only appear on the student's schedule and degree evaluation. The course will reflect a pass/fail grade at the end of the semester if the student meets the CLW requirements. The course does not go on their official transcript, and it does not affect their GPA. Attendance at CLW events will be monitored through the Campus Ministries Office. To receive CLW credit for an event a student is required to bring her/his valid C-N ID card to each event attended.

IDs will be scanned at the conclusion of the event. A student must remain for the duration of the event, which will vary according to the event. The student is responsible for checking his/her attendance in C-N Connect and reporting in person with C-N ID any discrepancy to the Campus Ministries Office within seven (7) days of the event. After seven days, credit will not be earned.

### **Transfer Students and Special Circumstances**

A transfer student is required to attend CLW's as listed previously every semester while enrolled as a full-time student, except during the student's semester of graduation. The following students do not have to complete the CLW requirements:

1. A student who has completed 120 credit hours.
2. A student who has previously received a bachelors or graduate degree.
3. A student who is twenty-five years of age by the last day of the semester.
4. A student who is married.
5. A student who is a parent.

In order to receive that exemption for one of these reasons, a student should contact the office of Campus Ministries to complete the necessary paperwork. Online only students and graduate students are not required to attend CLW credits but are encouraged to watch Chapel services online.

### **CLW Virtual Completion Program**

Students who have commitments that interfere with chapel attendance like work schedules, academic internships or commuter students who are unable to attend Tuesday morning chapel can apply for the CLW Virtual Completion Program. CLW virtual completion program will excuse the attendance of in-person CLW Credits, but students will be required to watch 10 chapel services online and complete a 250-word summary of each one. Summaries are due by the last day of classes each semester. To apply for the CLW virtual completion program please email [campusministries@cn.edu](mailto:campusministries@cn.edu) for more information. Students who are still under warning, probation or suspension will not be eligible for the CLW Virtual Completion Program. Documents for the CLW Virtual Completion Program must be

completed by the add/drop date each semester. Approval or denial of the waiver form will be sent to the student within 5 business days after receiving the waiver form.

### **Extreme Circumstances**

Exceptions in extreme or unforeseen circumstances will only be made on a case-by-case basis. You can visit the Viel Center for Missions and Ministry or email [campusministries@cn.edu](mailto:campusministries@cn.edu) to set up a meeting. This meeting will allow the student to discuss the situation with someone in the Campus Ministries office. After that meeting a follow-up will be scheduled to either approve or deny alterations to the required number of credits to be earned and discuss options for completing the required number of CLWs.

### **CLW Event Policy**

- CLW events must be open to all students.
- CLW events must be in alignment with the mission and vision of the university.
- CLW events must complete the online event form to be considered for a CLW event at least 2 weeks prior to the event and before the fall/spring semester deadline.
- CLW events must meet on campus and reserve appropriate space and facilities for their own event. Campus ministries will not be responsible or expected to reserve space or facilities.
- CLW events must encourage and promote biblical community. Biblical passages such as: Acts 2:1-46; 1 Cor. 12:12-27; Galatians 3:27-29; Ephesians 2:19-22 give a biblical framework for diverse biblical community and fellowship.
- CLW events must be sponsored by a department, club, or student led organization. Organizations, clubs, groups, and departments may request up to two events per semester within the maximum number of offered events approved by the Campus Ministries Department.
- CLW events must have faculty advisor or staff advisor contact.
- CLW events will be approved or declined by the campus ministries office. All forms and paperwork must be completed to be considered. The office of Campus Ministries will prayerfully, fairly, and meticulously consider each proposal in its decision-making process. Approval or denial will be communicated within five full business days of proposal or by the end of the week, unless otherwise noted.
- Some CLW events may not have a clear spiritual formation element, but they will have academic elements.
- As a Christian University CLW events should either acknowledge academic rigor of the university or promote spiritual formation among students, faculty, and staff.

### **Conduct and Dress**

**All events** - Please arrive on time and know that tardiness can result in a student not being admitted to an event. Common courtesy and respect for others should be observed. Sleeping and studying are not acceptable. Use of cell phones, laptops, ear buds, and other electronic devices is prohibited. Drinking and eating during events are also prohibited unless permitted by the sponsoring department, organization, or group. Appropriate dress is determined by the nature of an event and should be taken into consideration. If there is a question regarding attire, the student should contact the sponsoring organization in advance. Failure to comply with these instructions may result in the denial of CLW credit

for the event.

**During formal recitals/concerts** - The audience generally applauds after a set or a group of pieces (not after each selection). The best suggestion is to wait until the experienced concert goers begin their applause and then join with them.

**Community Worship (Tuesday chapels)** - First Baptist Church sanctuary doors will be locked at 9:35 a.m. for Tuesday morning chapel services to avoid disruption of worship. Food and beverages are not permitted in the sanctuary. Inappropriate conduct and/or dress may result in denial of CLW credit for the service.

### **CLW Event Core Values**

- Gospel proclamation: introducing students to a life-changing relationship with Jesus Christ in repentance and faith by the power of the Holy Spirit through revelation of God's word and truth
- Worship: Invites students into an environment of worship and praise that glorifies God and His Work
- Fostering community and diversity: Promotes biblical community and diversity. Fostering fellowship and unity across campus among students from all backgrounds.
- Biblical Worldview: Addresses and engages global issues through the lens of a Biblical & Christian Worldview
- Culturally Impacting: Impacting the culture around us with the truth of the Gospel
- Tradition and Heritage: Educating students on our Baptist Heritage. Exploring the rich traditions and values of Carson Newman University as a Christian Institution of higher learning.
- Critical Thinking: Thinking critically about matters of faith and practice from a Biblical and Christian Worldview
- World Impact and Mission: Cultivating a world impacting mindset for the furtherance of the Kingdom of God
- Ministry: Encourages students to pursue ministry as a vocational calling in all areas of focus.
- Academic: Engages students with the academic traditions, alumni relations and/or history of Carson Newman University.

### **DINING SERVICES ON CAMPUS**

There are a variety of meal plan options offered to the campus community. Students living in residence halls must purchase a meal plan. Cafeteria meals must be eaten in Stokely Dining Hall. Arrangements can be made for illness or special events through the dining hall staff. Eagle Bucks (Declining Balance) are to be used at the Provisions on Demand (POD) Snack Bar, cafeteria, Chick-fil-A or Maples Library Cafe. Business hours for each location are posted.

The student's I.D. card serves as his/her meal ticket. Everyone with a meal plan must show their I.D. card for scanning by a card reader at each meal. Since the cost of the meal ticket is based upon the actual number of meals served, not the number of outstanding meal tickets, the use of someone else's meal ticket is not allowed in order to ensure that those paying for meals are those receiving them. Students who allow another person the use of their meals or misuse of meal tickets will be reported to the Department of Public Safety and/or the Dean of Students. Students who have used all of their

declining balance have the option to pay cash. A non-meal ticket holder may pay cash. A lost I.D. card should be reported immediately to the Department of Public Safety office, for they will not be allowed to enter the cafeteria without an ID. Students and visitors must pay to get in to the Cafeteria; there will be no allowances for individuals just to sit in the cafeteria.

Bringing animals into food service locations is a violation of State Health Department policies. The State Health Department also requires sanitary measures in handling food dishes, silverware, glassware, trays, etc. Therefore, a student is not allowed to carry any of these items from the food service locations or bring in any outside containers. Permission must be obtained from the Director of Food Services to carry any utensils or food from the dining hall. Appropriate dress is required in the food service locations at all times, including shoes and shirts.

Stokely Dining Hall: The dining hall, located in Stokely Memorial Hall, provides food service in a cheerful, pleasant atmosphere with a food court layout and a wide variety of menu items and options. Entrance is made by way of the front foyer and serving hours are arranged to provide the best service for the majority of students and are subject to change. Please note that the dining hall must close as scheduled for cleaning of the dining areas and preparation of the next meal. Students wishing to post signs at the dining hall must go through the Director of Student Activities and must have approval from the Dining Services Director. Wooden kiosks are placed in the lobby for students to post general information. Information must be consistent with the university's advertising policy. Use of tables in the cafeteria for promotion of campus groups must be reserved in advance by a dining hall manager or the Dining Services Director.

Provisions on Demand (POD) Snack Bar: The snack bar is located in the Maddox Student Activities Center in the student lounge. Various menu options are available including coffee, cold beverages and snacks. Eagle Bucks or cash are accepted all day.

Chick-fil-A is located in the Maddox Student Activities Center next to the Post Office.

Catering services and room reservations may be scheduled through the catering office or Director of Food Services.

### **DISABILITIES, STUDENTS WITH**

Requests for accommodations must be made by the student and submitted to Disability Services. Most requests need to be accompanied by appropriate documentation. Depending on the situation as well as what is requested, needed documentation from an appropriate professional usually contains information such as: a description regarding any symptoms, any functional limitations, copy of any evaluations, etc. The documentation should be current, typically less than three years old. Students should also submit evidence of past accommodations. If the request is approved, Disability Services will notify the appropriate representatives of Carson-Newman regarding the approved accommodations. Ideally, students needing accommodations should make their request prior to enrollment for the

semester so that the case can be reviewed and accommodations approved and arranged. Students should not make direct application to instructors regarding academic accommodations.

Carson-Newman University seeks to reasonably accommodate students with disabilities. Accommodations are determined on a case-by-case basis and in accordance with their specific disability. Concerns or dissatisfaction regarding accommodations should be directed to the Director of Disability Services. Students who believe they have experienced discrimination related to a disability should contact the Director of Disability Services. The decisions of the Director of Disability Services may be appealed to the Students with Disabilities Committee. The decisions of the Students with Disabilities Committee may be appealed to the Provost. For more information, please contact the Director of Disability Services at [dhumphrey@cn.edu](mailto:dhumphrey@cn.edu) or by calling (865) 471-3268.

## **DISCRIMINATION AND HARASSMENT**

Carson-Newman University does not unlawfully discriminate on the basis of race, color, sex, national origin, disability, age, veteran status, or genetic information in provision of its education policies, programs, services and activities or employment opportunities and benefits.

The university does not unlawfully discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act (ADA) of 1990.

Inquiries and/or charges of violation concerning Title VI, section 504, ADA, the Age Discrimination in Employment Act (ADEA) or any other of the other referenced policies should be directed to the Director of Human Resources, 1646 Russell Avenue, Suite 204 Fite Building, Jefferson City, Tennessee. 37760, telephone 865-471-3212.

The university is required by Title IX of the Education Amendments Act of 1972 and its implementing regulation at 34 C.F.R. Part 106 not to discriminate unlawfully on the basis of sex in its education program or activity. This prohibition extends to employment and admission. Inquiries about the application of Title IX may be directed to the Title IX Coordinator, Shelley Ball, Assistant Vice President for Student Services, 2130 Branner Avenue, Maddox Student Activities Center, Office # 2009-C; telephone 865-471-3238; [sball@cn.edu](mailto:sball@cn.edu) and/or to the Assistant Secretary of Education for Civil Rights, U.S. Department of Education.

### **Discriminatory Harassment**

Harassing another person because of his or her race, color, sex, national origin, disability, age, veteran status or genetic information is not tolerated.

Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual and: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's academic or job performance; or (3) otherwise adversely affects an individual's educational or employment

opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the University community including students, staff and faculty.

Acts of harassment include but are not limited to: threat, intimidation, coercion, assault, acts of violence, physical abuse, verbal abuse (e.g. written or graphic material, slurs, epithets, etc.), or conduct which threatens or endangers the health or safety of any person. Other acts of harassment also include: (a) actions which cause one to reasonably believe they are endangered; (b) reporting an offense or incident knowing the offense or incident did not occur or knowing the information relating to the matter is false; (c) intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false; (d) acting to prevent or interrupt the use of any building or other facility or the activities of the university. (e) the on-campus display on vehicles, apparel, personal items (such as cell phone cases or coffee mugs), public spaces, or offices of iconography (e.g., Nazi Party swastikas, Nazi iron crosses, national or battle flags of the Confederate States of America, and related icons) or mottos frequently associated with organizations promoting beliefs or agendas contrary to the University's ethical and community standards, including organizations considered to be white supremacist, neo-Nazi, anti-Semitic, etc. Students bearing tattoos of these images may be asked to cover them.

### **Reporting Discrimination (including harassment) to the University**

Anyone who has experienced or has observed unwelcome conduct which may constitute illegal discrimination or harassment is encouraged to report the matter to the Discrimination and Harassment Officer. Students are encouraged to report such conduct before it becomes severe or pervasive so that the University can take appropriate steps to prevent the situation from creating an environment which is hostile to education. A report may be made in person, in writing, by mail or by email to:

Discrimination and Harassment Officer  
Mrs. Regenia Ford  
Director of Human Resources  
1646 Russell Avenue  
Fite Administration Building, Suite 204  
Jefferson City, TN 37760  
Office Telephone: (865) 471-3212  
[rford@cn.edu](mailto:rford@cn.edu)

If a complaint is made in writing, the following information should be included (these elements can be discussed in the meeting if the complaint is made in person):

- A description of the problem which is the basis for the complaint
- When the conduct which is the basis of the complaint occurred
- The names and contact information, if known, of any persons whose conduct has created the problem or the complaint
- The names and contact information, if known, of any persons who can provide information about or confirmation of the incident
- What, if any, consequences or effects the incident is causing for the student

- The action or solution requested in order to resolve the complaint

The University will take appropriate steps to eliminate illegal discrimination or harassment as quickly as possible. In some cases interim measures may be taken prior to completion of an investigation or related disciplinary processes in order to eliminate or diminish the opportunity for additional discrimination or harassment to take place and/or to alleviate the effects of the conduct which is the subject of the complaint.

Upon receipt of a complaint, the Discrimination and Harassment Officer will direct an investigation. The investigation may include an interview with the person filing the complaint, the person(s) accused of violating the policies and any person designated by either of the principal parties as witnesses to the incident in question. At the Discrimination and Harassment Officer's discretion, he/she may appoint a complaint and grievance board to investigate and provide a recommendation to the Discrimination and Harassment Officer for appropriate action. In both preliminary meetings and complaint and grievance hearings, no party shall be allowed to be represented by any other person. This process will be completed and the Discrimination and Harassment Officer will make a final determination on the merits of the complaint. The decision of the Discrimination and Harassment Officer shall be final. Throughout this process, information related to the complaint and the identities of the parties involved will be kept confidential and disclosed only on a need to know basis as determined by the Discrimination and Harassment Officer. Any person who engages in discrimination or harassment will be subject to disciplinary action ranging from a warning to discharge or expulsion, if appropriate.

For disability-related grievance procedures not related to harassment, refer to the section of this handbook entitled DISABILITIES, STUDENTS WITH.

For sex-based harassment grievance procedures, refer to the section of this handbook entitled TITLE IX POLICY AND GREIVANCE PROCEDURES.

Retaliation against any person making a complaint of discrimination or harassment against any person cooperating in the investigation of alleged acts of misconduct is absolutely prohibited. Retaliation in any form such as intimidation, threats, coercion or discrimination in any manner is a violation of the policies of the University. Retaliation should be reported promptly to the Discrimination and Harassment Officer:

Discrimination and Harassment Officer  
Mrs. Regenia Ford  
Director of Human Resources  
1646 Russell Avenue  
Fite Administration Building, Suite 204  
Jefferson City, TN 37760  
Office Telephone: (865) 471-3212  
[rford@cn.edu](mailto:rford@cn.edu)

Complaints of retaliation will be investigated by the University under the same complaint processes and standards which applied to the original underlying complaint.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Carson-Newman University provides for the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act, as amended. This act provides for the right of access by a student to his/her files and records with certain limited exceptions and prohibits the disclosure of information without the student's written approval, with certain limited exceptions, other than for disclosure of directory information.

Directory information includes student name, address, telephone numbers, email-addresses, photograph, dates of attendance, enrollment status (full-time or part-time), major field of study, degree, honors, awards, and anticipated date of graduation, the most recent previous educational institution attended, participation in school activities and sports,. Students wishing to withhold directory information may do so by notifying the Registrar *in writing*.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

A student should submit to the registrar, chair of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- (3) The right to a hearing if the request to correct an alleged inaccuracy is denied.

If the University decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.



Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (4) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a third party engaged in research conducted on behalf of the university provided such information is not disclosed to any other authorized party; or a student, serving on a university committee authorized by a university official, such as a disciplinary or grievance, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The Family Educational Rights and Privacy Act provides that educational records of a student who is a dependent of his/her parents(s) for Internal Revenue purposes may be disclosed to the parents(s) without first receiving the student's consent provided documentation showing the student to be a dependent under the provisions of the Internal Revenue Code is presented by the parent(s). Students may also authorize the release of otherwise confidential information, i.e., grades, academic progress, class attendance, billing statement, and disciplinary actions to parents by signing a consent to disclose form available in the Office of the Registrar.

The following is a partial list of records maintained in university offices and the official responsible for each:

Academic records and transcripts: University Registrar

Student Judicial Records: Vice President for Student Services and Dean of Students  
Student Co-curricular and Extracurricular Participation: Vice President for Student Services  
Placement Files: (compiled by the student) Student Success Center

Carson-Newman University defines a student as enrolled the first day the student begins attendance at the University.

For Additional information regarding Family Educational Rights and Privacy Act policies, please contact the University Registrar at 865-471-3240 or [registrar@cn.edu](mailto:registrar@cn.edu).

### **Student Consent to Disclose Information**

Students may authorize the release of otherwise confidential information, for example, grades, academic progress, class attendance, financial data, and disciplinary actions, to parents or others by signing a consent form available in the Office of the Registrar, located on the top floor of the Fite Administration Building.

Disclosure which may not legally be made except upon the consent of the student shall not be made by any University employee (except for access with certain limited exceptions as allowed by law) until the student's consent is on file in the Office of the Registrar. Disclosure shall be made only of the specific matters to which the student has consented and to the person designated by the student. Any University employee who is asked by any person (the student, a parent, or anyone else) to make a disclosure of confidential information which may be made only upon the student's consent, shall not make the disclosure unless first being advised by the Office of the Registrar that the student has consented to the disclosure and the consent has not been revoked by the student as of that date.

University employees who are asked by parents of students and others to make such disclosure should be advised that disclosure may be made by the University if the student consents in writing on a Consent to Disclose Information form filed in the Office of the Registrar.

When disclosure is made, the disclosing employee shall first ascertain that the person to whom disclosure is made is indeed the person the student has designated. In each instance, no disclosure shall be made except to a person who can recite the student-designated access code. When disclosure is made to the person in person, the employee should first secure from the person adequate identification. When disclosure is made by mail, the envelope will be marked "Confidential: To Be Opened by the Addressee."

The University is not legally obliged to disclose in each instance to which the student consents. If circumstances exist which causes a University employee to believe it may not be in the student's best interests for a disclosure consented to by the student to be made, the employee should report the situation to the University Registrar.

## GENERAL GRIEVANCE PROCEDURE

In accordance with our mission as a Christian university, Carson-Newman has established a General Complaint and Grievance Policy as well as procedures to assist students in the resolution of student complaints and concerns which are of a general nature and which are not covered by other university policies and procedures. Complaints or grievances regarding academics/grade appeals, discrimination/harassment, sexual harassment, or student behavior/discipline are addressed by other institutional policies and procedures. For those types of complaints and grievances, please see the appropriate sections within the University Catalogue or the Eagle Student Handbook.

Regarding a general complaint or grievance, any student who believes that he or she has not received fair treatment by a University employee or who has a complaint about the action or inaction of a University employee or fellow student, may file a complaint with the Office of Student Services. The procedures adopted by the University have been established to assist students in the resolution of complaints or grievances in an expeditious, fair and impartial manner.

**Informal complaint procedure:** When minor concerns or situations arise, students should first seek resolution with the individual or office with whom the complaint exists. Before filing a formal written complaint, the student should seek resolution with the appropriate University employee who is most directly associated with the concern. The employee with whom a concern is raised is expected to handle the matter in a fair and professional manner and to take action to resolve it in discussion with the student.

**Formal complaint procedure:** In matters where informal discussions do not yield a satisfactory resolution, the student who wishes to have a complaint addressed by the university should follow the Formal Complaint Procedure outlined below.

1. To file a formal complaint the student must submit a written grievance by completing the [General Complaint and Grievance Form](#) with the Office of the Vice-President for Student Services. The Vice-President for Student Services will forward the form to the appropriate University officer responsible for the area in which the issue should be resolved. If the issue is resolved at this level, the University officer shall return the form and a written report to the Vice-President of Student Services stating the resolution of the grievance and any recommendation for corrective action that has been/will be taken. The Vice-President for Student Services will report the resolution in writing to the student filing the complaint or grievance.
2. If the issue is not resolved within thirty days by the appropriate University Officer, the student may request a formal investigation. The Vice-President for Student Services shall inform, in writing, both parties to the grievance that a preliminary investigation will commence. Investigation of the complaint will be conducted by The Vice-President for Student Services or a designated committee. The committee will be comprised of a minimum of two administrative staff members who shall seek to review and determine a resolution for the grievance. The investigation may involve asking for

supporting information from the student, gathering information and statements from witnesses, and/or interviewing campus departments or University employees. Every attempt will be made to determine an outcome of the grievance within 30 days of the request.

3. After the investigation, the committee or the Vice-President for Student Services will determine if the grievance warrants a formal hearing. If so, the hearing will include the opportunity for the student to present relevant evidence, to challenge adverse evidence, and to have the complaint heard by the General Grievance committee.

4. Following the hearing and the resolution of the grievance, the Vice-President for Student Services will report the finding in writing to the student filing the grievance. The report will include a statement of the committee's findings, the basis for the findings and any recommendation for corrective action that will be taken. The Vice-President for Student Services will maintain a log of all written student grievance forms, noting the resolution and outcome of each formal complaint/grievance.

### **Off Campus Authorities**

Complaints may also be reported to any agency that offers accreditation to the University, including:

Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, GA 30033  
404-679-4500

Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in State Authorization Reciprocity Agreement States, commonly known as SARA

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA) must first be filed with Carson-Newman to seek resolution.

Complainants not satisfied with the outcome of Carson-Newman's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission at <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>.

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (<http://www.nc-sara.org/content/sara-manual>) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website (<http://nc-sara.org/sara-states-institutions>). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

### **GRADE APPEAL POLICY**

If a student disagrees with a grade received, he or she may request a review of the coursework upon which the grade was assigned. If an appeal is made, it must be in writing within one semester of the date the grade was assigned and begins with a conference with the instructor of the course. If not resolved in this conference, the appeal moves to the department Chair, then to the Dean. If the grade appeal has not been resolved at these levels, it moves to the Provost for final review. The Provost may refer a grade appeal to the Academic Standards Committee for their study and recommendation.

### **HARASSMENT (See Discrimination and Harassment)**

#### **HAZING**

Within our Christian community students are expected to treat others with respect and dignity remembering that we are always in the presence of God. Romans 12:10 states, "Be devoted to one another in brotherly love. Honor one another above yourselves." Activities engaged in by students and student organizations should honor Jesus Christ and should embody peace and self-control (Galatians 5:22-24).

Hazing is both illegal and a violation of the University code of conduct. The legal definition of hazing includes "any intentional or reckless act in Tennessee on or off the property of the University, by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety." Under the law, "Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization." The University prohibits any form of hazing.

The University's prohibition of hazing is broader than the law's prohibition. The University's policy grows out of the University's belief in the dignity and worth of every individual. Thus, at Carson-Newman, students are prohibited, in any context and anywhere, from engaging in any act, whether the act be physical, mental, emotional or psychological, which subjects another, voluntarily or involuntarily, to anything which may abuse, mistreat, degrade, humiliate, harm, or intimidate.

Individual students and student organizations guilty of hazing will be disciplined individually and as an organization. The charter of a registered organization which engages in, allows, or condones hazing may be withdrawn or denied by the University.

## **IDENTIFICATION CARD (I.D.)**

Student identification (I.D.) cards are processed at the time of initial enrollment. Each student is required to obtain a photo I.D. card unless they are taking classes that are exclusively online or they are attending one of the University's satellite campuses.

1. The I.D. card is your official university identification and must be carried at all times. Lost cards should be reported immediately to the Department of Public Safety via the Livesafe Application or during business hours by calling 865-471-3559. After business hours, please contact the Department of Public Safety at 865-548-9067. In the event an I.D. card is lost or misplaced, a new I.D. card may be obtained for a fee through the Department of Public Safety office.
2. If your I.D. card fails to grant you access in to the residence hall, please notify the Department of Public Safety via the LiveSafe application or by calling 865-548-9067. Note: If your I.D. card is damaged, you may bring the card to the Department of Public Safety Office during business hours and it will be replaced for a fee.
3. Lending your I.D. card to anyone, borrowing someone else's I.D. card is considered a violation of the university code of conduct and subjects the holder to disciplinary action.
4. Failure to present your University Identification when it is requested by a university official is considered a violation of the university code of conduct and subjects the holder to disciplinary action.
5. I.D. cards become void upon termination or interruption of enrollment.
6. I.D. cards must be presented when taking meals in the cafeteria, checking out library materials, attending events sponsored by student activities or athletics, and entering the MSAC recreation areas. They are also used by residential students to gain access to their residence facility.
7. Students are expected to present their identification card when requested by faculty, administration, and staff members. Failure to identify oneself when requested to do so may result in disciplinary sanctions or possible public arrest.

## **ILLNESS NOTIFICATION POLICY**

If you are admitted to a hospital or are at home for an extended time due to illness or injury, please notify the Health Services by calling 865-471-3350 so that the administration and your professors can be notified. Written excuses are not given for missing classes. If the personnel at Health Services examine you, e-mail notices of the date and time of visit can be sent to your professors upon your written request.

## **IMMUNIZATIONS**

The Tennessee Department of Health has immunization requirements for those who attend college. The requirements can be found in the [Tennessee Department of Health Rules](#). The state's immunization requirements follow the current schedule published by the Centers for Disease Control and Prevention

([CDC](#)) and endorsed by the American Academy of Pediatrics (AAP) and American Academy of Family Physicians (AAFP).

**Full-time Tennessee college students**

- Measles, Mumps, Rubella (2 doses of each, normally given together as MMR): if born on or after January 1, 1957 only.
- Varicella (2 doses or credible history of disease): if born on or after January 1, 1980 only.
- Hepatitis B (HBV) – only for health science students expected to have patient contact (before patient contact begins).
- Meningococcal - At a minimum of 1 dose given at 16 years of age or greater if enrolling in public institution for the first time **and** under 22 years of age **and** living in on-campus housing; private institutions set their own requirements for this vaccine.

**Minimum ages or dose intervals** - Tennessee follows published [CDC](#) guidelines. For vaccines with critical minimum age requirements (e.g., MMR, varicella) or minimum dose intervals, doses are considered valid if given up to 4 days before the minimum age or dose interval. Doses administered more than 4 days early are considered invalid and should be repeated as recommended.

**Alternative proof of immunity for certain diseases** - A positive serology (year of test documented) is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis B or varicella. For varicella, documentation of provider diagnosed varicella or provider-verified credible history of disease given by a parent or guardian also is acceptable. By documenting a history of disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

In addition, Carson-Newman University requires screening for Tuberculosis.

The university is required to provide information about Hepatitis B Disease. Click here <https://www.cdc.gov/hepatitis/HBV/PDFs/HepBGeneralFactSheet.pdf>.

It is a serious disease of the liver and one of the most dangerous forms of hepatitis. The hepatitis b virus (HBV) can permanently damage the liver and prevent it from carrying out many of the functions necessary for life. More than 50% of all adolescents and adults with hepatitis b have no symptoms and more than 30% have no idea how they contracted the disease and have no known risk factors. It is contracted through infected blood and body fluids but is largely preventable through vaccination. The Hepatitis B Immunization is not available at the Health Services office. It can be obtained through your local health department or through your physician.

The university is required to provide information about Bacterial Meningitis. Click here <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.pdf>

It is a serious disease, which can lead to death within only a few hours of onset. One in 10 cases is fatal and one in 7 survivors of the disease are left with severe disability (loss of limb, mental retardation, paralysis, deafness, seizure). Meningococcal disease is an infection of the spinal cord fluid and the fluid

that surrounds the brain, is contagious, but is largely preventable. Scientific evidence suggests that university students living in residence halls are at moderately increased risk of contracting the disease. Immunization against the disease can decrease the risk of contracting it. The Meningitis Immunization is not available at the Health Services office. It is available at your local health department or through your physician.

### **INCLEMENT WEATHER POLICY**

In the event of inclement weather, students are encouraged to monitor local media outlets. The university web site ([www.cn.edu](http://www.cn.edu)) will serve as the central source of information for the university community. Weather alerts pertaining to class schedules are posted on the web site as needed.

The University also has an emergency notification service used to send campus alerts. This system is called LiveSafe and is an application that may be downloaded to your mobile phone. This app will send notifications via text message and e-mail to users when any serious emergency situation exists including inclement weather, pandemic events and criminal offenses. Users may download the app for iPhone at [LiveSafe App](#) and for Android at [LiveSafe App](#).

### **INFORMATION TECHNOLOGY POLICIES**

Use of the computing facilities at Carson-Newman is a privilege available to faculty, staff and students of Carson-Newman, subject to compliance with certain principles designed to assure that all users have reasonable access to the system and that the action of any one user will not adversely affect any aspect of the work or computer usage of another. In accepting this privilege, you are expected to abide by the following rules of conduct, and compliance with them will be monitored. Disciplinary action may be taken if these rules are violated.

- A. Purpose and Use of Resources
  - 1. Academic use is the primary purpose of the Information Technology resources, including the Internet connection, and always has priority over any other use.
  - 2. Recreational use of Carson-Newman's Internet connection (such as game playing, downloading audio/video file, etc.) may be limited or restricted during peak hours. Commercial use of the campus system is not allowed without prior written approval from Information Technology.
  - 3. You are expected to be a responsible user of computing resources, especially printing in the computer labs. Each student has an allotted number of printed pages in labs per term in which the technology fee is paid. Additional pages may be purchased by the ream. See <https://www.cn.edu/academics/academic-resources/it-services> for more information.



4. Each user is allocated **network** disk space for the storage of program, e-mail, data files and other documents generated by the user for academic work. Additional disk space will not be allocated for storage of games or other personal software. Downloading of files from the Internet to lab computer hard drives is strictly forbidden without permission from Information Technology. Files stored on computer lab drives are subject to automatic deletion. Unauthorized installation of software on any C-N computer is prohibited.

5. Carson-Newman does not support any type of paid Internet service (e.g. downloading music) nor does it guarantee they will work on the C-N network or through the C-N Internet connection.

6. Temporary guest accounts are subject to the Information Technology Policies.

B. Your Security and the Integrity of the Computer System

1. You have two computer accounts:

(1) Network account

Your network account is used to access e-mail, Edvance360, EagleNet and log on to computers in campus computer labs. Your password for this account will automatically expire every 180 days. You will begin receiving e-mails when you have 21 days left alerting you to change your password. See: <https://www.cn.edu/academics/academic-resources/it-services> for more information.

(2) C-N Connect

C-N Connect is the way for students to access grades, financial assistance information, view and pay account balances, see your student schedule, get unofficial transcripts, see attendance information, see program evaluation and your student profile. The first time you log on to this account, you will be prompted to change your password. To access this account:

- Open your Internet browser to the C-N website at <http://www.cn.edu>
- Select the "Current Students" button
- Select the "C-N Connect" icon
- Select the "Log In" tab in the upper right corner

2. Your computer accounts are solely for your own use. Activity on your accounts is your responsibility. Because every user has an individual computer account on the system, there is no reason to use another person's account. You should not share your user name or password with anyone, nor attempt to acquire or use another user's account or password. Be sure to always log off of the Carson-Newman network after finishing a computing session in order to protect your account from being accessed by others.

3. Change your system password regularly to protect your data. Anyone who can figure out your password could delete your files, read your documents or send e-mail that appears to have come from you. Passwords must be at least 6 letters and/or numbers in length.

4. If Information Technology personnel suspect that a user account is being used by someone other than the user to whom it was assigned, access to the account may be revoked without warning. Any user account logged on to more than one computer concurrently may be disabled until security of that account can be verified. Student computer accounts are retained for as long as the student is continuously enrolled at C-N. E-mail accounts of graduates are retained as a courtesy until the next graduation (either May or Dec). If you do not have an external e-mail account, it is recommended you obtain one by your senior year to use on your résumé, employment applications, etc.

5. Carson-Newman uses sophisticated security equipment to help protect the campus network, including C-N computers and student computers connected to the network. The purpose of this equipment is to allow approved data such as web browsing and e-mail to pass to/from the Internet while blocking unauthorized entry to the network. Each connection that is opened for web browsing, e-mail, etc., is a potential security hazard. Therefore, connections for non-essential services such as game playing will not be opened. Carson-Newman is not responsible for any failure of the security equipment which allows unauthorized access to your computer or files stored on the campus system.

6. Students with personal computers connected to the C-N network are required to install an updated anti-virus program. Additionally, Windows updates must be installed. Student computers that don't have an updated anti-virus software and Windows updates may not be able to access the Internet. A personal firewall is strongly recommended.

When connecting to the C-N network, the student does so at his or her own risk and accepts complete responsibility for his or her own computer. Carson-Newman takes no responsibility for and is void of liability from computers that are infected with viruses or spyware while connected to the C-N network. Each student is responsible for all activity that takes place on his or her personal computer.

Students in the residence hall may not possess (through downloading or any other means) programs or files that contain or search for material that is clearly outside the scope of the Carson-Newman's Christian standards.

In the event Carson-Newman has reasonable evidence to believe a computer in the residence halls is disrupting the network or creating a security risk for others, that student's connection may be revoked at the discretion of the C-N.

7. Using any C-N owned computing or networking device to attempt to gain illegal entry into any other computer system is prohibited.

8. If you cause damage to C-N-owned equipment, you will be required to pay for the replacement or repair of the equipment. You may also be subject to disciplinary sanctions. Food, drink, and tobacco products are not allowed in any C-N computer lab. Additional restrictions may apply in various computer labs across the campus.

C. Inappropriate Use; Privacy; E-mail

1. Respect for the rights of others is a crucial element of the Carson-Newman community and is central to the computer use policy. No person should use the computing facilities to harass or annoy others, or to prevent others from legitimately using the system. Sending unsolicited messages with obscene, harassing, or menacing content and sending chain letter e-mail messages or spam are examples of e-mail conduct which is not permitted. You should remember that the messages you send, whether within or outside the campus community, reflect on the C-N and its reputation.

2. All campus computer equipment and the data stored on campus equipment is subject to inspection and monitoring. Internet usage is both monitored and logged. You may not use or attempt to use C-N computer resources for purposes clearly outside the scope of the Carson-Newman's Christian standards and mission statement, such as accessing inappropriate Internet sites. Occasionally Internet sites will be blocked that should not be. If this happens please notify Information Technology. Storage of offensive material of any kind is prohibited.

3. In sending and receiving e-mail messages, be aware that no right of privacy attaches to e-mail sent or received using the C-N network or other computer resources. Messages may be monitored or reviewed by Carson-Newman personnel, whether because of addressing errors in the messages, investigation of suspected computer policy violations, or other reasons.

4. Altering, forging, or artificially creating any electronic information contained in a message or electronic file in order to falsify or remove identification information is prohibited.

D. Copyright and other Legal Issues

1. It is your ethical and legal responsibility to comply with all laws, including copyright laws, as you use the C-N computer system. Information Technology is not responsible for preventing or detecting illegally installed software or other copyright violations on your computer or the computer assigned to you.

2. Software packages installed on the network are governed by the copyright laws and agreements held by C-N. You may NOT copy software installed on the C-N network by Information Technology without written permission from Information Technology. The

unauthorized installation or duplication of materials or software which is licensed or protected by copyright is prohibited.

3. Peer to Peer (P2P) file sharing (Kaaza, Kazaa, Gnutella, LimeWire, etc.) is a recreational use which consumes computer resources and is frequently in violation of copyright laws. P2P is not permitted on the C-N network. Student computers with a P2P or other file sharing software (e.g. BitTorrent) installed may have their Internet access blocked until they remove the software.

4. Tunneling, proxies, or other processes that attempt to circumvent standard methods of data transfer are not permitted.

5. Personal wireless access points are not allowed. Network hubs or other types of network devices not approved by Information Technology are not allowed. No type of packet capturing software is allowed. Servers (hardware or software), including, but not limited to, web, FTP, and file, are not allowed. If you wish to create your own personal web page, contact Information Technology for additional information. File and printer sharing is not permitted on personal computers without permission of Information Technology. Tampering with any C-N owned network device or attempts to gain access to networking equipment or any computer not belonging to you, whether C-N-owned or student-owned, is strictly prohibited.

#### E. Disciplinary Sanctions

1. Violations or suspected violations of Carson-Newman's computer use policy or other applicable rules will be investigated. An investigation may include examining any information stored on any C-N computing system. Carson-Newman reserves the right to take immediate actions deemed necessary to safeguard the security of the system and/or the accounts and files stored thereon.

2. Any person who misuses the computer system or university-owned computer equipment will normally be denied access to and use of the system and its resources. Other disciplinary sanctions which may be imposed include, among others:

- loss of a computer account and/or network/Internet access
- probation or suspension
- expulsion
- legal prosecution for the imposition of civil or criminal penalties.

Carson-Newman will cooperate with civil authorities in the investigation and prosecution of crimes involving campus computer systems.

If you have any questions, problems, or need assistance, please call Information Technology at (865) 471-3506.

Policies for support of student computers

Services we provide:

- Ensure that the data jacks in the residence hall rooms are working properly
- Provide instructions and any other necessary information for setting up the software on the student's computer to properly connect to the network
- Provide a troubleshooting guide at [www.cn.edu/it](http://www.cn.edu/it)
- Provide a help desk for network related problems

These policies are subject to change without notice. Current versions can be found at

<https://www.cn.edu/academics/academic-resources/it-services>

## **INSURANCE**

International Students are required to pay (mandatory) health coverage with LowerMark. Insurance is billed directly to the student's account. For details, go to <https://www.cn.edu/offices-contacts-1/student-accounts/student-health-insurance>

## **INTELLECTUAL PROPERTY**

**Academic Works:** Unless Carson-Newman University provides prior notice to the contrary, the intellectual property rights to any material created by students to satisfy an academic requirement for a course in which they are enrolled belong to the student who creates the material. Faculty may require students to submit their materials to third parties as a requirement for course credit.

**Student Employee Works:** The intellectual property rights to all materials created at the request and direction of Carson-Newman University within the scope of a student employment position belong to the University.

**Student Club, Group and Organization Works:** The intellectual property rights to any materials created by students in the course and scope of their participation in co-curricular activities of student organizations chartered by Carson-Newman University belong to the University.

**Research:** The administration looks with favor upon faculty members engaging in research. This activity provides an opportunity for students to learn, by observation and participation, how knowledge is obtained. It helps faculty members to keep alert and fresh in their fields, contributes to the world's store of knowledge, and attracts favorable attention to the university. In view of the fact that the investigators usually are making a contribution of their own free time toward the research, and that financially profitable inventions rarely arise from such projects, the university allows investigators to own in their own name any patents or copyrights which they may obtain as a result of their research. However, special patent agreements are usually required of grantees in connection with government and foundation grants and patent laws automatically confer certain rights on the employer whose facilities are used in making an invention.

## **LIBRARY**

Carson-Newman Library Services provides services, resources, and facilities to support excellence in teaching, learning, and research for the university community. The library's physical collection consists of approximately 137,000 books, 9,000 video and audio tapes, and 300 current subscriptions to print and microfilm periodicals. In addition, the Mildred I. Iddins Special Collections provides access to the University archives, Baptist Archives, Appalachian and Rare Book Collections, and many unique manuscripts. The library is also a selective United States Government Documents Depository, which allows us to supplement our collection with a large number of items useful to most academic disciplines. The library also maintains a collection of current bestsellers for recreational reading. In addition to our traditional print holdings, an ever-increasing number of resources are available 24/7 electronically through the library web site (<https://cn.libguides.com/home>), including access to more than 204,000 electronic books, over 66,400 periodicals, and hundreds of scholarly web sites.

The library staff, comprised of five professional librarians, three support staff, and approximately fifteen student assistants, is dedicated to providing you with friendly and helpful assistance with your research needs. Books, reserve materials, and periodicals may all be checked out at the main desk. Our interlibrary loan service allows you to borrow needed materials from other libraries usually at no charge. The library instruction program and reference services give you the skills necessary to navigate the huge amount of information available to you. We provide a variety of ways to contact us – in-person, via phone or email, through a chat service on the library website, via texting, and through various social media. A computer lab consisting of approximately thirty-seven PC's is available on the main floor.

### **Library hours during the fall and spring semesters are as follows:**

Monday – Thursday	7:45 a.m. - Midnight	Saturday	10:00 a.m. - 5:00 p.m.
Friday	7:45 a.m. - 7:00 p.m.	Sunday	2:00 p.m. - Midnight

Holiday and irregular hours are posted on the library doors and on the library website at least one week prior to any deviation from normal operating hours.

## **LOST AND FOUND**

All articles found on campus are to be turned in to the Director of the Department of Public Safety's office. Inquiries for lost items may be made during regular business hours. The university is not responsible for lost or stolen articles and offers this service as a courtesy to the university community.

## **MADDOX STUDENT ACTIVITIES CENTER (MSAC)**

The Maddox Student Activities Center (MSAC) is a center of campus life at Carson-Newman. It is a place where students gather to socialize, eat, meet and recreate. Approximately 100,000 square feet of recreation, office, and academic space are available. Located in the MSAC are three full-sized basketball courts, indoor track, multipurpose room, weight room, a game room, a ping-pong room, swimming pool, locker rooms, post office, bookstore, concession store, meeting rooms, classrooms and student lounge. The MSAC is also home to the division of Student Services offices; Health, Physical Education and Sport

Science; Student Government Association (SGA); and Eagle Production Company (EPC). The MSAC connects with Holt Fieldhouse. Holt Fieldhouse is the home of the varsity gymnasium, weight room, training room, locker rooms and Athletic Department offices.

### **User Conduct**

Use of the MSAC is considered a privilege and all persons using the facility are expected to act in accordance with the policies and regulations established for the university code of conduct and the MSAC. Persons who do not cooperate in abiding by the policies and regulations of the MSAC may face disciplinary action, possibly including the loss of user privileges in the MSAC.

### **MSAC General Policies**

1. Smoking / Tobacco Products – The MSAC is a smoke free facility and use of tobacco products is prohibited.
2. Alcohol and drugs – The use of alcohol and drugs is prohibited.
3. Food and drinks – Food is allowed in the Chick-fil-A seating area, grand hall, lounge and meeting room but prohibited in the recreational areas except by special arrangement with the MSAC Facilities Coordinator and Recreational Services.
4. Signs and posters
  - a. Signs, posters and flyers may be hung on the bulletin boards provided on the upper and lower levels of the MSAC.
  - b. Posting of signs on the front and back doors, columns, walls, floor, windows and ceiling of the MSAC is prohibited. The building schedule and the bookstore hours may be posted on the front and back doors.
  - c. The use of bulletin boards in the MSAC is for the use of Carson-Newman students, faculty, staff and campus organizations. Groups or individuals from outside the university wishing to use the bulletin boards must receive permission from the Director of the MSAC and Recreational Services.
5. Displays – Individuals or groups wishing to set up displays for promotions, fund raisers, surveys, elections, ticket sales or other purposes must receive permission from the Director of the MSAC and Recreational Services.
6. Pets – No pets are allowed in the MSAC by order of the Health Department unless approved by Disability Services.
7. Bicycles – Bicycles may be parked in the bicycle rack at the back of the building. Bicycles are prohibited in the building.
8. Skateboards, skates and roller blades – The use of skateboards and similar devices are prohibited in the MSAC.

### **Scheduling of the MSAC**

All MSAC facilities are scheduled by the MSAC Facilities Coordinator. Scheduling is done on a first come, first served basis with a minimum of 48 hours notice. The five MSAC classrooms are scheduled by the Registrar's office for classes and meetings held between the hours of 8:00am and 3:00pm.

### Scheduling priorities

The MSAC facilities including meeting and recreational areas are scheduled according to the following priorities:

1. Major university events (i.e. homecoming, commencement, etc).
2. Academic classes
3. Campus administrative departments
4. Intramurals
5. Campus organizations
6. Rental by outside groups
7. General use and free play

### Athletic scheduling policy

1. No regularly scheduled practices by athletic teams are allowed in the MSAC.
2. Occasional practices by athletic teams due to bad weather or special circumstances are permitted and must be scheduled through and approved by the MSAC Facilities Coordinator and Recreational Services.
3. From August through November and from March through May up to two (2) gymnasium courts may be scheduled for athletic team use during open hours. From December through February only one (1) gymnasium court may be reserved for athletic teams during open hours due to higher student use during those months.
4. Athletic practices in the MSAC must meet the following requirements:
  - a. Practices in the MSAC will be scheduled only when Holt Fieldhouse is not available.
  - b. Practices must be between 1:00pm and 5:00pm weekdays, 2:00pm and 5:00pm weekends, or at a time when the recreational areas are not open. When MSAC courts are scheduled, all other requests for court space will be directed to Holt Fieldhouse until a MSAC court becomes available.
  - c. Practices will not be scheduled when there are classes in the recreational areas.
  - d. Coaches must be present and supervise all practices.
  - e. Courts and equipment must be left as they were found following practice (e.g. moved equipment returned, etc).
  - f. Recreational areas will be reserved for athletic practices on a first come, first serve basis.
  - g. Hitting baseballs or softballs, and kicking footballs is prohibited.
  - h. Conditioning requiring the use of outdoor equipment (hurdles, etc) is not allowed.
  - i. All other MSAC policies must be adhered to during athletic team practices.

### Facility rental

Groups outside the university may rent MSAC facilities for swim parties, lock-ins, meetings, receptions and other special events. For further information and rental rates, contact the Recreational Services Office.



## **MSAC Recreational Areas**

The MSAC recreational areas include the gyms, track, multipurpose room, locker rooms, weight room, game room and swimming pool.

### Admission Policy

Use of the recreational areas of the Maddox Student Activities Center is primarily for current students, staff, and faculty of Carson-Newman University. The recreational areas are not open to the public except on special occasions or as rented for private parties. Because of liability and insurance reasons, as well as to assure that C-N students have full use of the facilities, it is the highest priority that only qualified persons are admitted to the recreational areas. MSAC memberships are not available to alumni or to the community. Persons who meet one of the following criteria are eligible to use the recreational areas:

1. Students with current C-N ID
2. Faculty, staff, and immediate family members with current C-N ID
3. Persons holding a (one time) guest pass
4. Walker's club members with current walker's club ID (track only)
5. C-N Trustees and immediate family
6. Persons attending a class in the recreational areas
7. Administrative cabinet: President, Vice-Presidents, and guests
8. Guests of students, faculty and staff.
9. Athletic teams scheduled to use the facility
10. Groups scheduled for special events by the MSAC office

### Admissions Procedure

Students, faculty and staff must present their Carson-Newman I.D. card at the MSAC control desk to be admitted to the recreational areas. Persons with Walker's Club or one day guest passes must present their passes at the control desk. Guest of students, faculty or staff must register at the control desk.

### Equipment Check-out

Recreational equipment including basketballs, volleyballs, ping-pong, badminton, tennis racquets, and game room equipment may be checked out at the control desk. A current C-N ID is required to check out equipment and is held at the control desk until the equipment is returned.

### Clothing

Appropriate exercise attire should be worn. T-shirts, shorts, warm-up suits, sweatshirts or aerobics outfits are suggested. Shirts should be worn except in the swimming pool and for team identification when playing basketball. T-shirts that send inappropriate messages are prohibited.

### Shoes

Athletic footwear is required. Court shoes must be worn for all court activities and for the track. Any shoes, which mark the playing surfaces or are not appropriate for athletic activity are prohibited.

### Valuables / Lost and Found

All personal valuables should be secured in a locker or locked in a car or residence. Do not leave valuables unattended, particularly in the locker rooms. The MSAC staff is not responsible for lost or stolen items. Lost and found items are kept at the control desk or in the Recreational Services office. Expensive items are turned over to safety and security until claimed.

### **MSAC Recreational Facilities Policies**

Each recreational area of the MSAC has guidelines that will help the user receive the full benefit of the facility in a safe and responsible way.

### Game Room

Check out equipment for the game room at the control desk. An ID is required to check out equipment. Sitting or lying on game tables is prohibited. Food and drinks on the game room tables are prohibited.

### Gymnasiums

Hanging on rims, backboards or nets is prohibited. Areas set up for volleyball, tennis or badminton are for those activities only. Check with the control desk to arrange set-up or breakdown of special equipment. Full court basketball games may be broken down to half-court games if all courts are full and participants are waiting to play.

### Locker Rooms

Lockers for daily use are available for students, faculty and staff on a first-come, first-serve basis. Users should provide their own lock and remove the locker contents and lock when leaving the MSAC. Personal items and valuables should not be left in a locker without a lock. All student lockers are for daily use only. Faculty and staff may reserve a locker on an annual basis by contacting the Director of the MSAC and Recreational Services. Recreational Services reserves the right to cut locks on the locker if they are there longer than 5 months.

### Multipurpose Room

Classes and scheduled recreational or instructional activities have scheduling priority in the multipurpose room. Activities involving balls, bats or racquets are prohibited. Campus groups may reserve the multipurpose room by contacting the Director of the MSAC and Recreational Services.

### Swimming Pool

The swimming pool is available for lap swimming and free play at posted hours. Swimming pool rules and regulations include:

1. Enter and leave pool through the locker rooms only.
2. Items not allowed in the pool area include:
  - a. Food and drinks
  - b. Electrical devices
  - c. Glass of any kind
  - d. Gum
  - e. Pets
  - f. Smoking materials
  - g. Shoes (must be removed & carried)

3. Activities not allowed in pool area are:
  - a. Running
  - b. Jumping or diving from starting blocks (prohibited by Tennessee State Law)
  - c. Back dives or flips from deck
  - d. Diving from deck in shallow end
  - e. Jumping or diving on other swimmers
  - f. Excessive splashing of other swimmers
  - g. Hanging on lane ropes
  - h. Pushing, shoving, or any action deemed unsafe by the lifeguard
  - i. Dunking or hanging on the rim of the water basketball goal
4. Flotation devices are allowed as long as they are safe and approved by the lifeguard.
5. Non-swimmers and young children should be accompanied by an adult swimmer at all times. The shallow end of the pool is 4 feet deep. Young children not tall enough to touch the bottom should be accompanied in the water by a parent and/or guardian.
6. Recreational devices such as balls, masks, or flippers are allowed but are subject to approval by the lifeguard.
7. Diving is allowed from the sides of the pool at the deep end.
8. Swimming attire should be appropriate and modest.
9. The lifeguard is responsible for the safety of swimmers and control of the pool areas. Please obey any instructions from the lifeguard.

#### Track

The track is for runners, joggers and walkers and is 1/10 mile in length.

1. The track direction arrow on the south wall of the track indicates the direction for walking and running each day.
2. Stretching should be done before entering the track.
3. Spectators must use the lower level. Standing at the track rail is prohibited.
4. Runners should use the inside lane and walkers should use the outside lane.
5. Coats and jackets may be hung on the coat rack at the upper track entrance

#### Weight Room

1. The student weight room is for use by students, faculty and staff and is available during all hours that the recreational areas are open.
2. Persons under the age of 18 are not allowed in the weight room. Exceptions may be made only with the approval of the Director of the MSAC and Recreational Services. Constant adult supervision is required for underage persons.
3. Spotters should be used for heavy lifts with the free weights.
4. Do not drop weights.
5. Re-rack weights after use.
6. Food and drink are not allowed. Water bottles are allowed.
7. Shirts are required.

8. Ask for assistance if equipment is needed from the storage area.
9. Shoes covering the entire foot must be worn at all times.
10. Inspect all equipment before using and report any mechanical problems or breakage to the weight room monitor or the control desk monitor immediately.
11. If you do not know how to use a piece of equipment, ask the weight room monitor for assistance.
12. Music – refer to the weight room music policy.
13. Horseplay, abusive behavior and profanity are not allowed. You will be asked to leave the facility if you behave in these ways.
14. Comply with the requests of the weight room monitor and MSAC staff. They are available to help.

#### Weight Room Music Policy

1. All music for the general public will be played through the weight room speaker system only.
2. Persons who bring their own player or “boom box” must use headphones.
3. The control desk staff must approve all music played over the speaker system.
4. Music with profanity, sexual content, or violent content is prohibited.
5. Only MSAC staff is allowed in the control desk storage closet.

#### LED Display Guidelines

1. Non - C-N events will not be posted unless they affect the entire campus and the larger Jefferson City community.
2. Requests should be received by Friday before the week of the event. Primary method of receiving requests to be on-line request form.
3. All programming for the week to be entered on Monday morning.

### **MISSING STUDENT NOTIFICATION POLICY**

This policy outlines the official notification procedures of Carson-Newman University for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act, Section 488. The purpose of this policy is to promote the safety and welfare of members of the university community through compliance with the requirements of the HEOA. If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Public Safety via the LiveSafe Application or by calling (865) 548-9067. Upon receiving information that a student cannot be located and may be missing, the Department of Public Safety along with Student Services personnel will initiate an investigation which may include the following:

- Conduct a welfare check into the student’s residence hall room
- Call known contacts (parents, guardians, roommates, and friends)
- Contact employers and associates, if known
- Contact the student’s professors to ascertain the student’s recent attendance in class
- Determine if the student’s identity card has been used to enter the residence hall, dining facility or library

If the student cannot be located after reasonable efforts, Student Services personnel will then contact the student's emergency contact no later than 24 hours after the student has been determined to be missing for 24 hours. Students residing on campus identify an emergency contact of their choice annually through the online housing portal. Students may change this emergency contact at any time by contacting the Department of Residence Life. A student's confidential emergency contact information will be accessible only by authorized campus officials and law enforcement as appropriate. If the missing student is under the age of 18 and is not an emancipated individual, Department of Public Safety personnel will notify the student's custodial parent or legal guardian within 24 hours of the student being determined to be missing.

The Department of Public Safety will file a Missing Persons Report with the local law enforcement agency that has jurisdiction in the area within 24 hours of the student being determined to be missing.

### **OFF-CAMPUS LIVING – CRITERIA FOR APPROVAL (see RESIDENCE LIFE)**

#### **PARENT NOTIFICATION**

The University may disclose to the parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records if:

- (A) the student is under the age of 21  
and
- (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Carson-Newman University is committed to the holistic development of each student and strives to foster a safe and healthy learning community. While the University holds each student personally accountable for his or her conduct while enrolled and addresses violations directly with him or her, it recognizes and seeks to support the critical role parents and guardians play in each student's success.

#### **PARKING REGULATIONS**

Parking decals may be acquired at the Department of Public Safety located at 2209 Branner Avenue directly behind the Stokely Memorial Cafeteria. Parking decals are valid for the duration of your enrollment and are vehicle-specific. *Example:* If you have the same vehicle for 4 years, you will only need one decal. If you acquire a new vehicle or need a new decal one can, be issued upon the student's request.

Individuals who choose to park a vehicle on campus must purchase a decal and must abide by all parking regulations as outlined on the Department of Public Safety website. Click here to view [Carson-Newman University Department of Public Safety](#)

Parking lots on campus may have painted colored squares on each space and are reserved as follows:

- Blue Spaces are for students
- White Spaces are students.
- Red Spaces are reserved for employees.
- Spaces painted with both Red & White may be used by both employees and students.

Carson-Newman University complies with the Americans with Disabilities Act. University policy requires that students, faculty, contractors and staff who need accessible/handicapped parking must purchase and display a dual registration, which includes a valid state-issued accessible/handicapped placard or license plate and a Carson-Newman University Decal. A decal will be at the standard Decal cost (depending on your designation staff, student, etc.) There is no additional cost to those decals holders beyond the standard decal fee. All vehicles displaying dual registration will be allowed to park in any accessible/handicapped space as well as any unreserved Carson-Newman vehicle space.

Visitors are required to obtain a temporary parking permit. Temporary parking permits are available in the Department of Public Safety office, the Fite Administration Building, and the Admissions Department in Butler Hall. This permit must be displayed while parked on campus.

For a complete list of parking regulations, a color-coded map of available parking spaces, the vehicle ticketing and towing policies, as well as ticket payment and appeal processes, see the Department of Public Safety webpage at: [Carson-Newman University Department of Public Safety](#).

### **PHOTO/VIDEO DISCLAIMER**

Carson-Newman University may at times use photographs, audio, and/or video recordings of students for purposes of education, publicity and student recruitment on behalf of the University, via the Internet, print publications and other media.

Should a student (or the parents or guardians of such persons who are under the age 18) NOT want to be photographed or recorded, or have his/her name or “directory” information used in connection with any such recording, that person must notify the Office of Marketing & Communications in writing.

Individuals who choose to opt-out are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the camera operator of their opt-out status. Failure to do so may result in that individual’s inclusion in a photograph or recording and will be treated as consent for the University to utilize that photograph or recording accordingly.

Carson-Newman University  
Marketing & Communications  
1646 Russell Ave. S.  
Jefferson City, TN 37760

## **POST OFFICE**

The post office is open Monday through Friday from 10:30 a.m. to 4:00 p.m. During May term and summer school, the post office is open Monday through Friday from 10:00 a.m. to 1:00 p.m. The post office will be open on Federal holidays, unless it is also a school holiday, then it will be closed. UPS, and FedEx will deliver on most Federal holidays. Mail is received and sent at approximately 9:00 a.m. Monday through Friday. First Class mail is immediately processed and has priority over all other mail. UPS and FedEx normally deliver and pick up between 11:30 a.m. and 2:00 p.m., Monday through Friday.

- The post office will forward mail after graduation or withdrawal, if a forwarding address is provided. First Class mail will be forwarded for 60 days. All other mail will be forwarded for 30 days.
- All mail must use a return address and have the C-N box number on each piece.
- Mail should not be smaller than 3" x 5". Smaller sized mail may not be delivered.
- If more than 10 pieces, put in numerical order with a rubber band around them and bring to the window. Do not drop in the intra-university box. For intra-university that is distributed by the post office, please allow up to three work days for distribution.
- There is a charge for all non-C-N mail or flyers. If the post office employees distribute: \$0.10 per copy. If the company distributes the mail, the charge is \$0.05 per copy.
- Any campus organization may distribute bulk mailings after 1:00 p.m. This allows time for post office employees to distribute that day's mail. Permission to "stuff" the boxes must be obtained from the postmaster before they can begin. If a full-time post office employee is not available, then the group is required to have their advisor or another faculty/ staff present with them.

## **RESIDENCE LIFE**

Students may use the *Guide to Residence Life* to find answers to questions related to residential living. The *Guide to Residence Life* serves as a supplement to the Eagle Student Handbook and outlines policies and procedures, which are unique to students living on campus. This document provides students with information related to room assignments, room changes, opposite gender visitation, quiet hours, and other policies related to community living. In addition, the *Guide to Residence Life* has information related to Residence Life staff, desk operations, residence hall council, and involvement with hall activities.

The *Guide to Residence Life* can be found online at [Guide to Residence Life](#).

## **ROOM RESPONSIBILITY POLICY**

Residents are responsible for inappropriate actions, policy violations or property damages that occur in rooms to which they have been assigned when it can be reasonably shown that the resident knew or should have known that the inappropriate activity or damage occurred. This includes irresponsible actions, policy violations, or damages caused by guests or residents. Residents or guests who are present in a residence hall room and know that a violation(s) is/are occurring will be deemed complicit in the activity unless the person has immediately reported the situation to a university official and/or has left the room upon discovering the violation.

## **SEARCH AND SEIZURE**

Entry by Carson-Newman University authorities into assigned rooms in residence halls will be divided into three categories: inspection, search, and emergency.

- A. Inspection - The entry by university officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical conditions of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant(s).
- B. Search - The entry by university officials into an assigned room for the purpose of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances which require immediate attention.

In order to enforce university policies, university officials upon "reasonable cause to believe" may enter an individual room; make a search for and seizure of illegal or otherwise forbidden items, which may be used as evidence in any subsequent disciplinary proceedings. Such searches will be in the presence of the student concerned except in situations that require immediate attention thus making said presence impractical. Searches will be conducted by a university official, accompanied by at least one other person. Searches conducted by local, state, or federal police will require a valid search warrant or consent of the party whose person or property is to be searched. The university reserves the right to partner with a non-governmental agency to conduct searches on campus using drug-sniffing dogs.

- C. Emergency - The entry by university authorities into an assigned room when there is perceived imminent danger to persons, properties or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant(s).

## **SEXUAL HARASSMENT (See Discrimination and Harassment)**

### **SEXUAL MISCONDUCT POLICY**

Carson-Newman University believes that sexual intimacy was created by God to be an expression of love between a woman and man in the context of marriage. Ephesians 5:1-3 states "Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people."

The Sexual Misconduct Policy has been developed to reaffirm our values and to provide recourse for individuals who have been violated. This policy has dual purposes. It serves as a measure for the University to determine, after the fact, if behaviors trespass on community values. It also serves as a guide for students regarding the expectations of the University. Carson-Newman University expects students to refrain from sexual misconduct at any time and at any place.



When alleged conduct could constitute a violation of both Title IX Sexual Harassment the Sexual Misconduct policy, the Title IX grievance process applies. Please see the section of this handbook entitled TITLE IX POLICY AND GRIEVANCE PROCEDURES.

SEXUAL OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Misconduct
2. Non-Consensual Sexual Intercourse/ Penetration (or attempts to commit same)
3. Non-Consensual Sexual Contact (or attempts to commit same)
4. Sexual Exploitation

#### 1. SEXUAL MISCONDUCT

Engaging in or advocating engagement in sexually immoral acts. Such acts deemed sexually immoral by the University include, but are not limited to, participation in sexual relations outside of marriage (I Corinthians 6:18-20).

#### 2. NON-CONSENSUAL SEXUAL INTERCOURSE/ PENETRATION:

Non-Consensual Sexual Intercourse/ Penetration is any sexual intercourse, however slight, with any object, by a person upon another person, that is without consent\* and/ or by force. Intercourse includes vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

#### 3. NON-CONSENSUAL SEXUAL CONTACT:

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon a person, that is without consent\* and/or by force. Sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, making another touch you with or on any of these body parts, or any other intentional bodily contact in a sexual manner.

#### 4. SEXUAL EXPLOITATION

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other stated sexual offenses. Examples of sexual exploitation include but are not limited to: prostituting another student, the non-consensual video or audio-taping of sexual activity, distributing sexually explicit photographs of another person without permission, engaging in voyeurism, knowingly transmitting an STI or HIV to another person.

#### **\*Consent Defined**

Consent is informed, knowing and voluntary permission. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous

relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, or intimidating behavior. In order to give effective consent, one must be of legal age.

### **Incapacitation Defined**

Incapacitation is a state where someone lacks capacity to give knowing consent (to understand the “who, what, when, where, why or how” of their sexual interaction). A person who is incapacitated cannot make rational, reasonable decisions. This policy covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, alcohol consumption or from the taking of drugs. Sexual activity with someone who one knows to be -- or based on the circumstances should reasonably have been known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout, etc.), constitutes a violation of this policy. Sexual activity becomes a violation of this policy if a sober, reasonable person in the position of the person who is initiating further sexual activity would have known that the other person was incapable of consent. Additionally, possession, use and/or distribution of any “date rape” drug, including, but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy.

Because incapacity may be difficult to discern, students should err on the side of caution. When in doubt, assume the other person is incapacitated and unable to give effective consent. The responsibility for establishing consent falls on the initiator of further sexual activity, even if that person has also been drinking. Being intoxicated or drunk is not a defense to a complaint of violating the university’s policy on sexual misconduct.

### **Sexual Activity**

Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another person touch you or themselves with or on any of these body parts. Sexual intercourse is vaginal penetration (however slight) by a penis, object, tongue or finger; anal penetration (however slight) by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact). The requirements of this policy are blind to the sexual orientation, gender identity or national origin of individuals engaging in sexual activity.

### **Grievance Process**

When alleged conduct could constitute a violation of both Title IX Sexual Harassment and the C-N Sexual Misconduct policy, the TITLE IX POLICY AND GRIEVANCE PROCEDURES printed in this handbook will be followed. Those who have a complaint regarding sexual assault, stalking, domestic violence, dating violence or stalking should contact the Title IX Coordinator, who will determine whether the alleged conduct meets the definition of sexual harassment and the jurisdictional requirements for Title IX:

**Title IX Coordinator**

Shelley Ball

Assistant Vice President of Student Services and Dean of Students

Maddox Student Activities Center

Office 2009-C

2130 Branner Avenue, Jefferson City, TN 37760

[sball@cn.edu](mailto:sball@cn.edu)

(865) 471-3238

If the alleged conduct is criminal in nature, the Reporting Party has the option to make a report to law enforcement and to be assisted in doing so, as well as the option to decline to report to law enforcement. Anyone who experiences sexual abuse is encouraged to file a report with law enforcement. The Dean of Students and/or the Director of Public Safety can assist the Reporting Party with determining which law enforcement agency has jurisdiction over criminal incidents and will offer assistance with filing a police report.

If the case involves two students and Title IX does not apply to the conduct alleged, the case is referred to the Office of the Dean of Students. Following intake of a complaint of an alleged violation of the sexual misconduct policy which has been determined by the Title IX Coordinator to fall outside the jurisdiction of Title IX, the Dean of Students engages in an initial assessment. The steps in an initial assessment can include:

- Dean of Students reaches out to the student Complainant to offer supportive measures.
- Dean of Students explains the role of the Advisor to the Complainant
- Dean of Students works with the Complainant to determine which of three options to pursue: A Supportive Response, an Informal Resolution, or an Administrative Resolution.

Based on the initial assessment, the University will initiate one of these responses:

- A. **Supportive Response** – the Dean of Students works with the Complainant to identify their wishes and then seeks to facilitate implementation of supportive measures. An Administrative Resolution process is not initiated, though the Complainant can elect to initiate it later, if desired. Supportive measures are coordinated to help restore the Complainant’s education access.
- B. **Informal Resolution** – the Dean of Students assesses whether the complaint is suitable for Informal Resolution and may seek to determine if the Respondent is also willing to engage in Informal Resolution. This option is typically used for less serious offenses and only when all parties agree to Informal Resolution, or when the Respondent is willing to accept responsibility for violating policy.
- C. **Administrative Resolution** – If Administrative Resolution is preferred, the Dean of Students initiates an investigation of alleged Code of Conduct violation(s) between students and employs the University Disciplinary Process as outlined in this handbook.

The process followed considers the preference of the parties but is ultimately determined at the discretion of the Dean of Students. If at any point during the initial assessment or formal investigation the Dean of Students determines that reasonable cause does not support the conclusion that policy has been violated, the process will end, and the parties will be notified.

### **Advisors**

Each party may have an Advisor of their choice to accompany them throughout the process. The Advisor can be anyone. The parties are expected to inform the Dean of Students of the identity of their Advisor at least two business days before the date of their first meeting. The parties are expected to provide timely notice to the Dean of Students if they change Advisors at any time.

Advisors do not represent parties in the process; their role is only to advise. Advisors may not actively participate in any hearings or meetings by posing or answering questions for the party with whom they are aligned. The University generally expects an Advisor to adjust their schedule to allow them to attend meetings when planned, but Carson-Newman may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Advisors are expected to consult with their advisees without disrupting University meetings or interviews. Parties whose Advisors are disruptive or who do not abide by University policies and procedures for Advisors may face the loss of that Advisor and/or possible Policy violations.

### **Resolution Options**

Proceedings are private. All persons present at any time during a Resolution Process are expected to maintain the privacy of the proceedings in accord with University Policy.

While there is an expectation of privacy around what is discussed during interviews, the parties have discretion to share their own experiences with others if they so choose but are encouraged to discuss with their Advisors first before doing so.

#### **A. Supportive Response**

The Dean of Students offers Supportive Measures as appropriate, as reasonably available, and without fee or charge to the Complainant. Supportive Measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the University's educational environment, or deter sexual harassment. The following are examples of Supportive Measures the University may make available:

- Modifications of class schedules or other course-related adjustments
- Academic support services, such as free tutoring
- Adjustments to campus housing assignments
- Adjustments to campus work schedule or assignments
- Mutual no-contact orders (prohibiting contact with another Party in person or by phone,

- email, text message, social network, or other means, including a third person)
- Counseling Services
- Health Services
- Increased security and monitoring of certain areas of the campus

## **B. Informal Resolution**

Informal Resolution (e.g. mediation, shuttle diplomacy, facilitated dialogue) is applicable when the parties voluntarily agree to resolve the matter through alternative resolution, when the Respondent accepts responsibility for violating Policy, or when the Dean of Students can resolve the matter informally by providing remedies to resolve the situation. The Dean of Students has discretion to determine if an investigation will be paused during Informal Resolution, or if it will be limited, or will continue during the Informal Resolution process.

It is not necessary to pursue Informal Resolution first in order to pursue Administrative Resolution, and any party participating in Informal Resolution can stop the process at any time prior to the final agreement reached in the Informal Resolution process.

The Dean of Students maintains records of any resolution that is reached through Informal Resolution, and failure to abide by the resolution can result in appropriate enforcement actions.

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the Resolution Process. If the Respondent accepts responsibility, the Dean of Students determines that the individual is in violation of policy. The Dean of Students then determines appropriate sanctions.

If the Respondent accepts responsibility for all of the alleged policy violations and the Dean of Students or designee has determined appropriate sanction(s) or responsive actions, to which the Respondent agrees, the process is over. The Complainant will be informed of this outcome.

## **C. Administrative Resolution**

If Administrative Resolution is initiated, the Dean of Students employs the University's Disciplinary Procedures starting with an investigation. Investigations involve interviews with all relevant parties and witnesses and obtaining available, relevant evidence as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to fully review and respond to the evidence on the record.

An Investigation Report will be written and presented to the Campus Hearing Board. The Campus Hearing Board may rely upon the witness statements contained in the written report to make their finding or they may request a live interview with one or more of the witnesses who were interviewed.

The Campus Hearing Board makes a finding as to whether a policy has been violated. If a Respondent is found responsible for a policy violation, the Board determines appropriate sanctions according to the Disciplinary Sanctions section of this Handbook.

Following the finding and any sanctions imposed by the Campus Hearing Board, both parties have the right to appeal either the finding, sanctions, or both according to the Disciplinary Appeals section of this Handbook. Grounds for appeal are limited to: (1) new evidence is available that, if true, would significantly impact the decision of responsibility, (2) the university did not follow proper procedure and the errors committed would substantially alter the outcome, or (3) the sanction imposed is substantially disproportionate to the violation (too extreme or too lenient).

If either party appeals, both parties will be notified of their opportunity to participate in that appeal process. The outcome of a Campus Hearing Board Process and any appeal processes will be provided to both students in writing simultaneously when the decision becomes final.

### **SEXUAL OFFENDER NOTIFICATION**

One who applies for admission as a student at Carson-Newman University and who has committed a sexual offense described in the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004 must disclose that fact in his or her application for admission. Such person who becomes employed or enrolls as a student or volunteers at Carson-Newman University must timely disclose that fact to the Tennessee Bureau of Investigation and to the Carson-Newman University Department of Public Safety. (See T.C.A. Section 40-39-201)

The Carson-Newman University Department of Public Safety is located at 2209 Branner Avenue, Jefferson City, TN 37760. The cell phone number is 865-548-9067.

In addition to criminal prosecution as provided by the law, any person who fails to make any of these disclosures as required by the University or by the law will be subject to disciplinary action, including but not limited to termination, expulsion or involuntary withdrawal, and being barred from entering the campus or attending University sponsored events.

Members of the campus community may obtain information concerning sex offenders from the Carson-Newman University Department of Public Safety and through the Tennessee Bureau of Investigation at <https://sor.tbi.tn.gov/home>.

### **SMOKE FREE/ TOBACCO FREE CAMPUS POLICY**

Carson-Newman embraces the Biblical understanding that God has created each person for a purpose and has equipped us to serve Him (Ephesians 2:10). The University encourages students to make healthy choices regarding substances that can be addictive. Help is available in the University Wellness Center for those who struggle with nicotine addiction.

Smoking and the use of smokeless tobacco or personal vaporizer devices (e.g. electronic cigarettes) is not allowed on campus. This prohibition includes all buildings, facilities, parking lots, athletic fields and

stadiums, the main campus grounds and parking lots. Smoking devices including, but not limited to, cigarettes, pipes, bong, electronic cigarettes, vapor devices and hookahs, are not permitted in the residence hall buildings, even if the device is not lit or in use.

Tennessee state law prohibits a person under age 21 to be in possession of tobacco, smoking hemp, or vapor product, or to purchase or accept receipt of tobacco, smoking hemp, or vapor product (T.C.A. § 39-17-1505).

Tennessee state law provides for a \$50 fine for violation of the Tennessee Non-Smoker's Protection Act (T.C.A. §39-17-1803).

### **SOLICITATION/SURVEYS AND POLLS**

Student organizations will be permitted to solicit money or initiate fund raising projects with prior approval of the Vice-President for Advancement and the Director of Student Activities. Faculty, staff members, and students are not permitted to sell, solicit, or conduct any business operation or distribution of literature (including surveys) in the residence halls or on campus without written permission from the Director of Residence Life (for matters pertaining to the residence halls) and/or Director of Student Activities (for matters pertaining to other areas of campus). The residence life staff will also be notified of the permission for situations involving the residence halls.

Non-academic student surveys or opinion polls are required to be coordinated through Student Services. Persons not coordinating with Student Services will be asked to terminate the process immediately. Students may be subject to disciplinary action.

Outside vendors who wish to conduct business on campus must first obtain prior permission from the Department of Public Safety. Approved outside vendors will be provided temporary credentials and must sign in with the Department of Public Safety located at 2209 Branner Avenue, behind the campus cafeteria. The Department of Public Safety office phone number is (865) 548-9067.

Student organizations may use the Maddox Student Activities Center to sell tickets or merchandise, provided that permission has been granted by the Director of the MSAC and Recreational Services. Persons not coordinating with the appropriate administrators listed above will be asked to terminate the process immediately. Students may be subject to disciplinary action.

### **TITLE IX POLICY AND GRIEVANCE PROCEDURES**

The University maintains the following policy on sex discrimination and sexual harassment in compliance with Title IX of the Education Amendments of 1972 and the Title IX regulations in 34 CFR Part 106. The University provides notice of this policy to applicants for admission and employment, students, and employees to the extent required by law.

### **DISCRIMINATION ON THE BASIS OF SEX**

The University does not unlawfully discriminate in its programs and activities on the basis of sex and complies with state and federal laws prohibiting sex discrimination. The requirement not to discriminate on the basis of sex applies to admissions, except undergraduate admissions as provided by

Title IX.

As a non-profit Christian institute of higher learning, the University exercises its rights under state and federal law to use religion as a factor in making employment decisions. Some regulations issued under Title IX relating to discrimination on the basis of sex are not consistent with the University's religious tenets and do not apply to the University (34 CFR § 106.12(a)).

Questions or inquiries about the application of Title IX to the University's programs and activities may be addressed to the University's Title IX Coordinator, to the Assistant Secretary of the Department of Education, or both.

#### **TITLE IX SEXUAL HARASSMENT PROHIBITED CONDUCT**

The University prohibits Sexual Harassment as defined by Title IX of the Education Amendments of 1972, and the Title IX regulations in 34 C.F.R. part 106.

Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

- (1) A University employee conditioning the provision of a University aid, benefit, or service on an individual's participation in unwelcome sexual conduct (*quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
- (3) Sexual Assault (as defined in 20 U.S.C. 1092(f)(6)(A)(v))  
Dating Violence (as defined in 34 U.S.C. 12291(a)(10)),  
Domestic Violence (as defined in 34 U.S.C. 12291(a)(8))  
or Stalking (as defined in 34 U.S.C. 12291(a)(30))

The University prohibits retaliation with regard to reports of violations of Title IX. Neither the University nor any other person may engage in retaliation against an individual because the individual has made a report or complaint or testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or Hearing under the Title IX grievance procedure.

#### **WHEN DOES TITLE IX APPLY?**

At the time of filing a Formal complaint, the Complainant must be participating or attempting to participate in the Education Program or Activity of the University. The alleged conduct must meet the definition of Sexual Harassment as defined in this policy. The alleged conduct must have occurred at a location, event, or circumstance over which the University exercises (or, during the relevant time, exercised) substantial control over both the Respondent and the context in which the Sexual Harassment occurred. The alleged conduct must occur against a person in the United States.

#### **REPORTING SEXUAL HARASSMENT, SEXUAL ASSAULT OR OTHER SEX DISCRIMINATION**

##### Title IX Coordinator

The University has designated and authorized the following employee to coordinate its efforts to comply with its policies to prevent sexual harassment and discrimination:



Title IX Coordinator  
Shelley Ball  
Assistant Vice President of Student Services and Dean of Students  
Maddox Student Activities Center, Office 2009-C  
2130 Branner Avenue, Jefferson City, TN 37760  
[sball@cn.edu](mailto:sball@cn.edu)  
(865) 471-3238

### Emergency Report

If you witness or experience any emergency involving sexual assault or any other crime of violence, or if you have immediate safety concerns, first call 911, then call the Department of Public Safety 24 Hour number (865) 548-9067 or you may report to the Department of Public Safety through the Carson-Newman LiveSafe mobile phone app.

### How to Report

Any person may report a grievance relating to sex discrimination, including Sexual Harassment, whether or not the person reporting is the person who may be the victim of conduct being reported. A report may be made:

- in person during normal business hours;
- at any time during or outside of normal business hours by mail, telephone, or email; or
- at any time using any other means that results in the Title IX Coordinator receiving the verbal or written report

### **DEFINITIONS**

The following words in this policy, when capitalized, mean the following:

*Complainant*: an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

*Consent*: Consent is informed, knowing and voluntary permission. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, or intimidating behavior. In order to give effective consent, one must be of legal age.

*Dating Violence*: violence committed by a person

- (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (a) The length of the relationship.
  - (b) The type of relationship.
  - (c) The frequency of interaction between the persons involved in the relationship.

*Decision-maker*: the person designated by the University to conduct the Hearing and make a determination on the allegations in a Formal Complaint. No Decision-maker will be a Title IX

Coordinator or the Investigator.

*Document:* a document or electronic submission (such as by email) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

*Domestic Violence:* felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Tennessee, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Tennessee.

*Education Program or Activity:* a location, event, or circumstance over which the University exercises (or, during the relevant time, exercised) substantial control over both the Respondent and the context in which the Sexual Harassment occurs, including any building owned or controlled by a student organization that is officially recognized by the University.

*Facilitator:* A person who serves to facilitate an informal resolution of a Formal Complaint through mediation, arbitration, restorative justice, or a similar process.

*Formal Complaint:* a document which:

- (1) is filed by a Complainant or signed by the Title IX Coordinator; and
- (2) if filed by the Complainant, he or she is participating in or attempting to participate in the University's education program; and
- (3) alleges Sexual Harassment against a Respondent; and
- (4) Requests that the University investigate.

*Hearing:* The live hearing before a Decision-maker for the purpose of presenting evidence regarding the allegations in a Formal Complaint and allowing for questioning and cross-examination of Parties and witnesses by the Parties' advisors, all in order that the Decision-maker can determine if the Respondent is responsible for violating University policy.

*Investigative Report:* The written report created by the Investigator that fairly summarizes all relevant evidence obtained during the investigation of a Formal Complaint.

*Investigator:* The person designated by the University to investigate a Formal Complaint. If more than one person is designated, this term refers to all of the investigators.

*Party:* either the Complainant or the Respondent.

*Parties:* All Complainants and all Respondents with respect to a complaint of Sexual Harassment or with respect to multiple Formal Complaints which have been consolidated.

*Respondent:* An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

*Sexual Assault*: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including: forcible or statutory rape, forcible sodomy, sexual assault with an object, forcible fondling, and incest.

*Sexual Harassment*: conduct on the basis of sex that satisfies one or more of the following:

- (1) A University employee conditioning the provision of a University aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
- (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

*Stalking*: engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

*Supportive Measures*: non-disciplinary, non-punitive individualized services offered to the Complainant or the Respondent (or one who may become a Respondent) before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.

#### **RESPONSE TO SEXUAL HARASSMENT (WITH OR WITHOUT A FORMAL COMPLAINT)**

If the University has actual knowledge of Sexual Harassment in an Education Program or Activity, the Title IX Coordinator is responsible for coordinating a University response that is prompt and reasonable in light of the known circumstances and includes at least the following:

- 1) Treating Complainants and Respondents equitably;
- 2) Promptly contacting the Complainant to discuss the availability of Supportive Measures;
- 3) Offering Supportive Measures to the Complainant whether or not the Complainant files a Formal Complaint;
- 4) Considering the Complainant's wishes with respect to Supportive Measures;
- 5) Explaining to the Complainant the process for filing a Formal Complaint; and
- 6) Following the University's grievance procedure before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Respondent.

The University will provide students or employees who report being victims of Sexual Assault, Dating Violence, Domestic Violence, or Stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus. The explanation will include written notification of counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims (within the University and in the community), and the availability of changes to academic, living, and working situations, or Supportive Measures regardless of whether the student or employee files a Formal Complaint or makes a report to law enforcement.

#### **SUPPORTIVE MEASURES**

The University will offer Supportive Measures as appropriate, as reasonably available, and without fee or charge to the Complainant, the Respondent, or a person who may become a Respondent before or after the filing of a Formal Complaint, including where no Formal Complaint has been filed. Supportive Measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the University's educational environment, or deter sexual harassment.

The following are examples of Supportive Measures the University may make available:

- Modifications of class schedules or other course-related adjustments
- Academic support services, such as free tutoring
- Adjustments to campus housing assignments
- Adjustments to campus work schedule or assignments
- Mutual no-contact orders (prohibiting contact with another Party in person or by phone, email, text message, social network, or other means, including a third person)
- Counseling Services
- Health Services
- Increased security and monitoring of certain areas of the campus

The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

#### Confidentiality

The University will maintain as confidential any Supportive Measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the University's ability to provide the Supportive Measures.

#### **EMERGENCY REMOVAL FROM THE UNIVERSITY**

The University may place a non-student employee Respondent on administrative leave during the pendency of the grievance procedure. The University may remove any Respondent from the University's Education Program or Activity on an emergency basis if:

- (1) The University conducts an individualized safety and risk analysis.
- (2) As a result of the analysis, the University determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal of the Respondent.
- (3) The University provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision for administrative leave or emergency removal does not modify any of the Respondent's rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

#### **PROCESS FOR FORMAL COMPLAINTS OF SEXUAL HARASSMENT**

##### General Provisions

The University will:

- (1) Treat Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent.
- (2) Presume that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance procedure.
- (3) Follow this grievance procedure before the imposition against the Respondent of any disciplinary sanctions that are not Supportive Measures with the exception of emergency

removal or administrative leave as described in the Emergency Removal from the University section of this procedure.

- (4) Provide any Party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Party to prepare to participate.
- (5) Require all persons who serve as the Title IX Coordinator, Investigator, Decision-maker, Appeal Decision-maker, or Facilitator not to have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.
- (6) Ensure that Title IX Coordinators, Investigators, Decision-makers, and Facilitators receive appropriate training.
- (7) Apply the preponderance of the evidence standard in making determinations with respect to all Formal Complaints, whether against students, faculty, or non-faculty employees.
- (8) Following a determination of responsibility for a violation of policy, the University will design remedies to restore or preserve equal access to the University's Education Program or Activity. Remedies may include the same individualized services described as Supportive Measures, however remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

#### Notice of Allegations

Upon receiving a Formal Complaint, the University will provide all known parties written notice that includes at least the following:

- (1) The University's grievance procedure, including any informal resolution process.
- (2) All allegations which may constitute Sexual Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.
- (3) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance procedure.
- (4) A statement that the Parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- (5) A statement that the Parties may inspect and review evidence.
- (6) A statement that the University's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance procedure under the University's Abuse of Process Policy.

If, in the course of an investigation, the University decides to investigate allegations about the Complainant or Respondent that are not included in the initial notice, the University will provide notice of the additional allegations to Parties whose identities are known.

#### Dismissing a Formal Complaint

If the conduct alleged in the Formal Complaint 1) would not constitute Sexual Harassment even if proved, 2) did not occur in an Education Program or Activity, or 3) did not occur against a person in the United States, then the University must dismiss the Formal Complaint as a complaint of Sexual Harassment under Title IX or this grievance procedure. However, the University may separately pursue

allegations of conduct which would violate other provisions of the University's code of conduct.

The University may dismiss all or part of a Formal Complaint if at any time during the investigation or hearing:

- (1) a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in it;
- (2) the Respondent is no longer enrolled or employed by the University; or
- (3) specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations in it.

If all or part of a Formal Complaint is dismissed, the University must promptly and simultaneously send written notice of the dismissal and reason(s) for it to the Parties.

### Consolidating Formal Complaints

The University may consolidate Formal Complaints:

- 1) as to allegations of Sexual Harassment against more than one Respondent; or
- 2) by more than one Complainant against one or more Respondents; or
- 3) by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance procedure involves more than one Complainant or more than one Respondent, singular references to "Party," "Complainant," or "Respondent" include the plural, as applicable.

## **ADVISORS**

### Designated Advisors and University-Appointed Advisors

A Party may designate an advisor of his or her choice, and the advisor may be an attorney. The University will not limit the choice or presence of an advisor for either a Complainant or a Respondent in any meeting or grievance proceeding.

The University will appoint an advisor for any Party who does not have one present in the Hearing. University-appointed advisors serve at no cost to a Party. However, advisors appointed by the University serve for the limited purpose of conducting cross-examination at the Hearing. University-appointed advisors are not required to be attorneys or have a level of competency comparable to that of another Party's designated advisor. An advisor is not required to perform any function beyond relaying a Party's desired questions to the other Party and witnesses.

A Party may find that having an advisor is helpful throughout the grievance procedure and not just at the Hearing. Both Parties are encouraged to designate an advisor.

Because the University is required to provide certain information to a Party's advisor, each Party must notify the Title IX Coordinator in writing if he or she has designated an advisor and the contact information for that advisor.

### Rules for Advisors

Except during a Hearing, the role of the advisor is limited to providing support, guidance, or advice to the Complainant or Respondent throughout the grievance procedure. The following rules apply to all

advisors, including advisors appointed by the University:

- (1) Advisors are not to answer questions posed directly to any Party or witness, nor otherwise interfere with questioning by the Investigator.
- (2) An advisor may request reasonable opportunities to confer with the Party being advised.
- (3) During meetings, a Party and the advisor may talk quietly with each other.
- (4) Advisors do not have the right to question witnesses except in a Hearing.
- (5) Advisors may not present opening statements, closing statements, or arguments.
- (6) Advisors must act in a respectful manner at all times; bullying, yelling, and abusive conduct are never permitted.
- (7) Parties and advisors must not disturb the Hearing or any other proceeding by loudly conferring with one another.
- (8) Advisors must comply with the decisions and directions of the Decision-maker.
- (9) Advisors cannot disclose to other persons any confidential student information which is disclosed to the advisor in the course of the grievance procedure.

If a Party's advisor (whether designated by the Party or appointed by the University) refuses to comply with these rules, including rules relating to decorum, the University may require the Party to designate a different advisor or, if no other advisor is designated, to accept an advisor appointed by the University to conduct cross-examination on behalf of the Party. The University may remove from any proceeding advisors who become disruptive or who do not abide by the restrictions on their participation.

#### **INFORMAL RESOLUTION**

At any time after a Formal Complaint has been filed but before reaching a determination regarding responsibility, the University may facilitate an informal resolution process that does not involve a full investigation and adjudication. Before the University and the Parties can proceed with an informal resolution the University must notify the Parties in writing disclosing

- 1) the allegations;
- 2) the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
- 3) that at any time prior to agreeing to a resolution, either Party has the right to withdraw from the informal resolution process and resume the grievance procedure with respect to the Formal Complaint; and
- 4) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The University must obtain the Parties' voluntary, written consent to proceed with an informal resolution process. The formal procedures for resolving a Formal Complaint will normally be suspended during the informal resolution process. If the informal process produces a resolution that is agreed upon by the Parties in writing, the grievance procedure shall end, and no further investigation or Hearing shall occur.

The University:

- (1) may not require any person to waive the right to an investigation and adjudication of a Formal Complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right;
- (2) may not require the Parties to participate in an informal resolution process;
- (3) may not offer an informal resolution process unless a Formal Complaint has been filed; and

- (4) may not offer or facilitate an informal resolution process to resolve allegations that an employee engaged in Sexual Harassment against a student.

## **INVESTIGATING FORMAL COMPLAINTS**

### The University's Responsibilities

The University will designate one or more investigators to investigate the allegations in the Formal Complaint. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the University and not on the Parties. The University shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived it. If the Investigator makes any determinations regarding credibility, those determinations may not be based on a person's status as a Complainant, Respondent, or witness.

The University may restrict who can be present during any meeting or proceeding related to the grievance procedure, including meetings or interviews conducted by the Investigator. However, both the Complainant and the Respondent will have the same opportunities to have others present during any grievance proceeding.

### Equal Opportunity to Present and Review Evidence

In the course of the investigation, all Parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The University does not restrict the ability of either Party to discuss the allegations under investigation in order to gather and present relevant evidence. However, the ability to discuss the allegations freely does not give a Party permission to make false or harassing statements - on social media, for example - without consequences for violating the University's code of conduct.

Before completing the Investigative Report, the Investigator will send to each Party and the Party's advisor, if any, all of the evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including:

- 1) Evidence upon which the University does not intend to rely in reaching a determination regarding responsibility; and
- 2) inculpatory or exculpatory evidence, whether obtained from a Party or another source.

The evidence will be subject to inspection and review by both Parties and may be provided in an electronic format, a hard copy, or a mixture of both. Each Party will have at least 10 days to submit a written response to the evidence. This written response shall be the Party's final opportunity to identify and present witnesses and other inculpatory and exculpatory evidence.

If the Investigator finds that either Party has provided new evidence (including witnesses) directly related to the allegations, the Investigator will provide the new evidence to both Parties, and permit an additional 10 days for each Party to respond to the new evidence. The Investigator will consider the Parties' written responses to the evidence before completing the Investigative Report.



### Medical and Treatment Records

In gathering evidence, except with the Party's voluntary, written consent the University cannot access, consider, disclose, or otherwise use a Party's records that are:

- 1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity; and
- 2) made and maintained in connection with the provision of treatment to the Party.

### The Investigation Report

After the time for a Party's written response to the evidence has expired, the Investigator will create an Investigative Report that fairly summarizes all of the relevant evidence gathered in the course of the investigation, including a description of the procedural steps taken from the receipt of the formal complaint through the investigation. This should include any notifications to the Parties, interviews with Parties and witnesses, site visits, and description of methods used to gather other evidence.

At least 10 days prior to the Hearing, the Investigator will send each Party and each Party's advisor a copy of the Investigative Report in an electronic format or a hard copy. A Party or a Party's advisor may make a written response to the Investigative Report by providing a copy of their response to the Investigator and the Title IX Coordinator no later than noon of the last business day before the day of the Hearing. The Title IX Coordinator will provide a Party's written response, if any, to the other Party. A copy of the Investigative Report and all written responses by the Parties will be provided to the Decision-maker prior to the Hearing.

## **PRE-HEARING PROCEDURES**

### When Hearings Are Required

A live hearing must be held with respect to a Formal Complaint unless:

- 1) the Formal Complaint has been dismissed;
- 2) the facts alleged in a Formal Complaint are not contested;
- 3) the respondent has admitted, or wishes to admit responsibility; or
- 4) The Parties want to resolve the case through an informal resolution process without a completed investigation or adjudication.

The Parties cannot waive a hearing except by agreement to use the University's informal resolution process.

### Preparing for the Hearing

At least five days before the Hearing, the University will notify each Party and advisor in writing of the date, time, location, and participants for the Hearing, including the name of each witness whom the University will request to appear at the Hearing (in person or virtually) for the purpose of providing evidence. The Hearing may be conducted with all participants physically present in the same location or, at the University's discretion, any or all Parties, witnesses, and other participants may appear virtually, with technology enabling participants simultaneously to see and hear each other.

### Requesting Separate Rooms

At the request of either Party, the University will provide for the Hearing to occur with the Parties located in separate rooms using technology enabling the Decision-maker and Parties to simultaneously see and hear the Party or the witness answering questions. In order to have sufficient time to make the appropriate arrangements, a Party's request to be in a separate room must be made in writing to the Title IX Coordinator at least two days before the Hearing.

### Attendance by Advisors

If a Party does not have an advisor present at the Hearing, the University will provide the Party an advisor of the University's choice without fee or charge to that Party. Unless the University grants a delay for good cause shown, the University shall appoint an advisor for a Party whose designated advisor is absent from the Hearing. The advisor is not required to be an attorney, and shall be responsible to conduct cross-examination on behalf of that Party.

### Attendance of Parties and Witnesses; Delay for Absent Witness

The University is prohibited by law from requiring any Party or witness to appear at the Hearing, or from engaging in any act that would intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, grievance proceeding, or Hearing.

For these reasons, the University is not responsible if a Party or witness fails to appear at the Hearing, and the Hearing may proceed in the absence of the Party or witness. The University may grant a Party's reasonable request to delay the Hearing if that Party or an important witness is unable to attend the Hearing. A request for a delay should be made *as soon as possible* in the manner described below in the section of this grievance procedure entitled Temporary Delays or Extensions.

## **HEARING**

### Convening the Hearing

The Decision-maker shall convene the Hearing at the appointed time. In order to maintain students' privacy as much as possible, witnesses will not be in the Hearing room or attending by technological means except when providing evidence or being cross-examined. Parties and witnesses will be reminded that providing false information in connection with the Hearing is a violation of the University's code of conduct for students or expectations for employees.

### Questioning Parties and Witnesses

Each Party's advisor will be given an opportunity to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination must be conducted directly, orally, and in real time by the Party's advisor, and never by a Party personally.

Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-maker may ask both advisors to provide reasons why a

question should or should not be considered relevant. The Decision-maker will instruct all Parties and witnesses not to answer any question until the Decision-maker has allowed the question.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- (1) such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
- (2) the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The Decision-maker shall not permit any questions, nor the introduction of any evidence, that would involve the disclosure of information protected under a legally-recognized privilege under state law unless the person holding the privilege has waived it.

Because the University's grievance procedure is not a civil proceeding or state action, there is no right against self-incrimination. However, the Decision-maker cannot draw an inference regarding responsibility based solely on a Party's or witness's absence from the Hearing or refusal to answer cross-examination or other questions.

#### Availability of Evidence

The University will make all of the evidence that was subject to inspection and review by the Parties in connection with the preparation of the Investigative Report available at the Hearing to give each Party equal opportunity to refer to such evidence during the Hearing, including for purposes of cross-examination. Parties must notify the Title IX Coordinator at least 24 hours prior to the Hearing regarding any physical evidence, transcripts, recordings, or other items requested to be physically available at the Hearing.

#### Conducting the Hearing

The Hearing will be conducted substantially as provided below. The Decision-maker may recess the Hearing for appropriate and reasonable rest and meal breaks. Any Hearing participant may request a break.

- 1) A University representative will serve as the moderator for the Hearing. The function of the moderator is to move the proceeding forward in an unbiased manner and to give the Parties and witnesses an opportunity to have their evidence presented before the Decision-maker.
- 2) The moderator will read the allegations and all University policies that are alleged to have been violated.
- 3) The Investigator will be called forward to read the evidence and statements provided by the Complainant and summarized in the Investigative Report. The Complainant will be asked if they wish to affirm the allegations and evidence as reviewed, and whether they would like to make any additional statements.

- 4) The Respondent's advisor will be given an opportunity to question the Complainant.
- 5) The Investigator will be called forward to read the Respondent's response to the allegations and review the evidence provided by the Respondent and summarized in the Investigative Report. The Respondent will be asked if they wish to affirm their response and evidence as reviewed, and whether they would like to make any additional statements.
- 6) The Complainant's advisor will be given an opportunity to question the Respondent.
- 7) Each witness will be called before the Decision-maker, either in person or through appropriate technology. The Investigator will review any evidence provided by the witness and summarized in the Investigative Report. The witness will be asked if they wish to affirm the evidence as reviewed.
- 8) The Complainant's advisor will be given an opportunity to question the witness.
- 9) The Respondent's advisor will be given an opportunity to question the witness.
- 10) If the University has provided any additional relevant evidence summarized in the Investigative Report, an appropriate representative or representatives of the University will review such evidence before the Decision-maker.
- 11) The Complainant's advisor will be given an opportunity to question the University's representative(s).
- 12) The Respondent's advisor will be given an opportunity to question the University's representative(s).
- 13) The Decision-maker may ask questions of any Party, witness, or University representative during the time that person is presenting evidence or being questioned.
- 14) Each Party, beginning with the Complainant, will have the opportunity to make a brief closing statement to the Decision-maker. Advisors or others may not make closing statements on behalf of the parties.
- 15) After confirming that there is no additional evidence or other matters to be addressed, the Decision-maker will adjourn the Hearing.

#### Record of the Hearing

The University will create an audio or audiovisual recording, or transcript, of the Hearing and make it available to the Parties and to the Decision-maker for inspection and review.

#### **DETERMINATION OF THE ALLEGATIONS**

##### Preponderance of the Evidence Standard

In university disciplinary processes, the standard of proof that must be met for a Decision-maker to find a Respondent responsible for a violation of the code of conduct is the Preponderance of the Evidence

standard. This means that the Decision-maker determines that it is *more likely than not* that the Respondent did violate the university rule or policy, based on the evidence provided.

### Letter of Determination

The Decision-maker shall determine whether the Respondent is responsible for each of the allegations in the Formal Complaint that could constitute Sexual Harassment. The Decision-maker shall reach these decisions by applying the preponderance of the evidence standard. In making the determination, the Decision-maker:

- 1) must make an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
- 2) must not make credibility determinations based on a person's status as a Complainant, Respondent, or witness.
- 3) must not rely on any statement of a Party or witness who does not submit to cross-examination at the Hearing.
- 4) cannot draw an inference about responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- 5) cannot rely upon evidence or information protected under a legally recognized privilege unless the person holding the privilege has waived it.

The Decision-maker shall issue a written determination regarding the Respondent's responsibility for the alleged misconduct. The written determination must include:

- 1) Identification of the allegations potentially constituting Sexual Harassment;
- 2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 3) Findings of fact supporting the determination;
- 4) Conclusions regarding the application of the University's code of conduct to the facts;
- 5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and
- 6) The University's procedures and permissible bases for the complainant and respondent to appeal.

The Decision-maker shall exercise independent and unbiased judgment with respect to:

- 1) findings of fact which support the determination(s);
- 2) conclusions regarding the application of the University's code of conduct to the facts;
- 3) the determination regarding responsibility as to each allegation; and
- 4) the rationale for the Decision-maker's conclusions.

The Decision-maker may consult with University officials for information with respect to the procedural

steps taken, the University's normal practices relating to appropriate sanctions, and the University's procedures and permissible bases for appeals.

#### Effective Date of Determination

The University will provide the written determination regarding responsibility to the Parties simultaneously. If neither Party appeals, the determination becomes final on the date on which an appeal would no longer be considered timely.

If a Party appeals the determination, the determination becomes effective on the date the University provides the Parties with the written determination of the result of the appeal, unless the appeal decision requires further proceedings.

The Title IX Coordinator is responsible for effective implementation of any sanctions or remedies.

#### **SANCTIONS**

The University can impose a range of disciplinary sanctions and remedies with respect to any misconduct for which a Respondent has been determined to be responsible. Possible disciplinary sanctions and remedies include, but are not limited to:

- 1) Imposing, continuing, or modifying any Supportive Measures.
- 2) Warning: A verbal or written reminder to the Respondent about relevant university rules, regulations, or policies and the potential consequences for violating them.
- 3) No contact order: A directive to initiate no contact with the Complainant, including contact in person or by phone, email, text message, social media, or any other means, either directly or through a third party.
- 4) Reprimand: Written notice that university rules, regulations, or policies have been violated and that continuation or repetition of misconduct may result in a more severe sanction.
- 5) Fines: A monetary fine assessed for a disciplinary violation.
- 6) Disciplinary Probation: Official warning that a student has been found responsible for violating Carson-Newman University policy, and future violations may result in more severe sanctions (which may include suspension or expulsion). The student will not be in "good disciplinary standing" with the university for a designated period of time, and may face specific restrictions on his or her behavior and/or privileges.
- 7) Restitution: Requirement to reimburse or otherwise compensate another for damage or loss of property
- 8) Residence Life Suspension: Notice that the student is not eligible to live in a residence hall for a designated period of time. The student will not receive a refund for room and board. A student placed on residence life suspension must vacate his or her residence hall room within the timeframe specified by the conduct officer and surrender his/her keys.

- 9) Online education
- 10) Disciplinary Suspension- Termination of student status at the university for a specified period of time.
- 11) Paid or unpaid leave
- 12) Loss of supervisory or oversight responsibilities
- 13) Reduction in Pay
- 14) Termination of employment
- 15) Disciplinary Expulsion- Termination of student status at the university
- 16) Transcript notation- Disciplinary Suspension or Disciplinary Expulsion may be noted on a student transcript.

## **APPEALS**

### Right of Appeal

Either Party may request an appeal from a determination regarding responsibility, or from the University's dismissal of all or any part of a Formal Complaint. Appeals are not automatic and are not a "re-hearing" of a case. Rather, they are an opportunity to request a review of a case based on specified grounds for appeal. The appeal procedures shall apply equally to both Parties.

Any of the following is an appropriate basis for appeal:

- 1) Procedural irregularity that affected the outcome of the matter;
- 2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- 3) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

### Filing an Appeal

In order to appeal, a Party must file a written Notice of Appeal challenging the initial outcome that is received by the Title IX Coordinator within 10 days after the written Letter of Determination was issued. The Notice of Appeal must state, at a minimum:

- 1) every basis for the appeal;
- 2) a complete statement of the facts and evidence that support each basis for the appeal; and
- 3) the relief requested as a result of the appeal.

### Consideration of an Appeal

The University will promptly notify both Parties in writing that an appeal has been filed and provide a copy of the Notice of Appeal to the other Party. The non-appealing Party shall have 10 days from the date of such notice to submit to the Title IX Coordinator a written statement in support of the initial outcome or in opposition to the appeal. A copy of any such written statement shall be provided to the appealing Party.

The appeal shall be considered and decided by an Appeal Decision-maker who is not the same person as the Investigator, the Title IX Coordinator, or the Decision-maker that reached the determination regarding responsibility or dismissal. The Appeal Decision-maker shall review the Notice of Appeal, the response of the non-appealing Party, and may review the record of the Hearing as necessary to reach a conclusion on the appeal.

### Decision on Appeal

The Appeal Decision-maker shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall, insofar as applicable, provide the same type of information required to be included in the initial written determination issued in connection with the Hearing.

The decision on appeal shall be appropriate to the basis or bases for appeal, and may adopt one or more of the following holdings, regardless of which Party filed the appeal:

- 1) Affirm the initial written determination;
- 2) Change any part of the written determination, including a change to find responsibility or to find no responsibility;
- 3) Increase or decrease the sanctions;
- 4) Require additional investigation (particularly in the case of new evidence that is material, not merely cumulative, and if presented in the Hearing could reasonably have resulted in a different determination); or
- 5) Order a new Hearing

The written decision on the appeal shall be provided simultaneously to both Parties.

## **SCHEDULED TIME FRAMES FOR THE GRIEVANCE PROCEDURE**

### Normal Time Frames

The University will conclude this grievance procedure in a reasonably prompt manner and in accordance with the following time frames:

- 1) The University will generally issue the written Hearing determination within 120 days after the filing of the Formal Complaint.
- 2) The University will generally issue the written appeal determination within 20 days after the filing of the Notice of Appeal.
- 3) The University will generally conclude any informal resolution process within 20 days after the Parties agree to an informal resolution.



### Temporary Delays or Extensions

The University may direct a temporary delay in the grievance procedure or the limited extension of the normal time frames for good cause. The University will notify the Complainant and the Respondent in writing of any temporary delay or limited extension and the reasons for the action.

The Complainant or Respondent may request a temporary delay or limited extension in writing to the Title IX Coordinator. The written request must state the reason for the delay or extension and the length of the delay or extension being requested.

Some examples of situations which may constitute good cause for a delay or extension include: the absence of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

The University will attempt to accommodate the schedules of Parties and witnesses throughout the grievance procedure in order to provide Parties with a meaningful opportunity to exercise their lawful rights. However, the University will not delay the grievance procedure indefinitely because a Party, witness, or advisor is refusing to cooperate. In order to resolve complaints within reasonable time frames, the grievance procedure can proceed to conclusion even in the absence of a Party or witness.

### **RETALIATION PROHIBITED**

#### Retaliation Defined

Retaliation shall include the following:

- 1) Conduct intended to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this grievance procedure.
- 2) Bringing disciplinary charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint, for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this grievance procedure.

#### No Retaliation

Neither the University nor any other person may engage in retaliation against an individual because the individual has made a report or complaint or testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or Hearing under this grievance procedure.

Any person who believes that he or she has experienced retaliation which is prohibited by this grievance procedure may file a complaint or Formal Complaint with the Title IX Coordinator.

#### Confidentiality

Except as may be permitted by law or as necessary to carry out this grievance procedure, the University must keep confidential the identity of:

- (1) any individual who has made a report or complaint of sex discrimination;

- (2) any individual who has made a report or filed a Formal Complaint of Sexual Harassment;
- (3) any Complainant;
- (4) any individual who has been reported to be the perpetrator of sex discrimination;
- (5) any Respondent; and
- (6) any witness.

### **VOTER REGISTRATION**

The university encourages students to vote and otherwise participate in the election process. Students who are residents of Tennessee may secure voter information from the Student Activities office. Additional information can be obtained from the courthouse in Dandridge, Tennessee. Students register and vote in the county of their residence. Carson-Newman students may mail the completed registration form to the county election commission in the Tennessee County of their residence. Persons 18 or older are eligible to vote.

### **WEAPON POLICY**

The University prohibits firearms on University property at all times. This prohibition includes firearms and explosive devices of any type (including ammunition, smoke bombs, stink bombs and firecrackers). BB guns, pellet guns, bows and arrows, sling shots, paintball guns, martial arts equipment (such as nun chucks) are also prohibited. Additionally, possession of knives with blades over 4 inches long or switch blade knives of any type, are prohibited with an exception made for knives issued through ROTC to student cadets. Possession or use of weapons may result in disciplinary and legal proceedings by the university and the local police. Please contact the Department of Public Safety via the LiveSafe application or at (865) 548-9067 if you have questions about this policy or if you know of weapons being kept in an unauthorized manner or location on campus.

### **WHEELED VEHICLES/ SCOOTERS/ SKATEBOARDS ON SIDEWALKS POLICY**

In accordance with Jefferson City, TN city ordinance, Carson-Newman University does not permit the use of personal riding devices with wheels including, but not limited to, skateboards, motorized scooters, electric bicycles, hoverboards, or roller skates/blades on campus sidewalks or inside campus buildings. These devices are also not allowed on city streets or sidewalks. Medically necessary riding devices such as wheelchairs, walkers, and scooters are exceptions to this policy. Bicycles may be ridden on public streets in accordance with traffic laws.

### **WITHDRAWAL FROM THE UNIVERSITY**

Students ceasing attendance from all classes before the close of the semester are considered withdrawn and must officially withdraw by contacting the Office of Financial Aid. It is imperative to complete this process in order not to jeopardize future financial aid and to understand earned financial aid calculation. The Office of Financial aid will process the withdrawal, regardless of whether a student has officially withdrawn or unofficially left, in order to determine the amount of financial aid a student has earned. Unearned financial aid will be returned to the appropriate program. Returning unearned financial aid

may result in a balance due to the University. The process is completed by the Student Accounts Office where tuition refunds are given as outlined under **Refunds in the Costs** section of the *Undergraduate Catalog*.

A student who officially withdraws before the last date to drop with a W will be assigned W grades. A student who officially withdraws from the University after the last date to drop with a W will be assigned a WP for the courses the student is passing or WF for courses the student is failing. The grade of WP or WF will be determined by faculty evaluation of the student's performance up to the day the student is considered withdrawn from the University. The official withdrawal date is based on the date of notification of the withdrawal.

A student who ceases class attendance in all courses before the end of the semester and does not officially withdraw is considered unofficially withdrawn and will be administratively withdrawn from the University. Students who are administratively withdrawn from the University will receive a grade of WF for courses registered for during the term of administrative withdrawal. The date of withdrawal for unofficial withdrawals is the midpoint of the semester. Exceptions to the midpoint may be reviewed on a case by case basis, if appropriate documentation is provided by the professor. Using the midpoint may result in unearned aid being returned to the appropriate program.

For more information on how withdrawal from the university will affect financial aid eligibility, contact the Office of Financial Aid.

## STUDENT ORGANIZATIONS

Student Life at Carson-Newman is overseen by the Division of Student Services. It includes both curricular and co-curricular programs to help students develop holistically in preparation for life after college. Student development at Carson-Newman is based on the wellness model, which has six dimensions: spiritual, intellectual, social, physical, emotional, and vocational.

Approximately 50 student organizations are chartered each year which provide opportunity for student learning, leisure, and leadership development. Each organization must be chartered through the Student Activities Office on an annual basis. Campus wide events must be scheduled a minimum of one week in advance through the Student Activities Office. These events must be registered online using the Event Request Form and approved by the Director of Student Activities. The Office of the Provost and appropriate professors should be informed of activities which could affect class attendance.

When planning campus wide events, reservation of dates, times, and places must be coordinated through the Student Activities Office. Any change must receive the approval of the Student Activities Office and notice of cancellation of any event must be submitted at least 24 hours in advance of the event. This allows for utilization of the facilities on that date and time by another group. Activities involving the securing of outside musical groups or professional acts must be arranged with the approval of the Student Activities Office.

Each student organization is listed in the *Directory for Chartered C-N Organizations* provided by the Student Activities office annually. To be listed in the Directory, an organization must keep its yearly registration current. Chartered organizations will be allowed to meet in university facilities, receive organizational information from the Student Activities Office, apply for grant money from SGA, be invited to participate in activities, and be included in monthly Parliament meetings.

The Department of Student Activities will not consider petitions for charter of national social fraternities or sororities including Greek letter organizations.

### ORGANIZATIONAL VALUES STATEMENT

Chartered organizations at Carson-Newman must be consistent with the mission of the university. They enrich campus life, promote student growth, and advance the purposes of the institution. These organizations reflect the following values, central to the university's purpose, in their programs, activities, and events.

#### Scholarship

The fundamental pursuit of higher education is to acquire the academic foundation for effective citizenship and a productive life. Each chartered organization should contribute to this pursuit by rewarding, encouraging, and supporting the academic achievement of its members.

### Service

A commitment to the welfare of others is central to the identity of Carson-Newman University. Effective organizations exhibit this commitment through volunteerism, fundraising, and service activities benefiting the campus and community. Members should be encouraged to participate in such opportunities as they provide valuable learning experiences, improve public relations, and build unity among participants.

### Character

Carson-Newman prepares men and women of strong character to serve society. Organizations assist in this preparation by setting and maintaining high standards of conduct for members, and by enlisting members in the kind of active leadership, service, and interaction that test and refine character.

### Leadership

The development of Christian leaders is a primary focus of the Carson-Newman experience. Organizations contribute to this process when they invest in the success of their members through developmental programs and activities that recognize, refine, and rely upon effective leadership skills.

### Community

A community characterized by cultural awareness, social concern, aesthetic sensitivity, personal responsibility, and a Christian understanding of life is integral to the university's success. Organizations help create this community when they engage the campus in activities, encourage campus-wide involvement by members, develop partnerships with other campus entities, and celebrate diversity in programs and policies.

## **CLASSIFICATIONS, DEFINITIONS and REPORTING RESPONSIBILITIES of ORGANIZATIONS**

What is an organization? An organization reflects a special interest or purpose. It is a chartered entity that meets regularly for this specific purpose. Organizations may not conflict with the university's values and mission. All such student entities are required to be chartered with the Student Activities Office and must do so to use campus email, reserve a room on campus, set up an agency account or put up posters and flyers. All organizations must be advised by a University staff/faculty member.

What are the, "Big Four"? The "Big Four" are chartered entities operating with funds designated by the university or Baptist denomination and is advised through the division of Student Services. These organizations contribute to the development of students in conjunction with Student Services. Baptist Collegiate Ministries, Eagle Production Company, Student Ambassadors Association, and Student Government Association are currently the four chartered and recognized "Big Four" organizations at Carson-Newman University.

Persons may not utilize a student organization meeting for any purpose that is different from or inconsistent with the organization's stated purpose. Compliance is the responsibility of the advisor.

Complaints associated with improper use of chartered or recognized entities should be addressed first to the faculty/staff advisor and second to the Director of Student Activities. It is the department head's responsibility to review concerns and discuss them with the organization's advisor and officers. The Director may take appropriate action if deemed necessary. An organization's charter may be revoked by Student Activities if found not to be following the stated purpose for which they were chartered.

### **GUIDELINES FOR ALL ORGANIZATIONS**

1. All members and organizational activities must maintain a standard of behavior that is consistent with university values as stated in the Eagle Student Handbook. Activities that involve hazing or any violation of the University Code of Conduct are prohibited.
2. All organizations must comply with federal, state and local laws, including but not limited to all federal and state non-discrimination laws.
3. An annual petition for charter must be submitted for approval through the Student Activities Office; final approval rests with the Vice-President for Student Services. The application must clearly state the purpose of the club, group, or organization. The purpose will be consistent with the mission of the university. A copy of the club, group, or organization constitution and by-laws must accompany the application and be included on a yearly basis.
4. Chartered organizations that are nationally affiliated must submit a current copy of the national constitution and by-laws (if applicable).
5. Each organization shall have an advisor (C-N faculty or staff) who is approved and registered with the Student Activities Office. They may not be chartered without an advisor. Organization advisors are to participate in information sessions related to responsibilities and potential liabilities associated with being an advisor. The organization shall keep its advisor fully informed of the organization's activities. The faculty/staff advisor has the prerogative to question the club, group, or organization on its activities related to its mission. If at any time the advisor feels that he/she must step down, he/she may do so and the organization must secure another approved advisor (subject to approval of the Student Activities Office). Organizations may only operate for two weeks without an advisor. Both the organization and the advisor are responsible for keeping the Student Activities Office informed.
6. All activities for the year must be scheduled with the Student Activities Office. The online Event Registration form may be used for this purpose. It may be found on the Student Activities webpage for Clubs and Organizations.
7. All recruitment activities, and accompanying programs, whether on or off campus, must be approved by the Student Activities Office.
8. The university reserves the right to revoke the registration or deny the operation of any organization that does not abide by the guidelines for campus organizations.

9. All fund-raising activities must be approved through the Student Activities Office and then forwarded to the Advancement Office for final approval. The form for this approval is available online at the Student Activities webpage or in the Student Activities Office.
10. Funding designated to student organizations and Student Services departments by the university is to be used for purposes related to supporting student life. University funds may not be redirected to other agencies or services not directly related to this designated purpose. Service projects are supported by the university, when appropriate, to raise funds for charitable and service-related needs. (Example: Car wash sponsored to raise funds for earthquake relief efforts.)
11. All registered organizations may set up an agency account through the Treasurer's Office (student accounts window). Agency accounts allow student organizations to accumulate funds derived from fund-raising activities and special gifts or donations for current or future use. Funds provided by the university or ministry associations on an annual basis may not be transferred to these student organization agency accounts. Approval for creating accounts and managing them is obtained through the Student Activities Office (forms are provided for these purposes). Outside bank accounts for student organization funding are prohibited.
12. Incentives used to entice students to participate in campus organizations must be authorized through the Student Activities Office to ensure that they are appropriate to the mission of the university. Incentives or "give-aways" can become the primary focus of an organization meeting. In such a case, they have become inappropriate and distort the purpose (i.e. mission statement) of that organization. Discretion is given to the Student Activities Director to require any organization to cease any incentive or give-away program if the Director finds it to be inappropriate.
13. Activities and meetings associated with organizations are not to be held during the final exam period (Friday through Wednesday). Special approval may be granted by the division of Student Services.
14. Chartered organizations will not plan programs or set up structures that are a duplication of or are in competition with the club, group, or organization itself or other clubs, groups, or organizations without the approval of Student Activities and the Vice-President for Student Services.

### **THE "BIG FOUR"**

The following criteria must be met by the "Big Four":

1. Must be initiated by the Vice President for Student Services and/or approved by the University President's executive cabinet. Once the status of "organization" has been obtained, it may be renewed through the annual registration process with the approval of the Vice President for Student Services.
2. Must have an advisor who is a member of the university faculty/staff and approved through the Student Activities Office.

3. Must complete the following process:
  - A. Application submitted through the Student Activities Office. The application must include a current constitution and copy of the organization's by-laws.
  - B. A review process will take place to consider the organization's request for recognized status and to review the organization's constitution and by-laws.
    - i. Reviewed by the Director of Student Activities
    - ii. Reviewed by the Vice President for Student Services
    - iii. If recommended by the Vice President for Student Services, reviewed by the President's executive cabinet.
4. Changes to the organization's constitution at any time must be approved through the Student Activities Office in consultation with the Vice President for Student Services.
5. A copy of the organization's constitution and by-laws must be kept on permanent file with the Student Activities office and the university archives.
6. Funding provided to organizations is to be used in line with the purpose and mission of the organization as stated in the constitution. Funding is overseen through the Student Activities office and approved by the Vice President for Student Services.
7. The "Big Four" are responsible for submitting reports and minutes and are accountable for their activities and expenditures to Student Services. Dispensing of funds associated with required services will be incremental and may be suspended as necessary to ensure follow-through and services.
8. Student organization elections are to operate under the supervision of the Student Activities office with approval of candidate election by the Vice President for Student Services. When possible, an electronic or web-based election processes shall apply. In the event of a paper ballot, a review will automatically be conducted through a third party as designated by the Vice President for Student Services (e.g. the Dean of Students, Director of Residence Life, Campus Ministries, etc.).
9. The makeup of committees related to any chartered organization should include consideration for diversity. A cross-section of class standing, gender, and race, etc. should be taken into consideration in order to insure a representative group.

### **"Big Four" Constitutions**

Constitutions and their by-laws play an important role in the heritage of student leadership at Carson-Newman University. Changes and/or updates to these constitutions are to be a thoughtful process. Additions, deletions, or corrections are to be discussed with the organization advisor and Student Activities. Consideration related to the purpose of current information, which has already been ratified, is to be given full discussion. A committee of the organization comprised of at least 5 active student members, the organization advisor and Student Activities must oversee the constitution review process. The committee is to be in on-going discussion with the Vice-President for Student Services during such a review. The committee is to submit a formal request for any change in writing. The committee must



submit the current ratified constitution and by-laws, which the organization is operating under. A “marked copy” tracking additions, deletions, and corrections is to accompany the proposed new constitution and by-laws. The Vice-President for Student Services may return the constitution to the committee for acceptance, rejection, rewrite, or changes as necessary. Once the draft copy has been approved by Student Services, the committee will then present a copy to the organization for review. A minimum of two weeks between receiving the review and vote for acceptance or rejection is to be provided. A simple majority is required to pass the constitution. The adopted constitution is to be returned to the Vice-President for Student Services for signature and submission to the university archives providing an on-going history and resource for organizations in the future. Generally, the constitution review process should take place in the spring to allow for ratification with implementation to be designated for the next academic year (fall).

### **CRITERIA FOR SPEAKERS SPONSORED BY ORGANIZATIONS**

Speakers may not libel, slander, or facilitate non-truths. Any speaker’s message must be in line with the mission of the university. All events hosting speakers being brought to the University must be registered as an event.

### **STUDENT GOVERNMENT ASSOCIATION**

#### **General Purpose**

The Student Government Association exists to serve and represent the interests, concerns, and ideas of the Carson-Newman student body in association with Student Services. It assists in creating an active Christian campus community. The association seeks to promote the welfare of every student and to create an opportunity for students to practice leadership and assist in determining the policies that shape their university experience. SGA is advised by the Director of Student Activities in conjunction with the Vice-President for Student Services. Funding is afforded through the Division of Student Services.

#### **Membership**

The Student Government Association is composed of every student who pays a student activity fee. All elected and appointed officials of the association shall be full-time students while seeking office and throughout the duration of their term in office. Specific eligibility requirements and the duties of each position are described in the association's Constitution and Bylaws. The constitution is supervised and supported through Student Services. Copies of these documents are available to any student upon request in the Student Government Association office, the Student Activities office, and Student Services.

Information regarding specific officers and representatives is available upon request from the SGA office.

### **SGA Sponsored Bills/Resolutions**

The SGA Senate votes on bills as recommendations to the university. If a recommendation is passed by the Senate, it is then presented to the chief administrator in charge of the area related to the legislation (e.g. Director of Residence Life, Department of Public Safety, Campus Dining). The administrator assesses the validity of the recommendation and may support the recommendation, ask for further review, make suggestions, or decline support. If support is denied, the recommendation is returned to the Senate.

After review and support of the Chief Area Administrator, the recommendation goes through the same procedure with the Vice-President for Student Services. If support is denied, the recommendation is returned to the Senate.

If the recommendation is supported by the Vice-President for Student Services, the bill is considered passed and with the signature of the Vice-President is enacted. However the Vice-President may also submit the bill for review and recommendation to the Executive Cabinet and/or the Student Life Committee of the Board of Trustees. If supported by the Cabinet and/or the Student Life Committee of the Board of Trustees, the recommendation goes to the University President for revision, rejection, or approval.

### **Student Generated Petitions**

While the Student Government Association does not generate petitions, it is the responsibility of SGA as the official student voice to field student petitions. If considered appropriate by the Senate to convert a petition into an appropriate bill or resolution, then SGA will follow the process as indicated above. Petitions should be submitted to the President of SGA for consideration. The President of SGA is not under obligation to present petitions to the Senate unless deemed appropriate.

## STUDENT SERVICES DIVISION

### MISSION STATEMENT

In support of the mission of the University, the Student Services Division is dedicated to creating and supporting a learning environment conducive to student growth spiritually, socially, emotionally, intellectually, physically, and vocationally.

### VICE PRESIDENT FOR STUDENT SERVICES

The Vice President for Student Services oversees the Division of Student Services. The Vice President is responsible for student development outside the classroom as well as the overall quality of campus life. The Vice President is available to all students and appreciates the opportunity to hear student concerns and ideas related to student life. Appropriate policies and procedures are developed and implemented through this division. The Vice President for Student Services has overall responsibility for the division.

The Vice President supervises the Student Services staff and oversees the areas of Dean of Students, Campus Ministries, Appalachian Outreach, Residence Life, Student Activities, Intramural and Recreational programs, Campus Post Office, Health Services, Counseling Services, Disability Services, Orientation and Freshman Year Experience, Camps and Conferences, the Department of Public Safety, as well as the Student Success Department. Student Services oversees and ensures the maintenance of records associated with student leadership and student conduct.

The Vice President serves as an advisor to chartered student organizations including the Student Government Association and the SGA President. The Vice President serves as a member of the President's cabinet and is the liaison for the student life committee of the Board of Trustees.

The Vice President oversees the appeal process for student discipline and reserves the right to contact a student's parent or guardian as appropriate in the event of problems associated with psychological concerns, health related problems or other areas related to Student Services.

The Vice President has responsibility for interpreting policies and overseeing procedures covered under the Student Services umbrella. The Vice President reports to the President of the University and is responsible to the Board of Trustees. Other areas of authority and responsibilities are listed in specific sections of the student handbook and/or as designated by the President.

### DEAN OF STUDENTS

Carson-Newman University strives to help students become responsible in all aspects of their lives. In situations where students exhibit irresponsible or disruptive conduct, or violate university policy, disciplinary action may be implemented. Student conduct is governed by policies set forth in this *Eagle Student Handbook* and the [Guide to Residence Life](#). When a violation of university policy occurs, students are afforded rights outlined by those documents. Infractions may be handled in a variety of

ways depending on the severity and frequency of the violations. Please consult the Student Rights and Responsibilities section in this handbook.

The Dean of Students reserves the right to contact a student's parent or guardian as appropriate in the event of problems associated with psychological concerns, health related problems, drugs or alcohol, or other areas covered under the Student Services umbrella.

## **COUNSELING SERVICES**

The Counseling Services' Department supports the mission of Carson-Newman University to help all students enhance their personal growth to reach their full God given potential as educated citizens and worldwide servant leaders. Counseling Services offers C-N students individual counseling, couples and group counseling, crisis intervention, psycho-educational counseling, as well as online mental health assessments and referrals to community resources.

To set up a free and confidential appointment please call (865) 471-3350 or email [counselingservices@cn.edu](mailto:counselingservices@cn.edu) . The offices of Counseling Services are in the Kathleen Manley Building, located directly across from the First Baptist Church on the corner of Russell Avenue and Ken Sparks Way, next to Burnett Hall. For further information please visit the Counseling Services webpage on the Carson-Newman website at [Counseling Services](#).

## **DEPARTMENT OF PUBLIC SAFETY**

The Department of Public Safety operates with licensed police officers and security guards that maintain security patrols. The Department of Public Safety ensures violations of law and school policy are investigated and works closely with the Dean of Students and other campus student conduct authorities to ensure that matters of student conduct are properly adjudicated.

The department is responsible to ensure all required statistical data are submitted to federal and state agencies as mandated by law. Please note that the Department Of Education and the Tennessee Bureau of Investigation crime reporting requirements differ from one another.

The department maintains a daily crime log which is open to the general public to view upon request. The [daily crime log](#) is also published on the C-N website (www.cn.edu), under Student Services and within the subsection Department of Public Safety.

In the event of a life-threatening emergency, please dial 911 for immediate assistance. For all other emergencies, contact the Department of Public Safety by utilizing our [LiveSafe](#) App (Android) or [LiveSafe](#) App (Apple) or dialing (865) 548-9067. When reporting suspected criminal offenses or other unsafe activities, please contact the officer on duty who will assist you with these matters.

The Department of Public Safety is located at 2209 Branner Avenue in the small brick residence directly behind Stokely Memorial Cafeteria and across the street from the MSAC. The main office phone

number is (865) 471-3559 and is generally available Monday-Friday from 8:00 am – 4:30 pm for administrative issues.

## **DISABILITY SERVICES**

Carson-Newman University seeks to provide reasonable accommodations to “otherwise qualified” students. Accommodations are determined on case-by-case basis and in accordance with their specific disability. Concerns or dissatisfaction regarding accommodations should be directed to the Director of Students with Disabilities and Case Manager. Students who believe they have experienced discrimination related to a disability should contact the Director of Students with Disabilities and Case Manager. The decisions of the Director of Students with Disabilities and Case Manager may be appealed to the Students with Disabilities Committee. The decisions of the Students with Disabilities Committee may be appealed to the Provost.

Requests for accommodations must be made by the student and submitted to the Director of Students with Disabilities and Case Manager. Most requests need to be accompanied by appropriate documentation. Depending on the situation as well as what is requested, needed documentation usually contains information such as: a description regarding any symptoms, any functional limitations, copy of any evaluations, etc. The documentation should be current, typically less than three years old. Students should also submit evidence of past accommodations. If the request is approved, the Director of Students with Disabilities and Case Manager will notify the appropriate representatives of Carson-Newman regarding the approved accommodations. Ideally, students needing accommodations should make their request prior to enrollment for the semester so that the case can be reviewed and accommodations approved and arranged. Students should not make direct application to teachers regarding academic accommodations.

## **HEALTH SERVICES**

The mission of Health Services is to foster health, healing, and wellness for students in a compassionate and loving environment consistent with the Christian principles upon which Carson-Newman University was founded. Empowered by Christ’s love, we joyfully serve with humility, integrity, compassion, and respect.

The Health Services Clinic is in the Kathleen Manley building on the corner of Russell Avenue and Ken Sparks Way next to Burnett Residence Hall. A Family Nurse Practitioner is in the office Monday - Friday from 8:00 am – 4:30 pm and is available to students for treatment of minor illnesses and injuries along with management of some chronic health conditions. The Family Nurse Practitioner is able to write prescriptions for medication, if warranted. A Medical Doctor supervises the Family Nurse Practitioner and is available to students by appointment every Friday. No fee is charged for routine services in the Health Services Clinic. The student is responsible for the cost of prescription medications if prescribed by the Nurse Practitioner or Doctor. Walk-ins are accepted, but students are encouraged to call ahead to make an appointment, as those with an

appointment will take priority. The Health Services Clinic offers testing for COVID, influenza, strep, mono, and urinalysis tests. If the patient demonstrates any respiratory symptoms, a COVID test may be suggested. Students should call 865-471-3350 or email [healthservices@cn.edu](mailto:healthservices@cn.edu) for questions or to schedule an appointment.

The Health Services Clinic follows state recommendations and CDC recommendations which means that protocols and ways of operation are subject to change at any time to ensure the safety of our students, staff, and faculty.

Health Services is open when classes are in session and closed during all University holidays. No on-call services are available. Students who have health concerns outside of hours of operation may choose to seek care at one of the local walk-in clinics, the local hospital or contact the Department of Public Safety 24-hour cell phone at (865) 548-9067. Residential students may also contact the residence life staff in their building. Per CDC recommendations, those who are sick with respiratory symptoms, sore throat or fever should call before getting medical care unless it is an emergency. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.

For emergency care **call 911** or go to the nearest emergency department:  
Tennova Jefferson Memorial Hospital  
110 Hospital Dr. Jefferson City, TN.

Walk-In Clinics:

EXPRESS HEALTH CLINIC AT JEFFCO DRUG CENTER

Jefferson City-471-5110

153 E. Broadway St.

Jefferson City, TN

M-F 9:00am-5:00pm, Sat 9-2, Sun 1-5

First come, first serve walk in clinic for non-chronic conditions. Accepts some insurances, has set fee for services for uninsured persons.

JEFFERSON FAMILY PHYSICIANS (HEALTHSTAR)

Dandridge TN-865-397-2897

150 W. Price Rd. Dandridge TN

Primary care clinic. Walk in clinic hours: M-F 1:00-7:00 Saturday 9:00-6:00 first come first serve. Call to check if accept insurance.

Fast Pace Urgent Care Jefferson City

Jefferson City- 865-262-9294

277 E. Broadway Blvd. Jefferson City, TN

M-F 8:00-8:00 Sat.8:00-6:00 Sun.1:00-5:00 first come first serve for non-chronic conditions. Accepts most insurances.

## **MULTICULTURAL SERVICES**

The Office of Multicultural Services is committed to serving students of all backgrounds while fostering a greater awareness and appreciation for diverse cultures within the Carson-Newman community. Our office is dedicated to ensuring students feel empowered in their God-given identities, compelled to broaden their perspectives concerning societal issues, and encouraged to interact and collaborate within an intercultural community from a place of respect and understanding.

Working closely with student organizations, the Office of Multicultural Services provides trainings and workshops around subjects pertaining to diversity, identity, respect and cultural awareness. Monthly events are held in celebration of Heritage Months.

## **RESIDENCE LIFE**

Residence Life is responsible for providing a safe and meaningful residential experience. Residence Life strives to meet student needs by creating cooperative learning environments that are conducive to studying and that promote development of life skills. The Director of Residence Life oversees the selection, training, supervision, and evaluation of professional and student staff members within the department. Residence Life Coordinators (RLCs) and Residence Directors (RDs) are responsible for the overall building operations of the residence halls on campus. This includes supervising Resident Assistants (RAs), reporting maintenance issues, and developing student-centered hall programming.

The Director of Residence Life, RDs, and, RLCs are responsible for imposing appropriate sanctions for violations of the [Guide to Residence Life](#) (to include eviction from housing). Residence Life reserves the right to contact a student's parent or guardian as appropriate in the event of concerns regarding physical, mental, and emotional health, or other areas involving a student's well-being.

The Residence Life staff creates student leadership opportunities through encouraging students to pursue Resident Assistant (RA), Desk Staff, Residence Hall Council, and Summer RA positions during their Carson-Newman collegiate experience.

## **STUDENT ACTIVITIES**

The Student Activities department is committed to creating inclusive and innovative opportunities for students to engage with the Carson-Newman experience, invest in the sociocultural fabric of their community, and grow spiritually, intellectually, culturally, and socially through intentional development of their God-given talents and purpose to reach their full potential.

Student Activities Department plans, coordinates and implements campus programs and activities and provides leadership training and direction for campus student organizations. The Department coordinates many traditional campus-wide events such as Welcome Week and Spring Formal and works through a programming board, the Eagle Production Company (EPC) to present concerts, Movies-on-the-Lawn, dances, homecoming festivities, carnivals, and a variety of campus-wide events for students to enjoy. The campus calendar is filled with many special events for students every year!

In addition to entertaining and educational campus events, students may also get involved in a wide array of campus organizations through the Department of Student Activities. Approximately 50 student organizations are chartered annually, providing a variety of opportunities for students to develop leadership skills and pursue special interests. Organizations include academic honor societies, social groups, service organizations, political clubs, and special interest groups. The Director of Student Activities enforces policies related to the governance of student organizations and administers disciplinary action as necessary.

The Student Government Association (SGA) offers a wonderful opportunity for student involvement. SGA officers take an active part in campus life and service. Through the cooperative efforts of the university and student leaders, C-N provides an enjoyable and productive college atmosphere.

The Recreational Services Office manages the Maddox Student Activities Center and administers the recreational services and intramural programs. Recreational Services is responsible for scheduling all MSAC functions and maintaining the facility calendar; managing the swimming pool, weight room, cardio room, gyms, track, multipurpose room, game room, grand hall, and lounge. Recreational Services also has some student hiring opportunities for both lifeguards and student staff to work the control desk at the entrance to the MSAC 3 gyms. Items that students can check out from the control desk with their student ID include: basketballs, ping-pong equipment, billiards, badminton, tennis racquets, volleyballs, gaga balls, jump ropes, and weight belts. Recreational Services also plans, promotes and administers the annual schedule of intramural activities as well as employs, trains and supervises intramural student directors, supervisors and officials.

## **STUDENT EXPERIENCES**

Carson-Newman Student Experiences is devoted to providing a successful experience whether you are a first-time freshman, transfer, non-traditional, or returning student. Our goal is to help you be successful throughout the various stages of your academic journey by engaging spiritually, personally, socially, and academically with C-N life. We believe effectively transitioning to college life is vital for success at C-N, graduation, and future achievement.

Our First-Year services include a multitude of programs designed to better equip students with the tools they need to navigate their first year of campus life. **Orientation** offers a unique experience for incoming freshmen and transfer students at the beginning of the fall semester to help them transition into the college experience at C-N. During Orientation, students participate in activities with their peers that provide an opportunity to develop relationships that will last throughout their college experience. **Eagle Guides** serve as peer mentors by attending LA 101/102 classes alongside our new students. In addition, they help organize and coordinate first- and second-year student events to help engage our students



and provide relational experiences that foster community and inspire students to champion their growth and maximize campus resources.

Stop by and see us! The offices for Student Experience is in Butler Hall on the third floor. For more information about getting involved in any of our programs, please call (865) 471-3400 or visit [www.cn.edu/studentexperiences](http://www.cn.edu/studentexperiences).

## **ADDITIONAL SUPPORTIVE OFFICES**

### **APPALACHIAN MINISTRIES OF THE SMOKIES (A.M.O.S.)**

A.M.O.S. provides opportunities of service and ministry for Carson-Newman students, faculty, and staff in the local community. Areas of mission service include: the A.M.O.S. Ministry Center (food, clothing, home repair, Hispanic Outreach, children's programs, benevolent, Christian Counseling and recycling ministries) and the Samaritan House Family Ministries (parenting/nutritional classes, Bible study and worship services, and housing for the homeless). The A.M.O.S. Ministries Center and Home Repair Ministry is located at 511 Municipal Drive. Samaritan House is located at 165 Jericho Way. The Donation Center is located at 190 West Old Andrew Johnson Highway.

### **CAMPUS MINISTRIES**

Mission Statement:

Share the Gospel of Jesus Christ with all students on and off campus, disciple men and women in the Word of God, and send students in ministry and mission to their neighbors and the nations (Matthew 28:19-20).

First, we share the gospel with all students to create a culture of evangelism on and off campus. Events like BCM Wednesday Night Service, Weekly Chapel Services, Gospel Saturated Life Conference, and East Tennessee Evangelism Rally are all intentional in sharing the Gospel of Jesus Christ. Second, we disciple students by leading them to study God's Word and establish a biblical worldview. Discipleship happens on campus in small groups and in faith communities around our area by plugging in students with local churches. In addition, we offer ministry and mission training throughout the year. Finally, we send students out to their neighborhoods and the nations with the Gospel. Sending is not just upon graduation but throughout the time spent at Carson-Newman through Mission Opportunities (Fall, Spring, and Summer) with GenSend Missions partnership through the NAMB (Spring Break) and IMB summer, as well as other opportunities through local churches and the TBMB. We also partner with local community outreach and ministry centers like Appalachian Ministries of the Smokies. A student who has lived a life of mission or ministry while attending Carson-Newman will be awarded a Ministry and Missions Cord to wear with their regalia as they accept their diploma.

### **STUDENT SUCCESS CENTER**

Located on the 2<sup>nd</sup> floor of the Library, the Student Success Center offers a wide range of services to students including peer tutoring, the Writing Center, and academic counseling sessions for students who

are having difficulties in their classes. The Career Services staff assists students in making decisions about majors and in finding a vocational calling and career. Students can also get assistance with resumé writing, interview skills, and the job search process. The mission of the Student Success Center is to nurture students so they can achieve academic and personal success.