

Johnson
UNIVERSITY



STUDENT HANDBOOK

JOHNSON UNIVERSITY

STUDENT HANDBOOK

2012 – 2013

Consumer Information: Title IX/Section 504 Statement.

Johnson University does not discriminate on the basis of race, sex, color, national origin, age, handicap, or veteran status in provision of educational opportunities. Johnson University does not discriminate on the basis of sex or handicap in the education programs and activities which it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318; and Section 504 of the Rehabilitation Act. Charges of violations concerning Title IX and Section 504 should be directed to the Office of Institutional Effectiveness through the [Student Grievance link](#) on the Johnson University web site.

Table of Contents

| | |
|---|----|
| Unit One: Introduction | 1 |
| Unit Two: Student Services | 3 |
| Unit Three: Student Activities | 8 |
| Unit Four: Community Living | 12 |
| Unit Five: Disciplinary Procedures | 18 |
| Unit Six: State and Federal Policies | 23 |
| Appendix A: Non-Traditional Student Housing Policies | 35 |
| Appendix B: Single Student Housing Policies | 38 |
| Appendix C: Vehicle Regulations | 42 |

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UNIT ONE

INTRODUCTION

WELCOME JOHNSON UNIVERSITY!

Enrolling as a student at Johnson University means entering into an academic community that is committed to preparing students to serve the Kingdom as Christian ministers, to developing student leaders who possess a biblical worldview, and to promoting a sense of community in which values are shared and individuals are respected.

As a private, coeducational institution of higher learning, Johnson University holds to the following core values:

The lordship of Christ and the authority of Scripture
The centrality of ministry and the priority of preaching
The necessity of faith, the efficacy of prayer, and the value of work
The importance of affordability and the worth of a nurturing community
The imperative of a Christian lifestyle and the virtue of academic discipline
The validity of the Restoration Plea and the significance of the University heritage

THE PURPOSE OF JOHNSON UNIVERSITY

Johnson educates students for Christian ministries and other strategic vocations framed by the Great Commission in order to extend the kingdom of God among all nations.

Johnson, a private, coeducational institution of higher learning offering associate, baccalaureate, and graduate degrees, strives to be faithful through twenty-first century methods to its historic purpose of preparing students to preach the Gospel.

Johnson seeks qualified students committed to communicating throughout the world the message of peace, wholeness, and restoration as described in Christian Scriptures. We enroll students from all age groups and from diverse geographic, ethnic, and social backgrounds. Consistent with our historic practice, we endeavor to make education available to students regardless of their financial resources. Johnson engages a faculty supportive of its mission and committed to teaching and advising; scholarly and creative activity; and service to churches, Johnson, and the larger community. We create a supportive environment for spiritual formation in which students and faculty can identify abilities and realize responsibilities for personal growth and for service to others in the churches and the human community. We also provide financial resources, facilities, and administrative and academic services that support student and faculty achievement.

Johnson offers undergraduate programs involving a curriculum for all students that (1) centers upon the knowledge, application, and appreciation of the Scriptures; (2) builds upon a general education core aimed at understanding and appreciating cultural contexts as well as developing skills to communicate within those contexts; and (3) provides vocational options aimed at engaging students in congregational ministries and other strategic callings. Johnson offers graduate programs in professional and academic areas that prepare students for leadership in congregations, educational institutions, and other service vocations. Johnson also recognizes its responsibility of service to Christian congregations, the local community, and the world.

Johnson provides in the cocurricular and extracurricular activities a transformational, experiential, and missional education. These activities lead students to understand and exhibit ethical behavior consistent with scriptural norms, provide students with service learning opportunities that sharpen their abilities and sense of calling, and demonstrate ways that selected vocations accomplish their part of the Great Commission.

STUDENT SERVICES AND STUDENT LIFE

The overall goal for the student life office and staff is to support the University's curricular program by helping students grow toward maturity in Christ, developing spiritually, socially, physically, and intellectually. This goal is accomplished by providing programs and services that provide for that development.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are described in Units Five and Six of the *Student Handbook*. These rights and responsibilities are related to student records, alcohol and drug policies, AIDS awareness, security issues, sexual harassment, discrimination (including race, national origin, sex, age, and disability), and other areas where state and federal laws prevail. A clearly defined procedure that is both fair and reasonable has been established to handle disciplinary matters involving students.

All who become members of the Johnson University community have an obligation to support and obey University regulations as set forth in the *Student Handbook*, the same as they are expected to obey local, state, and federal laws. Those who cannot or will not comply will be subject to disciplinary action and the privilege of continued attendance at the University may be withdrawn.

UNIT TWO

STUDENT SERVICES

Introduction

The Johnson University experience provides for a student the opportunity to discover and apply Biblical principles of living; to develop mature Christian attitudes and values; to learn about new personal, social, educational, and vocational roles; to enjoy increased competition in the academic arena; and to associate with a variety of new and different people. The experience of higher education can and should be stimulating, stressful, and growth producing for students who experience it.

The University provides services that are intended to help students with this experience, including the following.

Campus Housing

Residence Halls. Brown Hall and Johnson Hall provide housing for single male and single female students respectively. Each building has 144 student rooms which can accommodate single, double, and triple occupancy. Each room has a private bathroom, air conditioning, network and telephone connections. Each residence hall is equipped with one public and two private lobby areas, several semi-private study areas, two laundry rooms, and two kitchenettes. Each residence hall also has a prayer room and a small physical fitness facility. Residence hall staff include a resident director and student resident assistants. Clark Hall provides housing for up to 39 residents in single occupancy rooms with shared bathrooms, a lobby, kitchenette, and laundry facilities located adjacent to the residence hall.

Non-traditional Student Housing. Housing for non-traditional students is provided in four areas on campus, and include the following:

- Bell Hall is a three-story apartment building containing one and two room efficiency units of varying sizes. All utilities are included in the rent of these apartments.
- Garrett Way/Gateway Townhouses have two bedrooms, one and a half baths. These units are designed for families with one or two children.
- Several Duplex Units with three bedrooms and two bathrooms.
- Various sizes of Mobile Homes are available for rent in three mobile home courts on campus.

Student resident assistants are assigned in each of the housing areas to facilitate community development.

Campus Facilities and Services

The **Phillips-Welshimer Building** contains a gymnasium, administrative offices, classrooms, and the Russell Preaching Center. The **Glass Memorial Library** provides students with a convenient place for research and study. It contains over 111,000 volumes and provides access to over 80,000 e-books and approximately 10,000 full-text journals. The Library also houses one of four campus computer labs. A small chapel, and a prayer room are located in the **Old Main Building**. Except for the president's house, the Old Main Building, built in 1905, is the oldest building on campus still in use. The **Eubanks Activities Center**, built in 1990, houses the offices of the president, advancement, enrollment services, and student services. The second floor contains classrooms, TV studio and media communications offices. In the lower level is a snack bar, a coffee shop, game room, racquetball courts, television area, fitness facility, and the graphics office. The **Alumni Memorial Chapel** seats about 450 students and is used for special campus worship services. A music facility which includes practice rooms, 6 piano labs, choir room and faculty offices is located in the lower level. **Richardson Hall** houses the teacher

education department, multimedia classrooms, computer lab, a global outreach center, and an archaeology center. The former Myrtle Hall has been remodeled as a state-of-the-art **Counseling Center**. **Clark Hall** has 39 guest rooms. A women's fitness center is located in the lower level of the building. **Gally Commons** houses the post office, bookstore, and large dining facility.

Student Services Office

The Dean of Students office is located in the Eubanks Activity Center. The Dean and Student Services staff coordinate student life programs and activities and provide pastoral counseling services to students. The Dean's office also maintains the Church on the Hill benevolence fund to assist students with certain needs. Benevolence inquiries should be directed to the office of Student Services.

Health Services Office

The student health services office is staffed by a registered nurse and is located in the Eubanks Activities Center. Services provided include wellness instruction, first aid for injuries and illness, as well as coordinating referral to area physicians. Office hours are as posted each semester.

Dean of the Chapel

The Dean of the Chapel's office is located in the Russell Preaching Center in Phillips-Welshimer Building. The Dean of the chapel is responsible for chapel programs and chapel attendance records as well as spiritual life programming for the campus community.

Athletic Facilities

The University maintains athletic facilities for both varsity and intramural athletic programs including two gymnasiums, three tennis courts, two racquetball courts, baseball field, disc golf course, floor hockey (in the old gym), and volleyball. The old gym houses an indoor swimming pool. Table tennis, billiards equipment, and a fitness facility are located in the Eubanks Activities Center.

Academic Advising

The academic dean assigns a faculty advisor to each student to advise in selecting appropriate courses each semester and to assist the student with vocational and personal concerns as needed.

Academic Support Center

The Academic Support Center, located in Richardson Hall, provides general academic help as well as class specific help to students who request it. The lab is professionally managed and employs a variety of techniques including peer tutoring and computer assisted instruction.

University Counseling Center

The University Counseling Center provides limited mental health services to currently enrolled students. If you are a full-time student at Johnson University, then you are eligible for free counseling at the Center. Therapists will not be able to counsel with spouses of students or their children unless the counseling issue is a family problem as determined by a therapist. The counseling center reserves the right to refer people to other organizations when the therapists have no more counseling hours available or if they lack expertise in a particular mental health area.

The counseling center staff is primarily concerned with assisting students in their personal, spiritual, and vocational adjustments at Johnson University. Related concerns include counseling, dissemination of information, consultation, and providing referral sources.

University Placement Office

The University Ministry Placement office is a service of the Advancement Office. It provides resources designed to assist students and alumni who are engaged in vocational ministry searches. Any student may consult the Placement Coordinator for current information regarding ministry opportunities.

In addition, job placement assistance is available through the various academic departments.

Food Services

Food services are provided through Pioneer College Caterers in the dining hall at posted hours, and the River Grill which is open most of the day. Pioneer also operates the Underground, a coffee shop featuring Starbucks brand coffees. Vending machines are also available which stock drinks and snacks. For single students the charges for board are based on a required contract food plan (9, 13 or 17 meals per week) which has proven to be the most economical method to provide both adequate and high quality meals. All students housed in the residence halls are required to be on a meal contract.

No food or drinks can be taken from the dining room. For example, food and drinks are not to be carried to the residence halls or into classrooms.

Special diets will be provided by arrangement with the manager of food services. A note from a doctor is required.

Internet and E-mail

Access. Access to the Internet and e-mail is available on campus. You will be assigned a user name and password. When you enter the University network, you leave your privacy at the door. Your e-mail and Internet activity is public information and you should limit your activity accordingly. Your e-mail can be read by people other than the party it is intended for. Internet traffic can be monitored by people outside of the University network as well as inside. Therefore, don't even think about abusing Johnson's good name to access, for instance, sexually explicit Web pages. The owner of the computer will be held responsible for whoever uses his or her computer. Using your computer privileges for hacking someone else's computer system is a criminal offense as well as a disciplinary offense.

Pornography. Based on the assumption that visiting pornographic Web sites is a spiritual problem, first offenders will be referred to the Campus Minister for pastoral counseling. Revisiting pornographic web sites suggests the possibility that there is an underlying psychological addiction as well as a spiritual problem; therefore, repeat offenders will be referred to the Counseling Center for therapy. Continuing visits to pornographic Web sites in spite of pastoral counseling and psychological therapy suggests the presence of deep-seated prurient interests that will be dealt with as a disciplinary problem.

Organization and Bylaws of Johnson University

Johnson University operates under bylaws established by the board of trustees. This document states the name, location, nature, purpose and basic doctrinal position of the University. It provides for a Board of Trustees composed of no fewer than eight and no more than fifteen members, a majority of whom must be alumni of Johnson University. It also provides for a Council of Seventy, an alumni advisory group. It states responsibilities for the trustees, president, and faculty. A copy of the *Bylaws* is available in the student services offices. A copy of the organizational chart of Johnson University can also be found in the student services offices.

Directory Information

An online *Campus Directory* is available on the campus intranet and includes pictures, addresses and telephone numbers of students, faculty, administrators, and staff.

Faculty Committees

Athletic Committee. This committee has the responsibility to give advice about the operation and implementation of the athletic events on campus, both intercollegiate and intramural. The committee is comprised of the Athletic Director, two faculty members, one male student one female student, and the Dean of Students (ex officio).

Chapel Committee. This committee is responsible for planning and scheduling chapel meetings. Special consideration is given to senior sermons, guest speakers, and other meaningful programs. The committee is comprised of select faculty members, the president of the SGA, and the Dean of the Chapel

who serves as chair.

Student Ministry Committee. The responsibility of this committee is to advise and recommend policy and procedure for the student ministry program. This committee is comprised of the student ministry coordinator, two faculty members, one male student and one female student.

Credentials Committee. This committee is charged with the responsibility to review and determine the academic status of students with serious academic problems. It is a decision making committee and may grant or refuse matriculation as deemed advisable in each situation. The committee is comprised of the Provost, the Registrar, the Vice President for Student Services, and the Dean of Enrollment Services.

Discipline Committee. This committee shall be responsible to review, revise, and interpret the regulations for behavior and conduct as defined in the Johnson University *Student Handbook*. This is a decision making committee with authority to dismiss a student from school for severe disciplinary causes. The chairman will inform the student's parents or guardians and the faculty of any such decision. This committee is comprised of three faculty members, a female and male student, and the Dean of Students, who serves as chairman but does not vote. The meetings are called.

Financial Aid and Work Study Committee. This committee is charged with the responsibility of giving direction to the financial assistance program of the University and for dealing with appeals related to financial aid and work study. The committee is comprised of the Dean of Enrollment Services, Provost, and Vice President for Student Services. The Director of Financial Aid and the work program coordinator attend the meetings as consultants but do not vote.

Strategic Planning. This committee assists the president and board of trustees in evaluating and planning for the future development of the University, particularly during the next five years. It reviews mission, programs, enrollment patterns, resource allocations, budget considerations, facilities, personnel needs, and so forth. The committee meetings are scheduled in accordance with the planning committee calendar. It consists of the Director of Institutional Effectiveness, the President, administrators, two faculty members, a trustee, a staff member, and an alumni representative.

Library Committee. The library committee advises the librarian regarding the development of library resources, on matters of general library policy, and on means which may best integrate library services with other academic activities of the University. This committee is comprised of four faculty members, a student representative, and the Librarian, who serves as the chair.

President's Cabinet

The President's Cabinet consists of the President, Provost, Vice President for Business, Vice President for Student Services (Dean of Students), Vice President for Advancement, Dean of Enrollment Services, Chief Information Officer, Dean of the Chapel, and the Director of Institutional Effectiveness.

The cabinet serves to advise the President on administrative matters, to serve as a sounding board for ideas and plans which he is formulating, to be a forum for communication among the administrators and their departments, to assist in resolving conflicts or crisis situations which impact the entire institution, and to provide opportunity for the administrators to seek advice in meeting their own responsibilities.

Alumni Association & Council of Seventy

The purpose of the Johnson University Alumni Association is to: (1) promote sustained loyalty to Jesus Christ as Lord and Savior; (2) promote continual loyalty and support to Johnson University; and (3) maintain a spirit of mutual encouragement and helpfulness among members of the association.

The regular annual business meeting of the alumni association is held during the week of the Johnson University Alumni Homecoming in February. Seniors are invited to attend the annual business meeting because the constitution of the association grants non-voting membership in the association to all seniors currently enrolled at Johnson University. Voting membership in the association is granted to all former students who have earned credits at Johnson University and have paid their annual alumni dues. Alumni who pay their dues are eligible for election to the Council of Seventy.

The purpose of the Johnson University Council of Seventy is to: (1) provide counsel to the trustees, faculty, and president of Johnson University; (2) nominate trustees; (3) do all possible to send qualified

students to Johnson University; (4) be constantly on the lookout for financial support for Johnson University and encourage this support always; (5) work diligently to enlist all alumni in the support of Johnson University; and (6) carry out a system of honoring Johnson University men and women who have rendered distinguished services to the University, the church, the community, or the nation.

Each member of the Council of Seventy serves on one of seven standing committees: academic affairs, alumni affairs, fund raising, property, public relations, enrollment services, or student affairs. The purpose of the student affairs committee is to: (1) be thoroughly alert to student needs and problems in general and so advise trustees and administration; (2) be familiar with extracurricular activities and needs of students, advising trustees and administration accordingly; (3) give the trustees and the administration counsel on improving student life and morale; and (4) suggest to trustees and administration any specific physical plant improvements designed to enhance student life.

UNIT THREE

STUDENT ACTIVITIES

Worship and Prayer

Spiritual Growth. Johnson University recognizes that spiritual growth is an essential experience in ministerial education. Both worship and prayer have been given important places in the total student life at Johnson. Participation in chapel services, weekly church services, missionary emphasis activities, lectureships, prayer rooms, residence hall devotions, discipleship groups, and informal prayer groups allows each student the opportunities and environment to deepen spiritual consciousness.

Area Churches. Students, faculty, and staff participate in the programs of a number of area churches including:

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|-----------------|---|
| Knoxville: | Christian Church of Fountain City Crossings Farragut Christian Church (Concord) Halls Christian Church Cornerstone Christian Church Sullivan Road Christian Church Thorn Grove Christian Church (Strawberry Plains) West Towne Christian Church Woodlawn Christian Church Gap Creek Christian Church (Kimberlin Heights) |
| Seymour: | Seymour Heights Christian Church |
| Sevierville: | Abundant Life Christian Church Smoky Mountain Christian Church |
| Pigeon Forge: | First Christian Church |
| Maryville: | First Christian Church Blount Christian Church Mountain View Church of Christ Meadowbrook Christian Church Unity Christian Church Liberty Christian Church |
| Louisville: | Louisville Christian Church |
| Harriman: | First Christian Church |
| Lenoir City: | Christian Church of Loudon County |
| Kingston: | Morrison Hill Christian Church |
| Morristown: | Community Christian Church First Christian Church |
| Jefferson City: | Jefferson City Christian Church |
| Newport: | First Christian Church English Mountain Christian Church |
| Oak Ridge: | West Village Christian Church |
| Clinton: | Christian Church |
| Powell: | Lighthouse Christian Church |

An up-to-date directory of churches in the Tennessee Valley is available from the Office of Church Relations.

Church Membership. Students who attend area churches are encouraged to transfer their memberships (or place student memberships) and become involved regularly and dependably with those congregations. A church home away from home is a vital part of a student's Christian growth and development.

University Church. The Church on the Hill functions mainly as a benevolence organization. The Campus Minister organizes occasional worship services under the auspices of the Church on the Hill.

Church Attendance. Students are expected to be actively involved in local churches. Participation in the Sunday service should be considered a starting point for involvement. Several congregations offer "student membership" to Johnson students in order to facilitate active involvement.

Chapel Policies

Chapel. Chapel meets on Tuesdays, Wednesdays, and Thursdays from 9:00 – 9:50 a.m. On Tuesdays and Thursdays, the whole student body assembles for chapel with Wednesday chapels being small group meetings. Students taking 5.9 credits or less are not required to enroll in chapel. Most frequently, chapels consist of prayer, singing, and preaching, but other programs are common. While faculty and senior students provide several chapel sermons during the year, the University also invites area ministers, missionaries, and other guests to speak. During the Preaching Emphasis Week, the University brings nationally known speakers to the campus each year. Such experiences contribute to the total learning process and inform students of fields of service to consider as ministry for Christ. In addition to these formal opportunities for worship, prayer rooms are scattered throughout the campus in various buildings.

Chapel Groups. Chapel groups meet on Wednesday during chapel. Some of them are special interest groups such as Freshman Chapel, Harvesters (missionary special interest group), Honors Chapel, Timothy Club (pulpit ministry special interest group), and Student Government. Other groups meet for topical studies. Additional small groups meet regularly for discipleship, accountability, and dormitory devotions.

Campus Media

Campus Mail. Each student is assigned a mail box at the Post Office in the Gally Commons. The post office is open Monday – Saturday from 8 a.m. – 1 p.m.

E-Announcement Sheets. An announcement sheet is e-mailed twice each week to all Johnson e-mail addresses. Announcements should be e-mailed to the student services office at Announcements@JohnsonU.edu. Announcements submitted by noon Monday will be published in the Tuesday announcement sheet. Announcements submitted by noon Thursday will make the Friday edition.

Bulletin Boards. Do not post signs on walls or doors. Administrative announcements will be posted on the bulletin board next to the Bookstore in Gally Commons. Announcements for the main bulletin boards must be neat, dated, and signed. Forms and approval for posting announcements on the bulletin boards may be obtained in the student services office. Oversized posters are subject to restriction. Bulletin boards will be reviewed regularly and out-dated or unauthorized notices will be removed.

Student Publications. Student publications must receive official recognition from the Vice President for Student Services and must conform to such editorial standards as may be required by the English faculty.

University Calendar. Monthly schedules of special events are published online by the Student Services office.

Student Organizations

Official Recognition. All student organizations are required to register and receive approval from the Vice President for Student Services in order to have access to University facilities. Only currently enrolled students and their families may hold membership in student organizations. The following information must be provided for official recognition: (1) name of the organization; (2) list of current officers; (3) statement of purpose and objectives; (4) name of faculty sponsor.

Finances. All student organizations are required to use the University's business office as a depository for finances. Check requests must be signed by the organization's treasurer or president and

co-signed by the organization's sponsor or Vice President for Student Services. The treasurer will keep an accurate record of the organization's current balance and will see to it that all bills are promptly paid. When a group is no longer active or has gone out of existence, the sponsor will arrange to transfer the group's funds to the Church on the Hill for their disposition.

Student organizations are not permitted to charge admission to events on campus. Fund raising projects must be approved by the Vice President for Student Services. No more than one fund-raiser per group per semester will be permitted. Accounting for fund-raisers must be reported to the sponsors and to the Vice President for Student Services. All advertising for fund-raisers will be limited to bulletin boards and the e-announcement sheet. Postings on the bulletin boards may appear as early as two weeks before the event and must be removed in a timely manner.

Minutes. Minutes and other group records are an important part of the organization's history and may contain information of value to future officers. During transitions between officers and during summer vacations, all written records should be deposited for safe-keeping with the faculty sponsor or the student services office. The long-term activities of some organizations form a significant aspect of the history of the institution and a set of written records may become a significant contribution to the archives of the University.

Special Events. Student organizations are required to submit an "Activities Form" in order to use University facilities and equipment, on or off campus. Administrative approval must be obtained before scheduling an event. A checklist of procedures for special events can be obtained from the student services office. After completing the checklist, it must be returned to the plant services office.

Individual students wishing to use University facilities must first receive permission and schedule use of the facilities in the Vice President for Student Services' office. Special guidelines for scheduling weddings, rehearsals, and receptions are available.

Student Government Association (SGA)

The SGA of Johnson University was established to promote better relations between students, faculty, and alumni. Members are elected to the council each spring. The Vice President for Student Services serves as advisor to the SGA.

The SGA coordinates many student activities throughout the school year. The SGA coordinates the annual class elections each spring. Student grievances can often be resolved effectively by the SGA which interprets student opinion to the faculty and vice versa.

Students on probation (academic or disciplinary) are not permitted to serve as class officers or as members of the SGA.

Class Officers

Class officers should coordinate plans for class activities with class sponsors, SGA, and the student services office.

Role of Students in Institutional Decision Making

Student voices are heard at Johnson University. They have access to the alumni association and trustees through the Student Affairs Committee of the Council of Seventy. Seniors may attend the annual business meeting of the alumni association at breakfast on Thursday during the week of Homecoming. Students have direct access to the faculty, staff, and administrators. Results of student questionnaires and surveys are reviewed annually by the planning committee, the cabinet, and the faculty. Several faculty committees include student members.

Athletics

The athletic program is an integral part of the education process and is considered a significant enhancement to building Christian character.

Intercollegiate athletics. Student athletes do not receive athletic scholarships or any other special compensation for participating in intercollegiate athletics. Students who participate in intercollegiate

athletics are required to meet the same academic requirements as other students. A student on probation may not play on a varsity team. Academic eligibility requirements may be found in the *University Catalog*.

Intramural athletics. The intramural program is supervised by the athletic director in cooperation with the athletic committee.

Eligibility for Intramurals. Eligibility to participate in intramurals at Johnson University is limited to the people who meet one or more of the following criteria:

1. A full time resident or commuter student with 12 hours or more of class load. A senior in his or her final semester will be considered eligible regardless of course load.
2. A spouse or child (at least 16 years old) of a full time student (as defined above) living in the same household. (Child may not compete in a sport that he/she is a member of at school according to Tennessee Secondary School Athletic Association (TSSAA) rulings, unless the season is over; however, participation may not start after teams are chosen.)
3. A member of the faculty or staff, or a spouse or child (at least 16 years old) of a member of the faculty or staff living in the same household. (Child may not compete in a sport that he/she is a member of at school according to TSSAA rulings unless the season is over; however, participation may not start after teams are chosen.)

No one may be added to a team after the season of competition has begun.

UNIT FOUR

COMMUNITY LIVING

Perspective

Any individual who lives, studies, or works at Johnson University is part of a community that is dedicated to educating and equipping students for effective service in the larger community of God's Kingdom. Because of the **biblical mandate** for holy living and the world's need for servants who **demonstrate** Christian character and integrity, the University is committed to developing a community which models these values. While opinions concerning some behavioral standards may vary from culture to culture and from time to time, the following lifestyle standards have been adopted as appropriate for living in this Christian community.

General Conduct

Because Johnson students are being prepared for specialized Christian ministries:

- The use alcoholic beverages, narcotics, or tobacco (in any form), abuse of legal substances, or smoking any substance in any form is strictly prohibited both on campus and off campus.
- Johnson students are not to go clubbing.
- Profane or vulgar language is never appropriate for Christians (Eph 5:4), and is prohibited both on and off-campus as well as online.
- Johnson students are to exercise Christian discretion in dancing by avoiding erotic or sexually suggestive dance. In any event, university groups are not permitted to sponsor dancing, whether on or off campus.

Johnson University does not presume to be a censoring agency for all activities. However, evidence of maturing Christian convictions and discerning judgment is expected. Johnson University reserves the right to dismiss a student who, in its judgment, does not conform to the expectations governing student conduct. As a student, you should recognize that anything you do, whether on campus or off, during academic periods or during break, should contribute to the educational purpose of Johnson University.

Dress Code

Piercings. While piercings are not prohibited, they are restricted. Students should avoid extreme or faddish displays. Men are to limit piercings to earrings, while women are to limit their piercings to earrings and nose piercings.

General Dress Code. Students are expected to exercise Christian discretion and modesty in their dress, and to dress appropriately for the occasion. Fashion fads and extremes are not appropriate, for instance:

- Short and revealing skirts and shorts;
- tight or revealing pants;
- halter tops, muscle shirts, or bare midriffs;
- clothing with profanity, vulgarity, or drug, alcohol, or sexual messages.

Men are to remove their hats in chapel.

Individual teachers or work supervisors may require a stricter standard of dress in their classrooms or work areas for educational and professional reasons.

The faculty and student life staff, including resident assistants, will give guidance to students concerning these guidelines.

Grooming and Personal Hygiene

Students are expected to maintain modest, wholesome appearance with regard to personal hygiene and cleanliness.

Hair should be neatly trimmed and of a style that would not be considered extreme by the faculty. Examples of men's haircuts that are considered extreme and faddish are hair carving and Mohawks, but this is not an exhaustive list. Beards and mustaches should be neatly trimmed and groomed, as opposed to natural growth and ungroomed.

Illness

Students who need to see a doctor are responsible for arranging their own appointments and transportation. The Health Services Office keeps a list of area doctors who are willing to see Johnson University students.

Courtship and Marriage

Relationships between couples are expected to be discreet and above reproach. While it is natural for couples to develop genuine affection for one another and to express this feeling in appropriate ways, the public display of affection is limited.

Except for the holding of hands, the conduct of couples is to be guided by a hands-off policy. For example, couples will not walk together with her hand in his back pocket or his hand in her back pocket, sit on each other's laps, or sit together in a chair built for one.

When walking on campus, couples must keep themselves to open and lighted areas. When sitting together, couples should not be in a reclining position. Couples will not visit in music practice rooms, isolated areas on campus, or in parked cars either on or off campus.

Spending the night together in an unchaperoned situation is considered to be sexual misconduct. Neither coed camping trips nor coed vacations are permitted without the presence of married chaperones.

Couples may pray together in the prayer room in the Richardson Hall with the lights on. The upper rooms in the chapel and Old Main Building are not for use by couples.

A couple planning marriage during the school year must comply with the following conditions in order to remain in school: (1) provide the Vice President for Student Services with the written consent of the parents of both parties; (2) make provision through the Vice President for Student Services or campus minister for premarital counseling; and (3) arrange for housing through the student services office.

Campus Community

For the purpose of this document, "campus community" includes students, faculty, staff, and their immediate family members, as well as guests and alumni.

Wedding Policy

University facilities may be used for weddings and receptions by members of the campus community subject to scheduling considerations.

Indoor wedding receptions will be allowed in the hallway of the Phillips-Welshimer Building and the private dining rooms of the Gally Commons. Wedding ceremonies in locations other than the Alumni Memorial Chapel or Old Chapel will be by special permission only.

The charge for using university facilities is \$250 for a wedding and rehearsal and \$250 for a reception. Kitchen facilities are not available, but catering may be arranged through Pioneer College Caterers.

The person scheduling the facilities is responsible for protecting University property, for cleanup afterward, and for returning pieces of furniture to their original location. No rice or birdseed is permitted inside the buildings. The University also observes a no smoking and no alcoholic beverage policy.

An "Activities Form" must be filled out to put the event on the official school calendar and to schedule the use of University facilities. This form is available from the Student Services office.

Policy on Marital Separations

If a Non-Traditional Student separates from his or her spouse during the course of a semester, both student must report the situation to the Vice President for Student Services. The administration will then determine if the student may be allowed to remain in school and/or on campus. If the couple does not reconcile before the end of the semester, the student will not be permitted to continue in school or living on campus. No student will be admitted to school who is separated from his or her spouse. Because of the complex nature of marital problems leading to separation, the University reserves the right to take whatever action is necessary for the welfare of the couple and of the student body in general.

Bicycles

All bicycles must be registered with the business office. There is a registration fee assessed annually for each bicycle. Unregistered bicycles will be confiscated. All bicycles must be removed from the residence halls at the end of the school year. Any bicycles left in the residence halls over the summer vacation period will be disposed of. Cyclists are expected to obey the rules of the road on campus.

Weapons

Possession or use of weapons on the Johnson campus is prohibited by the University and by Tennessee law. BB guns, air soft guns, and tasers are included in the prohibition. Children of campus residents need to be made aware of this prohibition. Security and university personnel are authorized to confiscate any of these prohibited items.

Tennessee Code. TCA 39-17-1309(b)(1): "It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by any board of education, school, college or university board of trustees, regents or directors for the administration of any public or private educational institution.

TCA 39-17-1309(c)(1): It is an offense for any person to possess or carry, whether openly or concealed, any firearm, not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by any board of education, school, college or university board of trustees, regents or directors for the administration of any public or private educational institution. It is not an offense under this subsection (c) for a nonstudent adult to possess a firearm, if the firearm is contained within a private vehicle operated by the adult and is not handled by the adult, or by any other person acting with the expressed or implied consent of the adult, while the vehicle is on school property.

TCA 39-17-1309(d)(1): Each chief administrator of a public or private school shall display in prominent locations about the school a sign, at least six inches (6") high and fourteen inches (14") wide, stating: FELONY. STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED THREE THOUSAND DOLLARS (\$3,000) FOR CARRYING WEAPONS ON SCHOOL PROPERTY.)

Purchasing

Students are not to make purchases in the name of Johnson University without prior permission from appropriate university administrators.

Solicitors

Any student selling goods or services on campus must obtain prior permission from the Vice President for Student Services.

Persons making campus collections for charity must also obtain prior permission from the Vice President for Student Services.

Campus collections for family crises and other emergencies can only be done through the Church On The Hill under the supervision of the campus minister with the help of the resident assistants and resident directors.

School Property

Access to main buildings. The Eubanks Activity Center is open daily until curfew. The Phillips-Welshimer Building is open until curfew Monday-Friday. Richardson Hall is open until curfew Monday-Saturday. The Old Main Building and Alumni Memorial Chapel buildings are open Monday-Friday until 6 p.m. The Glass Memorial Library hours are posted at the library. Access to all buildings is limited to members of the Johnson campus community, including students, faculty, staff, and their immediate family members, as well as guests and alumni.

Children of campus residents must have proper identification (available from the student accounts office) to have access to campus buildings. Children younger than 13 years old must have adult supervision. Children 13 years old or older may access the main campus buildings.

Fitness Center. The exercise equipment is for members of the campus community age 16 and older. A training course is required for all users. Free weights are only available during scheduled hours. Hours of operation are posted. Free weights must never be used without a spotter. When the equipment is in use by both sexes at the same time, the dress code is sweat suits or sweat pants and t-shirt. Use the equipment at your own risk.

Ping Pong and Billiards. Equipment for billiards and ping pong will be available at the snack bar during snack bar hours. Have your ID card available for checking out equipment. Broken or missing equipment will be charged to the account of the ID cardholder. Ping pong balls will be available from a dispenser. The minimum age limit for billiards is fifteen, or under the direct supervision of parents. There is no minimum age limit for ping pong, but children must be tall enough to use the equipment properly, and children younger than 13 years old must be accompanied by a parent.

Personal Behavior. Please do not climb on furniture, turn furniture over, or move large pieces of furniture from their setting. Rough and rowdy behavior is forbidden. Climbing on or rappelling from exterior walls of campus buildings will be treated as a disciplinary offense.

Defacing School Property. Carving names on furniture or writing on posted announcements is a major disciplinary offense.

Chapel Piano and Organ. The piano and organ in the auditorium of the Alumni Memorial Chapel are "off limits." Permission to use the grand piano should be obtained in writing from a music instructor. Schedule of fines assessed for unauthorized use of the chapel piano may be found in Unit Five.

Recreational Facilities. Use of recreational facilities and equipment is limited to the Johnson community (students, faculty, staff, guests, and alumni).

Children's Playgrounds. The playgrounds in Old Orchard Court, Gateway Court, and Sunset Court are provided for the children of Non-Traditional Students and their guests, not for University students.

Skateboards and Roller Blades. Skateboards and roller blades are not allowed on the sidewalks, porches, or steps of any campus buildings, nor inside the buildings themselves.

Ponds and River. Swimming and rafting are not permitted. Ice skating is not permitted. The floodgates at Douglas Dam are opened daily without notice. The French Broad River rises rapidly (three to four feet in about 30 minutes). Persons caught in the current of the rising river are in a life-threatening situation.

Network Usage Policy

The following code of computing practice applies to everyone who uses the University network or university computer systems. Disciplinary action for violating the code is governed by provisions in the *Student Handbook*, the *Faculty and Administration Guidebook*, the *Staff Handbook*, and the Computer Crimes Act of the State of Tennessee, sections 39-14-601 through 39-14-606. The Tennessee Code

prohibits fraudulent and malicious use of computing systems and resources.

1. Only authorized users are granted access to any of the University computing systems. An authorized user is any member of the administration, staff, faculty, or student body who has been assigned a user account consisting of a valid user ID and password. Family members of people in one of the above groups who are assigned user accounts by Campus IT are also authorized to use the University computing systems.
2. You must use only the computer account which has been authorized for your use. You may not use someone else's account. If you have trouble using your account or if you need more than one account, contact Campus IT.
3. You are responsible for the use of your computer account. You should take precautions against others obtaining access to your computing resources. Do not make your account available to others for any purpose.
4. Although Johnson University does not make a practice of monitoring e-mail, the University reserves the right to retrieve the contents from Johnson owned computers such as e-mail messages for legitimate reasons, as to find lost messages, to comply with investigations of wrongful acts, to respond to subpoenas, to stop the spread of viruses, or to recover from system failure. Additionally, pornography, gambling, and violation of copyright laws are stumbling blocks for many Christians. In order to protect members of the University community, the University blocks sites which the administration has deemed inappropriate for Christians.
5. The following practices are unacceptable:
 - Attempting to circumvent the restrictions associated with your computer account.
 - Attempting to access files for which you do not have authorization or attempting to monitor others' network traffic without authorization.
 - Copying files or data belonging to the University without authorization. Written authorization from the Dean of Students must be obtained before one can copy programs belonging to the University.
 - Using the network to illegally transfer copyrighted material or to permit others to illegally transfer copyrighted material. It is the University's policy to honor copyright restrictions and software licenses. Only software that has been legally obtained may be used on university computers.
 - Modifying system configurations on university-owned computers. Only Campus IT can perform or authorize such changes. Campus IT may remove personally owned hardware or software from university computers if they believe that it interferes with the computers' operation.
 - Using the network to harass others. This includes, but is not limited to, the use of anonymous or forged e-mail, spam, and other unsolicited messages. Port scanning of systems (campus or Internet) is prohibited and considered harassment.
 - Using the network to post vulgar, profane, libelous, false, or malicious statements on weblogs, discussion groups, or other online forums hosted on either Johnson or off-campus servers.
6. To minimize the impact of your work on the work of others, do nothing that will prevent others' use of the facilities or deprive them of resources.
 - The use of peer-to-peer (P2P) file-sharing networks, such as Ares or Limewire, is prohibited. Such networks are used on a widespread basis to transfer pornography and to illegally transfer copyrighted material, and the use of such networks places an undue burden on the University network. If you have any questions or concerns about this policy, please contact Campus IT. Legitimate BitTorrent downloads such as Linux disk images and game updates are permitted.
7. Students are responsible for making backups of their files and e-mail account data.
8. Student workers should use departmentally assigned accounts when logging on to university staff

- computers. Students should not log on using their Student ID accounts.
9. Except as authorized, in writing or by e-mail by the University, users are not to use the University network for compensated outside work, the benefit of organizations not related to the University (except in connection with scholarly, creative or community service activities), or commercial or personal advertising.
 10. Anyone who maliciously attempts to hinder the operation of or gain unauthorized access to the University network or any computers on the network will be subject to disciplinary action, up to and including prosecution in a court of law, suspension from the student body, or termination from employment.
 11. Campus IT has the responsibility to protect fair access to network and Internet resources by all users and to implement, publicize, and enforce policy consistent with these rights. Accordingly, Campus IT may remove any user, service, or program from the network (without notice) that impedes with fair access pending an investigation and decision, or satisfactory resolution.

UNIT FIVE

DISCIPLINARY PROCEDURES

Introduction

Johnson University is committed to the principle of justice as revealed in the Scriptures and to the practice of reasonable, fair, and appropriate disciplinary procedures. Johnson University officials never hand down stiff sanctions just to make examples of wrongdoers, nor to express personal feelings of outrage and revenge. The degree and circumstance of the wrongdoing is carefully weighed, innocence or guilt determined, and the appropriate sanction given in all good conscience before the Lord.

Obligations of University Officials

There are three guidelines followed by Johnson University officials in applying sanctions. First, the sanction must be in direct proportion to the nature and degree of the wrong committed, neither more harsh nor more lenient than the violation would merit. Second, sanctions must be administered impartially. The Bible often warns God's people against showing respect for persons in matters of judgment. Third, sanctions are always administered in a spirit of Christian concern with a sense of compassion for the wrongdoer. Johnson University officials take no pleasure in their disciplinary tasks. They act for the University, and not from their own feelings.

Student Obligations

Is there anything students can do in contributing to the establishment of equitable rules and their prompt and fair enforcement? The answer is "Yes." Good discipline is everybody's business, not just the University officials'. Christian students are not to stand by silently, showing no concern for the misconduct of their neighbors.

There are three things students can do to help. First, pray for all who are in positions of authority at Johnson University. We must pray for people in authority whether we chose them or agree with them or not.

Second, submit to the authority of your leaders. A student may consider a particular rule to be unfair. The student is free to express the objection. But if the rule is in the *Student Handbook*, even in their objections, students should respect for those who must enforce the rule. The use of derogatory or insulting terms when speaking of those in authority is not in keeping with the will of God.

Third, abide by the honor system. When you have knowledge of lying, cheating, or stealing on the part of another, but do nothing about it, you are endorsing sin. The Bible speaks of such passive behavior as "consenting" with evil (Psalm 50:18; Romans 1:32; Luke 11:48).

Jesus outlined a procedure for church discipline which can be adapted for use at Johnson University (see Matthew 18:15-17). For example, suppose you see a young man cheating on an exam. Go to him privately, tell what you saw, and ask him to go voluntarily to his teacher and confess his cheating. Cheating voluntarily confessed will mean failure in the assignment, but probably no further action will need to be taken. If he refuses to do as you suggest and you are still convinced that he is guilty of cheating, take one or two friends with you and confront the offender again. If he still refuses to do as you say, you have no other recourse than to report the incident to the teacher. Cheating not voluntarily confessed will lead not only to failure in the assignment, but to disciplinary action, which in turn could lead to failure in the course, and possibly to suspension from University. Remember what James said, "Whoever brings back a sinner from the error of his way will save his soul from death and will cover a multitude of sins" (James 5:20, RSV).

Acceptance of the honor system means that students will neither give nor receive help on any examination. Students must take responsibility for each other in the use of term papers, notebooks, and reading reports. On the job, students are expected to take responsibility for each other in the handling of time cards and work assignments.

General Procedures

The Vice President for Student Services is responsible for investigating, processing, and reviewing all alleged violations of campus regulations and complaints which are referred to him.

In order to guarantee students' rights to reasonable, fair, and appropriate procedures, a formal hearing process has been adopted for handling all disciplinary matters. However, less serious violations may be settled by informal meetings and discussions. Even more serious violations can sometimes be settled by informal means, particularly when the penitent violator voluntarily initiates the process. In any event, a student's right to a formal hearing does not preclude attempts to settle violations through informal meetings and discussions. Formal hearing procedures may only be necessary when such informal means are not satisfactory either to the students or to the University.

The discipline committee will hear all cases of breach of good conduct except: (1) residence hall and dining hall minor violations; (2) any case which can be settled without the necessity of a formal hearing, thus leaving the jurisdiction of the case with the resident assistants, resident directors, Vice President for Student Services, or other school officials, including teachers; (3) any case which the Vice President for Student Services considers inappropriate for reasons of students' or others' health and safety. These exceptions cover the majority of disciplinary problems.

A formal hearing as provided by the discipline committee is necessary only in the relatively few cases when there is a dispute concerning the guilt of the accused party or the appropriateness of the punishment. In such circumstances both the accuser and the accused are protected by the intervention of a fair and impartial hearing system which can hear and consider both sides of the dispute before rendering judgment and prescribing a penalty.

Whenever students face severe penalties, however, it is always advisable to proceed through a formal hearing process. In serious matters, if accused students wish to acknowledge their guilt and waive a hearing, they are required to sign a written statement to that effect, with the understanding that they will accept the judgment of the discipline committee. The discipline committee affords the same reasonable, fair, and appropriate procedures as if the students were present in hearing evidence, weighing facts, and rendering judgment. Students merely waive their opportunity to present evidence or witnesses in their own defense.

The discipline committee consists of three faculty members and two students. The Vice President for Student Services acts as chairman of the committee but does not vote.

Hearing Procedure

Whenever a complaint or alleged violation is referred to the Vice President for Student Services, he will begin by investigating the matter, attempting to assess the validity and seriousness of the charges.

In less serious matters the Vice President for Student Services will meet with the student to see if the charges may be disposed of informally. In such a hearing there are no formal charges and no defense is required. The student is simply told that certain things have been heard about questionable behavior and the student is asked to tell what happened. The dean is especially interested in the student's academic record, Christian testimony, general attitude, maturity, and motivation for university work. If the student acknowledges guilt and agrees to abide by whatever sanctions the dean may impose, the matter is closed. If such informal procedures are not satisfactory either to the student or to the dean, then formal proceedings will be started. The time and place of a hearing before the discipline committee will be scheduled.

Pending final action on the charges, the status of a student will not usually be altered. In extraordinary circumstances, for instance issues relating to the student's or other's health and safety, the student may be restricted pending the outcome of the case.

If students are to appear before the discipline committee, they will be informed of the charges against them, of their right to present witnesses and a defense in their own behalf, and to be represented at the hearing by a faculty advisor. They will be given one or two days to prepare their defense.

The usual order of a hearing is as follows: (1) charges in the presence of the accused; (2) evidence in support of the charges; (3) witnesses or depositions in support of the charges; (4) hearing of the accused;

(5) evidence in support of the accused; (6) witnesses or depositions in support of the accused; (7) deliberation and finding of the discipline committee, excluding the presence of the accused; (8) penalty; (9) appearance of the accused to hear the decision.

The committee can reach one of four decisions: (1) guilty; (2) innocent; (3) case dismissed for lack of evidence; (4) case returned to the Vice President for Student Services for further investigation because of new information.

Penalties are assigned only if students are found guilty. Students found guilty of second offenses will be penalized severely.

An official digest of the hearing will be maintained. This digest, with the exception of the digest of the deliberative process, will be available under the supervision of the Vice President for Student Services to all parties to the hearing.

If accused students fail to answer the charges or appear at the hearings, their guilt will be assumed, and the discipline committee will act in their absence.

Appeal Procedure

Depending on where and when students become involved in the disciplinary process, they may have the privilege of an appeal to the next higher authority. For example, students can appeal the action of resident assistants to the resident director. Actions of a resident director can be appealed to the Vice President for Student Services. Actions of the Vice President for Student Services can be appealed to the discipline committee (under which circumstances the Vice President for Student Services will excuse himself from chairing the committee hearing). Actions of the discipline committee cannot be appealed. Their decision is final.

Sanctions

Most minor infractions are handled by the resident assistants and resident directors. The sanctions at their disposal are reprimands, fines, and campus confinement. More serious infractions are usually referred to the Vice President for Student Services and the discipline committee. The sanctions at their disposal are reprimands, fines, campus confinements, disciplinary probation, suspension and expulsion.

Reprimand. This is the mildest form of action which may be taken against wrongdoers. First offenses of a minor nature can oftentimes be handled in this way. The reprimand may be oral or in writing. It usually carries with it the warning that violations of regulations in the future will result in more stringent action. Meanwhile, students are on their "good behavior," and are being watched more carefully than other students.

Fine. Fines may be the most appropriate sanction for some infractions. Fines may be fixed, as in traffic violations, or flexible, as in cases involving property damage. The business office is consulted before assessing fines for property damage.

Following is the schedule of fines imposed for unauthorized use of the chapel piano: first offense, \$10.00 fine; second offense, \$25 fine; subsequent offenses may still be \$25, with the option of larger fines for repeats.

Disciplinary Probation. This is a severe type of sanction which places students "not in good standing." Students on probation may not represent the University in any official capacity nor hold office in student organizations. For example, students on disciplinary probation cannot sing in the touring choir, participate in University sponsored groups, play varsity sports, hold class offices, SGA offices, or other offices in recognized student groups. Such probation indicates to students that violations of regulations while the probation is in effect will result in more stringent disciplinary action (in all probability, suspension).

Additional restrictions and conditions may be attached to the probation, including campus confinement, fines, and the loss of car privileges. Where appropriate, the student may be referred for counseling, not as a disciplinary matter, but as a redemptive matter.

Disciplinary probation may be imposed for any period of time up to one year. Single students will be asked to inform their parents in writing of the sanction and of the circumstances leading to it. The letter

will be given unsealed to the Vice President for Student Services who will make a copy of the letter for the student's file before mailing the letter to the parents.

Suspension. This is a very severe sanction which lasts for the period of time determined by the discipline committee and until the conditions for readmission are satisfied. When placed on suspension, students are required to leave the campus within a time limit set by the discipline committee. During the duration of the sanction, suspended students are restricted from all University functions, including classes and extracurricular activities. To return to campus for any reason during the time of suspension, permission must be obtained in writing from the Vice President for Student Services. The minimum duration of suspension is the remainder of a semester. The maximum duration is three years. Suspended students must obtain clearance from the discipline committee before they can be readmitted as students in good standing. As a penalty, suspension means loss of funds and loss of time. Students cannot graduate in the semester when they have been suspended. Under some circumstances, suspension might not prevent students from continuing their education by correspondence. Parents are informed of this action by the Vice President for Student Services.

Expulsion. This form of dismissal is a termination of enrollment and is regarded as final. It is only imposed if it is generally felt that no conceivable contingency would bring about reinstatement of the student. It is rarely used because the discipline committee finds it difficult to say that a person can never change for the better.

Breaches of Good Conduct

Major Violations. The following categories of wrongdoing are regarded as most serious and result in severe sanctions: (1) plagiarism or academic cheating; (2) forgery or alteration of University records; (3) deliberate destruction of, damage to, defacing of, malicious misuse of, or abuse of University property; (4) assault and battery on another person or the threat thereof; (5) theft of the property of the University or any private individual; (6) fornication, adultery, or homosexual activity (including engaging in, soliciting, condoning, supporting, or promoting such practices); (7) use, possession, distribution, or sale of narcotics, illegal drugs, alcoholic beverages, tobacco, smoking any substance in any form, or the abuse of legal substances; (8) use or possession of fireworks and firearms; (9) unauthorized entry into campus facilities; (10) reckless driving and speeding; (11) repeated minor violations; (12) failure to give truthful testimony; (13) false and malicious accusations; (14) posting vulgar, profane, libelous, false, or malicious statements on weblogs, discussion groups, or other online forums hosted on either university or off-campus servers, (15) insubordination; (16) unauthorized use of the University computer system and network.

Minor Violations. The following categories of misconduct are regarded as less serious and result in lighter sanctions for first offenses: (1) disorderly conduct and disturbing the peace; (2) curfew violation; (3) parking violations; (4) violations of housing regulations; (5) violations of campus regulations.

Policy on Plagiarism and Related Practices

Plagiarism. Students commit plagiarism when they deliberately submit the writing of someone else as their own work. This offense may involve either submission of a paper written by someone else or directly copying from a printed source without using quotation marks or appropriate documentation.

For demonstrable plagiarism in a paper, students will receive a minimum penalty of a failing grade on that paper. Normally the penalty will include a failing grade for the course and a report of the offense to the Vice President for Student Services, who may initiate action leading to suspension or dismissal from Johnson University.

Excessive Collaboration. To write more effectively, students (like most writers) may discuss their ideas and plans for papers with others or may read a paper (or a section of a paper) to friends making revisions based on their responses. Normally such collaboration improves writing.

Students may also seek help from a volunteer or hired typist. For instructors to gain an accurate representation of a student's work, the student must present the rough draft of any theme or research paper typed by someone other than the student. The final copy must mention the typist's name.

Either of the above practices carried to the extreme constitutes excessive collaboration and prevents

instructors from recognizing the real ability and progress of their students, thus inhibiting effective teaching and learning. Students may receive a failing grade on a paper which shows unmistakable evidence of excessive collaboration. Since students often practice excessive collaboration without a deliberate intention to deceive, a professor, after conferring with the student, may allow a rewrite of the paper.

Insufficient Documentation. Honesty and courtesy require that writers acknowledge their debt for information and opinions they draw from other sources. Documentation provides both an acknowledgment of this debt and a kind of support for the ideas expressed in a paper. Appropriate documentation may range from the mere mention of a name or title to the extensive footnotes and bibliography required in a fully documented paper.

Insufficient or inaccurate documentation constitutes a serious weakness in a paper and normally results in a lowered grade. Students may receive a failing grade on a paper where insufficient documentation overwhelms the communication.

Inadequate Paraphrase. In paraphrasing, students should carefully change the words and sentence structure of the original source while retaining the original sense of the source's meaning. Students must learn the ability to paraphrase. Usually inadequate paraphrase represents a lack of knowledge and skill on the part of the student rather than a deliberate attempt to deceive.

Professors will treat inadequate paraphrase like any other writing deficiency, provided it does not also involve insufficient documentation. Students may receive a failing grade on a paper where inadequate paraphrase makes up most of the communication. In such instances, professors may require the student to rewrite the paper. Inadequate paraphrase without documentation usually constitutes plagiarism.

UNIT SIX

STATE AND FEDERAL POLICIES

Student Records

Privacy. The Family Educational Rights and Privacy Act of 1974 (also known as the "Buckley Amendment"), as it affects students at Johnson University, requires: (1) that the University provide students access to official education records; (2) that students be given an opportunity to challenge such records if they are inaccurate, misleading, or otherwise inappropriate; (3) that written consent of students be obtained before releasing personally identifiable data about students from records to other than a specified list of exceptions; and (4) that students be notified of these rights and policies.

Permanent Records. Johnson University keeps only one official permanent file on each student. The files are kept by the Registrar. Papers and forms are kept in locked, fire-resistant file cabinets. Computer records are kept on restricted, password protected, long-life storage media. A complete file contains the following records: (1) application form; (2) transcripts (high school, other universities, and Johnson University); (3) standardized test results (ACT scores, CEEB scores, and the like); (4) medical records, and (5) actions of the credentials committee (primarily academic probation letters). These are the records regarded as essential for guiding the personal and educational growth of the student. Data from these records are needed for educational, vocational, and personal counseling; for legitimate research purposes; and for writing letters of recommendation.

Temporary Records. Several kinds of records are kept temporarily with the student's official file. (1) Confidential letters of recommendation received by the University as part of the admissions procedure are kept until the student's application has been processed. Letters of recommendation are destroyed after processing to protect their confidentiality. (2) Disciplinary actions are kept in a sealed envelope to be opened only by the Provost, Vice President for Student Services, Registrar, or faculty. These records are destroyed when a student graduates. The student may petition the Vice President for Student Services to have such records destroyed sooner, if the conditions of the disciplinary sanction have been met. The information contained in the confidential envelope is released only by the consent of the student, by lawful subpoena, or by extraordinary circumstances threatening the health and safety of the student or others. (3) Memoranda other than these which find their way into the official file are usually disposed of once the reason for their existence no longer pertains.

Access Rights. Students sometimes wonder who has access to their official records. (1) The student himself has access. (2) Anyone to whom the student gives written consent has access. (3) Johnson University officials, including teachers, have access. (4) Officials of other schools in which the student seeks to enroll have access. (5) Authorized representatives of the United States Department of Education have access. (6) Organizations conducting research considered beneficial to the University may be granted access if such studies guarantee the privacy and anonymity of the students. (7) Accrediting organizations have access to carry out their accrediting functions. (8) Parents of dependent students have access. (9) In an emergency, appropriate persons will be given access if the knowledge of such information is necessary to protect the health or safety of the student or other persons. A record of access is kept with each student's file which shows the use made of the file by anyone other than a Johnson University official or teacher.

Granting Access. Granting frequent access to student records can be unnecessarily bothersome. Students should be motivated by something other than idle curiosity before asking to see their official records. When giving consent of access to others, the student is expected to do it in writing, specifying which records are to be released, the reasons for such release, and to whom. Requests for transcripts must be accompanied by a fee (see Registrar).

Limitations on Access. There are limitations on access. (1) Confidential letters about students are available to no one except Johnson University officials. Students have no access to their reference letters because the letters are destroyed after processing, unless students have waived their right to access. (2)

Some records are regarded as strictly private. Neither students nor Johnson University officials have access to private records. For example, faculty or staff members may take notes at meetings or during conversations and interviews with students. These records are regarded as extensions of the memory of the individual who keeps them, and as such are his or her private property. It would be impractical to forbid the keeping of such records, to forbid the making of decisions based on such records, or to expect that they be treated in the same manner as the official records of the institution. People keeping such records are responsible for preventing access to them by others. (3) Some records are limited by their nature to a single function. Neither students nor officials outside that function have access to those records. For instance, financial records of students and their parents are used exclusively by the business office and the financial aid director. Auditing procedures are conducted in such a way that confidentiality is protected. (4) Third parties who are given legitimate access to a student's records are expected to protect the student's right of privacy.

Challenges. Students have the right to challenge the content of their official education records. If any of the contents are believed to be inaccurate, misleading, or inappropriate, students will be given the opportunity to have the contents in question corrected or deleted. Informal proceedings should be attempted first in settling any disputes students may have over their official records. An informal meeting or discussion with the person responsible for entering questionable contents into the record may be all that is necessary to correct the record to everyone's satisfaction. Formal procedures are necessary only when informal means are not satisfactory either to the student or to the institution. A formal hearing will proceed as follows: (1) The hearing will be conducted and decided within a reasonable period of time following a written request to the Registrar for the hearing; (2) the hearing will be conducted, and the decision rendered, by an official who does not have a direct interest in the outcome of the hearing; (3) the student will be afforded a full and fair opportunity to present evidence relevant to the issues in question; and (4) the decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing. It is believed that such formal procedures will guarantee the student's right to a reasonable, fair, and appropriate hearing.

Directory Information. Several categories of information have been designated by Johnson University as "Directory Information." This is information which is in the public domain. Such information is given informally, without student consent and without written request, oftentimes by telephone. Directory information includes the following: the student's name; home address; home church, campus location; telephone; e-mail address; date and place of birth; major field of study; participation in officially recognized activities, sports, and Christian service; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous institution attended by the student; and present student status (classification, whether currently enrolled in good standing or on probation, and, if suspended, whether suspended for academic reasons or for disciplinary reasons). If students want any of this information withheld, they must petition the Vice President for Student Services in writing, specifying which information should be withheld without a student's consent.

Students may expect employees or contractors of the University to record student images or voices (for instance, photos during student activities, audio or video of chapel services, Media Department video productions, etc). Johnson University reserves the right to:

- Record student images and/or voices on analog or digital video, audio, film, photograph or any other medium.
- Use the student's name, likeness, and voice in connection with the recording.
- Exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which Johnson University, and those acting pursuant to its authority, deem appropriate.
- Use the aforementioned media without remuneration.

Students may opt out of this policy by contacting the Academic Office.

Copyright Policy

The Copyright Act of 1976 and the Digital Millennium Copyright Act protect original works of authorship (such as writing, music, art, video productions, computer programs) as an incentive for creativity by allowing an author to profit from his or her work. There is a "fair use" provision in the Act that balances the need to protect the intellectual property rights of the author with the public's need for free and open discussion.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

The use of peer-to-peer (P2P) file-sharing networks, such as Ares or Limewire, is prohibited. Such networks are used on a widespread basis to transfer pornography and to illegally transfer copyrighted material. If you have any questions or concerns about this policy, please contact Campus IT. Legitimate BitTorrent downloads such as Linux disk images and game updates are permitted. Unauthorized distribution of copyrighted material, including P2P file sharing, may subject a student to civil and criminal penalties.

P2P Alternatives. Students are encouraged to use legal means to obtain digital copies of audio and video files that are under copyright. Such alternatives include [iTunes](#), [Napster](#), or [Hulu](#), among others.

Campus Emergency Notifications

The Higher Education Authorization Act of 2008 requires institutions of higher education to formulate policies and procedures for notifying the campus community concerning significant emergencies or dangerous situations involving an immediate threat to the safety of the community.

Nixle's Community Information Service is built exclusively to provide secure and reliable communications. Its authenticated service connects city agencies to citizens in real-time, delivering information to residents of geographically targeted areas and neighborhoods.

Information can be received online and via e-mail for free. Residents receive messages by mobile phone as part of their text messaging plan (otherwise standard text message rates apply). The system is simple to use and there is no spam.

Phone only registration – text **johnsonu2011** to **888777**

-OR-

E-mail and Phone registration: Go to *Nixle.com* – click the orange *SIGN UP NOW* banner.

Step 1 - Sign up

1. Enter your e-mail address
2. Create your own password
3. Enter your full name
4. Enter your mobile phone number

Click “*I accept, sign me up!*”

Step 2 – Your home area - Enter 7900 Johnson Drive, Knoxville TN 37998 as your home address

Step 3 – Refer your friends - SKIP and Finish

Step 4 – Optional information or SKIP and go to Nixle site.

You have now registered your e-mail and mobile phone. You should have a text on your phone asking you to text YES to 888777. This will activate the account on your phone.

Missing Student Notification Policy

Introduction. The purpose of this policy is to outline the procedures the University will follow in response to a missing student report, as required by the Higher Education Opportunity Act of 2008. Each student will be informed annually of the following notification procedure:

Registering a Confidential Emergency Contact. Each student will be given the opportunity to identify an emergency contact to be notified within 24 hours after the student is deemed missing. This information will be collected by the Student Services Office along with other directory information, but is not considered to be directory information.

Deeming a Student Missing. A student may be deemed missing if it is reported to appropriate university personnel (Resident Manager, Resident Assistant, or Campus Security) that the student has been unreachable via personal contact, telephone, e-mail or other means of electronic communication for 24 hours or more.

Emergency Contact Procedures. Missing persons should be immediately reported to a Resident Manager, Resident Assistant, or Campus Security. Campus Security or the Resident Manager will contact the Vice President for Student Services. Once a student has been reported as missing, the following emergency contact procedures will be initiated the Vice President for Student Services (or authorized representative) no later than 24 hours after a student is deemed missing:

- The student's confidential emergency contact will be notified that the student is missing.

- A missing person report will be filed with the Knox County Sheriff's Department and the Tennessee State Police.
- If the missing student is under 18 years of age and not emancipated, the student's parents will be notified.
- Other campus offices having a need to know (including, but not limited to, the President's Cabinet, other Residence Life Staff, etc.) will be notified.

Annual Notification. Annual notification will be placed in the *Johnson University Student Handbook*, available on the University web site, and in the University e-mail announcement sheet.

Alcohol and Drug Abuse Policy

Introduction. At most of America's colleges and universities, drinking is taken for granted as a part of university life. Unfortunately, alcohol and drug abuse are also a part of campus life at most of America's institutions of higher learning.

Standard of Conduct. In keeping with the mission of Johnson University, the use, possession, distribution, manufacture, or sale of narcotics, illegal drugs, alcoholic beverages, tobacco, or the abuse of legal substances by its students and employees is strictly prohibited. NOTE: if a beverage contains more than zero percent alcohol, it is considered to be an alcoholic beverage.

Drug Testing. Whenever it is reasonable to suspect a student of substance abuse, Johnson University officials will make drug testing available. If the results come back negative, the University will bear the cost of the drug test. If the results are positive, the student will bear the cost and will be subject to disciplinary action. If the student refuses a request to be tested for substance abuse, then he/she will be subject to disciplinary action.

Sanctions for Violation of the Standard. Violation of this policy will lead to disciplinary action up to and including expulsion from university or termination of employment (and referral for prosecution when Local Codes, State of Tennessee Codes, or Federal Codes have been broken).

Why an Abstinence Policy? The pleasures of drinking alcoholic beverages, smoking or chewing tobacco, and sniffing, smoking or injecting illegal drugs are outweighed by their destructiveness. Yes, tobacco is lawful for all university-age students, and alcoholic beverages are lawful for some (21 is the legal drinking age in Tennessee). However, the apostle Paul wrote, "All things are lawful for me, but all things are not helpful. All things are lawful for me, but I will not be brought under the power of any" (I Corinthians 6:12, NKJV). Sobriety and self-control are the Biblical norm, not drunkenness and addiction. Johnson University teaches that abstinence is the best way to achieve the Biblical norm.

Help is Available. Confidential referrals for counseling, treatment, or rehabilitation are available from the counseling center and the health services office to students and employees who voluntarily seek such assistance. Helpful literature on alcohol and drug abuse can also be found in the counseling center and in the health services office.

Tennessee Codes. Under Tennessee state law, it is unlawful for any person under the age of twenty-one to buy, possess, transport or consume alcoholic beverages (TCA 1-3-113); to provide alcoholic beverages to minors (TCA 39-15-404); to be intoxicated in public (TCA 39-17-310); to possess or exchange a controlled substance (TCA 39-17-417). Copies of the applicable Tennessee Codes are available from the student services office.

Federal Codes. Possession and trafficking in controlled substances is regulated by federal law. The Federal Codes provide for fines plus imprisonment for possession (21USC844); forfeiture of real and personal property used to possess or facilitate possession (21USC853, 21USC881); forfeiture of vehicles, boats, aircraft, etc, used to transport a controlled substance (21USC884); civil fines and denial of federal benefits (21USC854); ineligibility to purchase or receive a firearm (18USC922).

AIDS Policy

Guidelines and Procedures

Institutional Responsibilities. The school is obligated to educate students and employees on how to

protect themselves against the risks of HIV infection.

The school will provide proper equipment for disinfecting spills in classrooms, gyms, and dorms. If bleach is inappropriate because of harm to the surface, such as carpet, tuberculocidal disinfectants will be substituted.

The school will provide custodial employees with adequate supplies of disposable gloves and disinfectants.

The school will provide for the safe medical disposal of needles.

In order to comply with federal statutes, the University will neither ask for, disclose to third parties, nor keep records of the results of HIV tests.

Personal Responsibilities. Students and employees are advised to adopt the position that, ultimately, it is a personal responsibility to develop healthy habits which protect against the spread of HIV infection. You must act on the assumption that HIV infected students are attending school with you.

Avoid blood and body fluids.

Practice sexual abstinence until marriage, and remain monogamous within marriage.

Avoid drug abuse and shared needles. Honor the human body as the temple of the Holy Spirit.

Security Policies and Procedures

Introduction. Johnson University is committed to creating an environment that will be conducive to the safety and welfare of the University community.

Security Responsibilities

Crime Control. Johnson University is registered with the state of Tennessee as a proprietary security organization and contracts with a security service to provide licensed security personnel. University Security personnel can request assistance from the Knox County Sheriff's Department for incidents that require resources not available to university personnel and will summon the assistance of other agencies to provide services that require special resources. University Security personnel receive and investigate all incident reports and refer crimes and offenses to local law enforcement authorities. The sheriff's department makes occasional patrols through the campus and responds to 911 calls made from the campus.

Reporting Crime. Students and employees of the University have the *right* to report directly to the Knox County Sheriff's Department any campus crime against their person or property. Students and employees have the *responsibility* to report the same to University officials. Generally speaking, the procedure for reporting crime is similar to the procedure for reporting other emergencies on campus.

How to Get Help. If you are a victim or a witness of a crime of violence on campus, such as aggravated or sexual assault, call 911, and ask for help from the Knox County Sheriff's Department. Then contact University officials as described in the next paragraph.

Emergency Services. Dial 251-2222 to report security concerns, fire, and non-emergency medical injuries. Dial 911 to report an emergency medical conditions, vehicle accident with injury, etc.

If you need someone to assist you in making contact with security, ask your resident director or a resident assistant for help.

When the immediate emergency is past, the office security office in the plant services building has forms for the victims, witnesses, and investigators of campus crime to use in filing complaints pursuant to the FBI's Uniform Crime Reporting (UCR) and data collection guidelines.

General Responsibilities. Johnson University officials are responsible both for responding to reports of campus crime and for collecting, analyzing, and reporting crime statistics as required by federal and state laws. A summary of crime statistics for the most recent three year period is included below.

2010 Crime Statistics

| Arrests - On-Campus | 2008 | 2009 | 2010 |
|---|-------------|-------------|-------------|
| Illegal weapons possession | 0 | 0 | 0 |
| Drug law violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |
| Arrests - On-Campus Residence Halls ⁽¹⁾ | 2008 | 2009 | 2010 |
| Illegal weapons possession | 0 | 0 | 0 |
| Drug law violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |
| Criminal Offenses - On-Campus | 2008 | 2009 | 2010 |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 |
| Sex offenses - Forcible | 1 | 0 | 0 |
| Sex offenses - Non-forcible (incest and statutory rape only) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 4 | 3 | 10 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Criminal Offenses - On-Campus Residence Halls ⁽¹⁾ | 2008 | 2009 | 2010 |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 |
| Sex offenses - Forcible | 0 | 0 | 0 |
| Sex offenses - Non-forcible (incest and statutory rape only) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 1 | 0 | 6 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Hate Crimes: Criminal Offenses - On-Campus | 2008 | 2009 | 2010 |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 |
| Sex offenses - Forcible | 0 | 0 | 0 |
| Sex offenses - Non-forcible (incest and statutory rape only) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

- (1) Residence Halls are a subset of On-Campus statistics
- These data do not include incidents that: (a) took place off campus on public property immediately adjacent to and accessible from the Campus; (b) took place on a noncampus building or property owned or

controlled by a student organization that is officially recognized by the institution; or (c) incidents at buildings/property owned or controlled by an institution but is not contiguous to the institution. For further information, see <http://ope.ed.gov/security>.

- See also: <http://nces.ed.gov/collegenavigator> for institution “Johnson Bible College.”

Security Awareness

Public Buildings. Public buildings (Phillips-Welshimer Building, Eubanks Activities Center, Richardson Hall, Gally Commons, Old Main, Library, Chapel, Old Gym and Swimming Pool) will be open only during business hours and/or at other announced times. Using facilities after hours requires special permission in advance.

Private Buildings. Residence halls for single students (Brown and Johnson Halls) are not open to the public at any time unless advance special event announcements have been made. Outside doors will be locked at curfew. Interfering with this policy is a disciplinary offense. When the residence halls are open, only the main lobby of each residence hall is open to members of the opposite sex. Visitors of the same sex are welcome elsewhere in the residence halls only by invitation or permission. University maintenance shops are off limits to everyone except University employees and their escorted guests.

Identification. University employees assigned to tasks in a residence hall shall identify themselves to the resident director when initially responding to a job order. Each worker shall have an ID badge appropriately displayed. When contractors bring workers from off campus into a residence hall, they will be announced by University officials beforehand to the resident director. Wherever possible, advance notice will be made by the resident director to the resident assistants whose areas are affected. Guests of the University staying in the residence halls will be identified by written notification to the resident directors from the public relations office.

Education. The University administration will assist the campus community to become aware of possible sources of, and ways to prevent, campus crime. Information on crime prevention will be made through special bulletins, announcements, and workshops. The University will also respond to specific needs from time to time, and will provide "timely notice" crime prevention warnings to the community whenever appropriate.

Words of Caution and Advice. To a large extent, students are responsible for their own security and the security of others in the residence halls. Residence hall occupants should keep first floor doors and windows locked after curfew. Residents should report for disciplinary action the names of any students who prop outside doors open after curfew. Students should write down their ideas and turn in their suggestions to the physical plant office for making the campus more secure.

Fire Safety

Residence Hall Policies. The following are prohibited in and around Johnson residence halls: burning of candles or incense, halogen lamps, appliances for cooking (other than microwaves and coffee makers in Brown and Johnson Halls), barbecue grills (including propane bottles, charcoal briquettes, lighter fluid, and unused grills), gasoline or any kind of fuel, and motorized vehicles. Because of the fire hazard involved, no real trees or live greenery are permitted in the residence halls during the Christmas season. Other fire hazards as identified by student life and/or campus safety personnel may also be prohibited, including “daisy-chained” extension cords or excessive use of flammable decorations.

Procedures for Evacuating Residence Halls. Residence hall evacuations procedures are initiated when a building is no longer safe for occupation. The fire alarm system is an important and effective notification system. When the fire alarm sounds in a residence hall, all occupants of the building are to proceed to the nearest exit and remain in a safe location at least 50 feet from the building and out of roads and driveways until an “all-clear” signal is given by campus safety personnel and/or residence staff. Upon evacuation, occupants are to cluster in predetermined assembly areas. If necessary, occupants will be moved to safe shelter in the Phillips-Welshimer building. Resident Assistants will check to see that occupants are evacuated and assess how many students are present. Having determined that, Resident Assistants should walk the perimeter of the building and notify campus safety personnel of any students remaining in the building.

Fire drills are conducted annually in order to familiarize occupants with evacuation procedures.

Policies for Other Student Residences.

Bell Hall. The following are prohibited in and within 10 feet of Bell Hall: burning of candles or incense, halogen lamps, barbecue grills (including propane bottles, charcoal briquettes, lighter fluid, and unused grills), gasoline or any kind of fuel, and motorized vehicles. Because of the fire hazard involved, no real trees or live greenery are permitted in the residence halls during the Christmas season. Other fire hazards as identified by student life and/or campus safety personnel may also be prohibited, including “daisy-chained” extension cords or excessive use of flammable decorations.

Garrett Way and Gateway Townhouses. The following are prohibited in and within 10 feet of Garrett Way and Gateway townhouses: barbecue grills (including propane bottles, charcoal briquettes, lighter fluid, and unused grills), gasoline or any kind of fuel, and motorized vehicles. Other fire hazards as identified by student life and/or campus safety personnel may also be prohibited, including “daisy-chained” extension cords or excessive use of flammable decorations.

Mobile Homes and Duplexes. The following are prohibited in mobile homes and duplexes: gasoline or any kind of fuel, and motorized vehicles. Other fire hazards as identified by student life and/or campus safety personnel may also be prohibited, including “daisy-chained” extension cords or excessive use of flammable decorations.

Fire Safety Systems: Residence Halls

| Building | Fire Alarm | Fire Detection | Detector Type | Sprinklers | Sprinkler Type |
|----------|---------------------|----------------|---------------|------------|----------------|
| Brown | Centrally Monitored | Full | Smoke | Full | Wet |
| Johnson | Centrally Monitored | Full | Smoke | Full | Wet |
| Bell | Centrally Monitored | Full | Smoke | None | |

Fire Safety System: Other Student Residences

Townhomes, duplexes, and mobile homes are equipped with smoke detectors and fire extinguishers.

Fire Statistics

| | 2009 | | | 2010 | | |
|----------------------------|----------|----------|----------|----------|----------|----------|
| | Fires | Injuries | Deaths | Fires | Injuries | Deaths |
| Bell Hall | 0 | 0 | 0 | 0 | 0 | 0 |
| Brown Hall | 0 | 0 | 0 | 0 | 0 | 0 |
| Johnson Hall | 0 | 0 | 0 | 0 | 0 | 0 |
| 2360 Bell Drive | 0 | 0 | 0 | 0 | 0 | 0 |
| Garrett Way 1 | 1 [1] | 0 | 0 | 0 | 0 | 0 |
| Garrett Way 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gateway 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gateway 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7902 Sunset Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7903 Sunset Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7904 Sunset Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7905 Sunset Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7906 Sunset Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7907 Sunset Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7908 Sunset Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7909 Sunset Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7910 Sunset Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7801 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7803 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7805 & 7807 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7809 & 7811 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7813 & 7815 Old Orchard Ct | 1 [1] | 0 | 0 | 0 | 0 | 0 |
| 7823 & 7823 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7825 & 7827 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7828 & 7831 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7833 & 7835 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7837 & 7839 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7841 & 7843 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7845 & 7847 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7853 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7857 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7859 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7861 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7863 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7865 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7867 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7869 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7871 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| 7873 Old Orchard Ct | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 2 | 0 | 0 | 2 | 0 | 0 |

Notes: [1] – Cooking incident, no damage

Plans for Fire Safety Improvement

The University plans to construct a new fire station in 2012 to replace the current fire station. The new station will house additional trucks belonging to the Seymour Volunteer Fire Department.

Sexual Assault

A Word of Caution. Johnson University women have not been immune from physical/sexual assault on the back roads to the University. After dark, women who are driving alone to and from town should stay on the most public roads, avoiding the less traveled back roads to the University. According to the Knox County Sheriff's Department, if a car with flashing blue lights tries to pull you over, turn on your emergency blinker lights and continue driving until you come to a brightly lit public parking lot where other people are present. Real police won't mind the extra driving.

Sexual Assault Programs. The University offers educational programs for the residence halls that promote the awareness of rape, acquaintance rape, date rape, and other sex offenses, forcible or non-forcible, heterosexual or homosexual. Self-defense classes for women are also taught on occasion.

What To Do About Sexual Assault. A victim of sexual assault on campus must first go to a place of safety, and immediately report the incident to health services or student services or other University officials, no matter what the hour of day or night. Time is critical in a sexual assault case. A student services staff member will notify the Knox County Sheriff's Department and will guide the victim through the available options and support the victim in his or her decisions. The victim should not bathe because it is important to preserve evidence for examination by a physician to prove criminal sexual assault, particularly if there were no witnesses.

Disciplinary Procedures. A student victim of a sexual assault by another student may elect to have the investigation proceed through the criminal justice system, the University's disciplinary process, or both.

Possible Sanctions. A student or employee found guilty of sexual assault in an on-campus disciplinary hearing will be subject to disciplinary action up to and including expulsion or termination of employment.

Help Is Available. Local and referral help is available both from health services and from the counseling center for victims of sexual assault. Victims of sexual assault will be assisted in changing their living situation, if requested and reasonably available.

Sexual Harassment

Policy. Relationships between men and women at Johnson University are guided by the principle of respect for each other's feelings, rights, and responsibilities. The University has a moral, educational, and legal obligation to provide policies, procedures, and programs that protect students and employees from sexual harassment and to establish an environment in which unacceptable behavior will not be tolerated.

Definition of Sexual Harassment. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. It has been defined [with our editorial updates in square brackets] by the Equal Employment Opportunity Commission (EEOC) as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment [or education], (2) submission to or rejection of such conduct by an individual is used as the basis for employment [or educational] decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic] performance or creating an intimidating, hostile, or offensive working [or educational] environment.--EEOC regulations, 29 C.F.R., Section 1604.11(a)

Examples of Sexual Harassment. Examples of sexual harassment can be found in the American Council on Education's publication entitled "Sexual Harassment on Campus: A Policy and Program on Deterrence" as follows:

Examples include, but are not limited to, unwelcome sexual advances; repeated sexually

oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments. Such conduct is coercive and threatening and creates an atmosphere that is not conducive to teaching, learning, and working.

Grievance Procedures for Sexual Harassment. Recognizing that many employees and students will be reluctant and/or embarrassed to complain about sexual harassment, two different formal channels are open to encourage victims to come forward with a complaint. It is understood, of course, that formal channels may not be needed except when earlier attempts at private and informal resolution fail.

If the offender is a student, the victim should follow the disciplinary procedures found in Unit Five of the *Student Handbook*. The complaint should be made to the Vice President for Student Services who will investigate the matter. If the complaint is found to be valid and it cannot be resolved informally, the Vice President for Student Services will call a meeting of the discipline committee to hear the charges and render a decision.

If the offender is a member of the faculty or staff, the victim should follow the grievance procedures that can be found at the end of Unit Six of the *Student Handbook*. The complaint will be investigated by the appropriate administrator. If the complaint cannot be resolved informally, complaints will be handled by the grievance committee.

Implicit in these procedures is a provision that allows the complaining party to avoid her or his immediate work supervisor or faculty advisor on the assumption that he or she might be the source of the problem. Complaints will be investigated and resolved promptly.

Additional Considerations. (1) Although every effort will be made to keep a complaint confidential and to protect the privacy of individuals, it is regrettable that confidentiality and anonymity may have to give way to the institution's obligation to investigate and take appropriate action. (2) Claims of sexual harassment may involve one-on-one situations with no additional witnesses to refute or substantiate the complaints, making final resolution impossible. (3) It is unlawful to retaliate in any way against anyone for articulating a concern about sexual harassment or sex discrimination. (4) Regardless of the truth or falsity of the allegations, sexual harassment charges that cannot be proved can have an adverse effect both upon the career and family life of the alleged harasser and the victim. (5) If allegations of sexual harassment prove to be untrue, the complainant may be guilty of defamation of character and may be sued in a court of law.

General Policy on Student Grievances. Students have the right to file a formal complaint about unsatisfactory situations if all other forms of redress failed to correct the situation. If currently enrolled students have complaints about policies, procedures, decisions, or conditions at Johnson University they may submit a written complaint on the form which is designated for that purpose on the school [web site](#).

We encourage students to communicate freely with the administration, faculty, and staff before filing a formal complaint. These situations can often be corrected by informal communication to the satisfaction of all parties. We also encourage students to avoid frivolous complaints so that our staff will have more time to devote to serious matters.

All formal complaints will be read by the Office of Institutional Effectiveness and then forwarded to the appropriate department for follow-up. (1) The vice president of the administrative unit most closely connected to the complaint will receive e-mail notification within one week of the complaint. (2) The files and follow-up documents will also be reviewed at least once each semester by a grievance committee composed of a representative from the Office of Student Services or an alternate administrator, two members of the faculty, one representative from the SGA, and other persons as required by the situation. (3) The Office of Institutional Effectiveness will file proceedings of the committee.

Appendix A:
NON-TRADITIONAL STUDENT HOUSING POLICIES

These policies pertain to University owned mobile homes, apartments, townhouses, duplexes, and homes which are located on the Johnson University property and occupied by non-traditional students.

Part 1. Regulations

Assignment of units to incoming students is determined by six considerations: (1) date of payment of the housing deposit; (2) date of Housing Application; (3) size of family; (4) arrival date; (5) specific unit requested; and (6) discretion of University administration.

Students who are engaged but not yet married may not take possession of a housing unit until one week prior to the wedding, unless other arrangements are made with the Vice President for Student Services.

Before Moving In. A student may not move into a housing unit until he or she has: (1) been accepted by the Admissions office, (2) paid the appropriate housing deposit, (3) signed the Non-Traditional Student Housing Lease Agreement and returned it to the Student Services office, and (4) completed and returned the housing checklist to the Plant Services office.

University Owned Housing Units. The University housing units are rented as single family dwellings. Units cannot be sub-rented at any time. Written consent must be obtained from the Vice President for Business and the Dean of Students before anyone other than parents and their dependent children may occupy a unit. Normal visits by others are permitted. Visitors bringing recreational vehicles must arrange with the Guest Services office to park in spaces built for that purpose.

Since University owned housing units are intended to serve as temporary homes for many couples and families, the following guidelines are intended to: (1) control the permanent physical changes to the units to satisfy the personal tastes of many instead of a few; (2) make sure that approved changes meet state and local building and fire codes; and (3) encourage Christian stewardship.

Pets. *Pets are strictly prohibited.* Pets are not allowed in any student housing unit. Exceptions for small caged pets such as birds, fish or gerbils will be considered by the Dean of Students on a case by case basis.

Residents found in violation of the pet policy will be given written notice that the pet must be removed immediately. The University reserves the right to inspect units where there is reason to suspect that pets are being kept. Violators must notify the Dean of Students in writing after the pet has been removed.

Residents found in violation of the pet policy will immediately be assessed a punitive \$500 fine plus actual damages, and may be subject to forfeiture of their housing deposit and eviction from their housing unit. The fine plus actual damages will be added to the student's account. Once it has been added, the fine must be paid to clear the account.

Resident Assistants. Resident Assistants (RA's) are employed by the University to serve as counselors and helpers to students who live in the residence halls, mobile home courts, apartments and homes on campus. If you have questions about school life, activities, services, or campus regulations, contact the RA.

Vacation Precautions. In order to prevent damage to the housing unit, the following guidelines should be followed if you temporarily vacate the housing unit during the winter months. Set the thermostat on the lowest setting (64 degrees), but do not turn off the furnace. (Note: any repairs for damages, such as broken water pipes and water damaged floors or carpeting, occurring to University owned units and

caused by your negligence must be paid by you.) As an added precaution, ask someone remaining on campus to check your housing unit while you are away to help prevent serious problems from happening.

Contact the RA when you are leaving and will be gone for several days.

Please remember that neither single students nor other guests are permitted to stay in married housing when the regular occupants are away without the prior consent of the Vice President for Student Services.

During severe freezing weather (usually below 25 degrees Fahrenheit), mobile home residents may need to let the water run slowly day and night to prevent water pipes from freezing and breaking. However, please be as conservative as possible by not running more water than is necessary.

Good Housekeeping. Neat and tidy homes are an asset to any community. This is particularly true in a Bible university community where students are preparing for the ministry of the Gospel. **Please keep your living area clean inside and out.**

Fire Prevention. Fire extinguishers and smoke alarms are furnished by the University. Batteries should not be removed from the smoke alarms. Replacement batteries for the smoke alarms are available in the Plant Services office.

Because of insurance and fire code regulations, fire escapes and hallways must always be kept clear.

Kerosene heaters are not permitted. Users of electric space heaters must observe all manufacturer guidelines.

The use and storage of charcoal or gas grills is strictly regulated. Please refer to your lease agreement.

Insurance. The University carries structural fire and liability insurance on University owned housing units. To protect personal belongings, renters would need to take out their own renter's insurance from the agency of their choice. Please refer to your lease agreement.

Part 2. Families

Standards of Conduct. Johnson University residents are expected to be sensitive to the many principles of Christian living found in the Bible. The University imposes certain specific guidelines for the conduct of students, staff, faculty, administration, and their families. Although such man-made regulations cannot improve a Christian's relationship to Christ, they can strengthen the life and testimony of both the individual and the University. Johnson University does not presume to be a censoring agency for all activities. The University does, however, expect tangible evidence of maturing Christian convictions and discerning judgment. Students are held accountable for the conduct of their families.

Courtesy. Because most Non-Traditional Student living quarters are located only a few feet apart, residents must be careful not to intrude upon the study or quiet time of neighbors. In consideration of others, radios, television sets, stereos, etc. should be played during reasonable hours and at low volume. If possible, practice musical instruments before 9:00 p.m.

During class months, encourage children to play quietly in order that students studying are not distracted.

Dress Code. The campus dress codes for men and women are defined in the *Student Handbook* and apply to both single and Non-Traditional Students, spouses who live on campus but are not enrolled as students, and children who have reached the age of twelve or who have entered the seventh grade. RA's, both married and single, enforce the dress code for all students.

Playground Rules. Children of all ages share the playgrounds. The following guidelines have been created for the safety of the children: no bicycle, tricycle, or big wheel riding is permitted in the immediate vicinity of the swings and other playground equipment; unsupervised children under five are

not permitted in areas where swings are located; no fighting, sand throwing, name calling, or bad language. These are acts of misconduct that could lead to a revocation of playground privileges. Children should not be outside after dark.

Children knowingly or innocently breaking the above playground rules can and should be corrected by any adult. Children should be taught to respectfully submit to an adult's authority to send them home if the misconduct is repeated during the same day.

Weapons. Possession or use of weapons on the Johnson campus is prohibited by the University and by Tennessee law. BB guns, air soft guns, and tasers are included in the prohibition. Children of campus residents need to be made aware of this prohibition. Security and university personnel are authorized to confiscate any of these prohibited items. **See page 18.**

Rules of the Road. Parents, please tell your children to respect the movement of traffic. Children on bicycles should be taught to obey the rules of the road while riding on campus. Security personnel and RA's will enforce the rules of the road.

Part 3. Miscellaneous

Moving Out. Please refer to your lease agreement for policies and procedures.

Campus Facilities. The guidelines for using campus facilities are found in Unit 4 of the *Student Handbook*. Parents, please advise your children concerning access times, age restrictions, proper identification, codes of behavior, and sanctions for disregarding the guidelines.

Repair Requests. Work order requests may be made using the online by accessing the form from the University [Plant Services Workorder web page](#). Please ask your RA for assistance.

Part 4. Summer Guidelines

Swimming. Swimming pool guidelines and pool schedule are located on the Plant Services intranet Web page.

River and Ponds. The river and ponds are off-limits. Swimming and rafting are not permitted. The floodgates at Douglas Dam are opened daily without notice. The French Broad River rises rapidly (three to four feet in about thirty minutes). Persons caught in the current of the rising river are in a life-threatening situation.

Children. Construction sites are off-limits. Children should not enter University buildings except for guidelines listed in Unit 4 of the *Student Handbook*. Bicycles should be parked so as not to block building exits or walkways. Bicycles, skateboards, and roller skates should not be ridden on the sidewalks or on the tennis court.

Summer Storage. If you want to store belongings in the unit while you are away for the summer, you can do so by paying a summer storage charge equivalent to one month's rent. By paying this charge, you are also guaranteed the same housing unit for the next semester. The charge must be paid before leaving campus for the summer.

APPENDIX B:
SINGLE STUDENT HOUSING POLICIES

Part 1. General Housing Policy

Housing Policy. Single students are not permitted to live in off-campus or non-traditional student housing with the following exceptions: (1) Students living with parents or guardians may commute; (2) Students enrolled for less than 12 hours may not live in university housing and must commute; (3) Single students 23 years old or older may petition the Dean of Students for permission to live in married housing, if available, or off-campus.

Residence Hall Closings. Residence Halls are closed and secured during all school breaks (Thanksgiving, Christmas, Week of Evangelism). However, students who need housing during the breaks may, for an additional charge, arrange with the Student Services office for access. Charges are: Thanksgiving \$85; Week of Evangelism: \$85; Christmas: \$255; any partial week: \$85.

Residence hall rooms are available for occupancy by each student from opening time each semester until 24 hours after the student's final exam, but not beyond the stated closing time and not during school breaks. Single students are not permitted to stay in married housing when the regular occupants are away without prior permission from the Vice President for Student Services.

Part 2. Spiritual Development

Resident Assistants. Resident assistants are assigned to each wing of each residence hall floor. The resident assistants are responsible to the Dean of Students and the resident directors. They are carefully selected and employed by the University to (1) help establish the environment within the residence hall; (2) assist, advise, and counsel residents; (3) enforce rules and regulations anywhere students are present; (4) assist with administrative responsibilities.

Devotions. Devotions are an important part of residence hall life, with varied types of meetings and groups enriching the spiritual lives of the participants, who also benefit from the close bond of fellowship with other Christians. Schedules are posted by the resident assistants.

Prayer Rooms. Prayer rooms are provided on the third floor of Brown and Johnson Halls. Prayer rooms are to be used for no other purpose.

Part 3. Facilities

Room Assignments. Room assignments are made by the resident directors on a first-come, first-served, seniority basis. Every student has a roommate unless he or she wishes to pay for a private room, if available. If two persons in a residence hall are without roommates, they will be moved together and one room will be closed. Any room changes must be requested in writing and approved by the resident director and the Dean of Students before any change is made.

Furniture. Furniture is not to be moved from the room. All fixtures are to remain in place. Leave mattresses on the beds at all times. Do not take mattresses to another room. Window coverings are furnished and must be used. Mattress pads are required.

Keys. Each occupant is issued a room key. For security purposes and to avoid putting temptation in the way of weaker Christians, please lock unoccupied rooms and carry the key with you. Report any unauthorized entry immediately to the resident assistant. Lost or stolen belongings should be reported to

the security office.

Part 4. Student Responsibilities

Personal Needs. Students should bring such clothing as they will need for all kinds of weather. Each student will also need towels and wash cloths, bedding for an extra-long twin mattress (including a mattress pad), a waste basket, a laundry basket or bag, and toilet articles. **Students are encouraged to purchase a lightweight rechargeable sweeper for cleaning their room.**

Room Decor. Repairs, painting, and alterations of rooms must have the permission and supervision of the Resident director and the Physical Plant Director. Nails, screws, scotch tape, or duct tape may not be used on the walls or doors. **3M Command[®] strips may be used to hang pictures, but will cause significant damage to the wall if instructions are not followed upon removal. The student is responsible for damages caused when the strips are improperly removed.** Plastitack (white only) may be used to hang posters, but student should be aware that improper removal may damage the wall. Plastitack may also leave an oily residue on the wall. Ceiling tiles may not be removed under any circumstances, and items may not be stored in the ceiling space. The student is responsible for damages. Exercise the same respect for University furniture and fixtures that you would at home.

Report any problem regarding lights, plumbing, doors, and fixtures to the resident director or a resident assistant.

Insurance. University insurance does not cover personal belongings of students. The University recommends that you buy personal property (renter's) insurance to cover expensive items such as electronics.

Courtesy. Each student's room is his or her private domain. Do not enter another's room without permission or knowledge and permission. In consideration of others, radios, televisions and stereos should be played at low volume even when quiet hours are not in effect.

Running in the halls, boisterous talk, and shouting are a serious breach of courtesy. Wrestling and boxing are not permitted.

Quiet hours. Quiet hours are in effect after 10 p.m and continue until 9 a.m. the following morning. Radios, television sets, stereos, and computer games should be turned off, or played at such low volume that no one outside the room knows they are on. The residence hall staff reserves the right to remove the stereo, radio, or TV if an offender does not respond to the request to keep the volume low. This removal can be for the remainder of a semester, and permission may be denied for offenders to keep a stereo, radio, or TV in their room during their stay in the residence hall.

Television And Video. Resident directors and resident assistants will monitor TV and DVD/VCR viewing habits in the residence halls. If sleep, study, roommate, and moral considerations are ignored, then TVs or DVD/VCRs may be confiscated, or viewing times may be regulated.

Hazing. Subjecting others to abusive or ridiculous tricks and pranks is not allowed because it is harassing and interferes with the rights of others. Hazing is a serious disciplinary offense.

Curfew. Curfew is observed at 1 a.m. on Friday, Saturday and Sunday nights and 11:30 p.m. on other weekdays. All outside doors will be locked at curfew. Residence hall occupants may not open doors after lock-up. Commuters should be off campus at curfew unless registered as guests. Violation of curfew without good reason is a disciplinary offense.

Late Permission. Late permission may be requested. Secure late permission in advance from the resident director or designated resident assistant. If something unforeseen should delay you, call the resident director when you know you will be arriving late. Sign in on return.

Signing Out And Signing In. Emergency and security procedures require the resident director to know who is in the building at all times. In addition, the resident director must be assured that students away from the building are in a properly chaperoned environment. Ordinarily, a student is not permitted to leave the building for overnight visits during the week (Monday through Friday).

All students who leave the residence hall for overnight must clear their absence with the resident director and sign out using the sheet provided in the main lobby of the residence hall.

Students are expected to return from weekend trips before curfew. If meeting the curfew causes a bona-fide hardship, then late permission should be obtained in advance.

A late entry sign-in sheet is kept in the main lobby of the residence halls. A total of thirty minutes emergency late leave is permitted without penalty each semester.

Single students coming on campus after curfew will be reported to the respective resident directors by means of a Late Entry Report prepared by security personnel. These reports will be compared with the late entry sign-in sheet. Sign-out sheets are periodically reviewed.

Residence hall occupants are expected to abide by the honor system in signing out. Violation of your word of honor without good reason is a disciplinary offense.

Room Inspection. Rooms are to be kept neat, clean, orderly, and ready for weekly inspection by residence hall staff. Sheets and mattress pads must be used on all beds. Shower and sink areas must be kept clean. Dirty clothes should be kept in a laundry bag or basket. Bottles and trash should be removed daily and deposited in the places provided. Any food kept in rooms should be in sealed containers. Failing regular room inspection is a disciplinary offense. Students will be charged a cleaning fee for failing weekly room inspection.

University personnel may enter any room at any time for inspection or maintenance. Customary procedure of knocking before entering shall be followed at all times.

Cleaning. Students are encouraged to purchase a lightweight rechargeable sweeper for cleaning their own rooms. Resident assistants will provide information regarding approved shower cleaners. Vacuums are not to be taken outside for any reason.

Residence hall occupants are expected to take an interest in the total appearance of the residence halls. The cleaning of the general areas of the buildings is done by work students, but all students should take responsibility to pick up anything they drop, clean up anything they spill, carry cans and paper to the appropriate recycling container, and dispose of trash properly.

Window Screens. The outside screens must be left on at all times. Windows are not to be used for entering and exiting rooms.

Electrical Appliances. Cooking and ironing are permissible only in rooms provided for their use. Cooking equipment found in other rooms will be confiscated. Microwaves and coffee makers are allowed in Brown and Johnson Hall rooms.

Residence Hall Kitchens. If the kitchen in a residence hall is left in a messy and disorderly condition, the residence hall staff reserves the right to close the kitchen. Food scraps attract roaches which necessitates frequent spraying. A closed kitchen will be reopened only by assurance from the residents that it will be used properly, kept clean and orderly.

Laundry Rooms. Laundry rooms are shared by all. Please remove clothes from washers and dryers as soon as they are finished. Take washing supplies from the laundry room when finished with them. The

laundry room is cleaned daily and items left over 24 hours will be removed.

Telephones. Making of harassing or obscene telephone calls will be treated as a disciplinary matter.

Fire. The following are prohibited in and around Johnson residence halls: burning of candles or incense, halogen lamps, appliances for cooking (other than microwaves and coffee makers in Brown and Johnson Halls), barbecue grills (including propane bottles, charcoal briquettes, lighter fluid, and unused grills), gasoline or any kind of fuel, and motorized vehicles. Because of the fire hazard involved, no real trees or live greenery are permitted in the residence halls during the Christmas season. Other fire hazards as identified by student life and/or campus safety personnel may also be prohibited, including “daisy-chained” extension cords or excessive use of flammable decorations.

Fire Escape Exits. Propping open exterior doors is a disciplinary offense.

Stewardship Of Energy. Radios, televisions, stereos and lights are to be turned off and windows closed before leaving the room. Windows are to remain closed when either heating or air conditioning is on.

Animals. No pets are allowed. Fish may be kept in an aquarium with the written permission of the Resident Director. An additional damage deposit of \$100 is required in order to keep an aquarium.

Part 5. Miscellaneous

Visiting Hours And Restrictions. All areas of the residence hall are off limits at all times to members of the opposite sex, except the main lobby. The main lobby of each residence hall is to be considered an extension of the resident director’s living room and should be respected as part of the resident director’s home. Students are expected to clean up any mess they make. Students are not to sleep on lobby furniture. Visiting hours will be enforced as posted.

Men and women will not converse with one another through the residence hall windows.

Guests. All persons remaining overnight in the residence halls are to be registered with the hall RA’s. RA’s will report all guests to the Resident Manager. Emergency and security procedures require the resident director to know who is staying in the building. People not currently assigned to a room in a Johnson residence hall (including commuters, former students, and friends) are considered to be guests. No guest will stay in the residence halls more than a cumulative total of one week per semester.

Students may request housing for their guests in advance by contacting the guest housing coordinator in the admissions office. Guests will be charged rates as determined by the University administration. Guests are requested to furnish their own linens and towels.

Johnson University does not provide facilities for housing and feeding transients and other homeless people. Students wishing to help people in these circumstances should direct them to the Knox Area Rescue Ministry or other local ministries founded for this purpose.

Children. Children are to stay out of the resident halls without parental supervision. Students may not keep children as overnight guests in their rooms. Babysitting is not permitted in the residence halls.

Storage. Limited storage is provided in the residence halls for luggage and personal belongings not in use. All boxes and luggage should be labeled with name and home address. Students assume the risk for loss, theft, or damage of stored items. Storage rooms are for the use of currently enrolled students only. Abandoned items will be disposed of after 90 days.

Summer Storage. Students may not store personal items in the residence halls during the summer months. Items left in halls, lobbies, rooms, storage closets, or otherwise not claimed, will be disposed of.

APPENDIX C: Student Vehicle Regulations

Part 1. Registration and Operation

Section 1. General Policies

These regulations cover any vehicle operated on campus streets, including bicycles and motor vehicles. Students operate their vehicles at their own risk.

Driving Privileges. Motor vehicles are for transportation to and from campus, not on campus. No driving is permitted on campus except: (1) for loading and unloading vehicles; (2) for picking up or dropping off passengers; (3) by Non-Traditional Students using the upper campus laundry facility; and (4) by special permission obtained from the business office. **Residence hall occupants may not drive to class, chapel, old gym, or pool.** Violators will be ticketed. Students operate their vehicles at their own risk.

Pedestrians. The Johnson University campus is a pedestrian-friendly environment. Pedestrians have the right-of-way at all crosswalks. Pedestrians sometimes use the street as a walkway, particularly in areas where sidewalks are not present. Where sidewalks are available, pedestrians should use them. Drivers of all vehicles, including bicycles, are to exercise caution when driving on campus and be alert to the presence of pedestrians. **SPEED LIMITS ARE STRICTLY ENFORCED IN ORDER TO PROTECT THE SAFETY OF PEDESTRIANS.**

Motor Vehicle Registration. Motor vehicles must be properly licensed, carry liability insurance, and be registered with the business office. A registration fee is assessed each semester for each motor vehicle. Residence hall occupants may have only one motor vehicle on campus. The Johnson University motor vehicle registration tag should be windshield mounted as directed by the student accounts office at the time of registration. Failure to register each vehicle and to display the registration tag will result in a fine. Registration fees for vehicles brought to campus mid-semester may be pro-rated.

Section 2. Parking

Residence Halls. Parking areas are assigned by the business office. All student vehicles are to be parked in assigned parking areas while on campus. Failure to park in the assigned areas will result in a citation.

Non-traditional Student Housing. Apartment residents will have parking spaces assigned to them by the Business Office. Students who live in the Courts will park in their driveways, not on the street. Court residents may drive their vehicles to campus in inclement weather, but may park only in areas designated for use by commuter students.

Commuters. Commuter students will park only in the designated parking areas.

“No Parking” Zones. Vehicles will be ticketed if found parked: (1) in front of the Alumni Memorial Chapel and the east end of Myrtle Hall; (2) in the roadway between Bell Hall and the Old Gymnasium; (3) in front of the residence halls, except resident directors and visitors; (4) other areas as posted.

Section 3. Speed Limits

Speed Limits and Reckless Driving. Speed limits are posted on high-visibility signs around the main campus, residence halls, and residential areas. Please observe the posted speed limits. **IF YOU EXCEED THE SPEED LIMIT OR DRIVE RECKLESSLY, YOU WILL BE PAY A FINE.**

Section 4. Other Regulations

One Way. Traffic flow from the front of Bell Hall around the Old Main Building and Clark Hall is one way toward the old gymnasium and Alumni Memorial Chapel. Observe the one-way signs as posted.

Accidents. Any vehicular accident which results in personal injury must be immediately reported to the Knox County Sheriff by calling 911. Any property damage accident that does not involve a university-owned vehicle or university property must be reported to the Knox County Sheriff. All accidents involving either a university owned vehicle or university property must be immediately reported to the Plant Services office by calling 2222. In the case of an accident involving student-owned vehicles, students must be prepared to exchange insurance information. The Dean of Students may also release student auto insurance information to students involved in an accident on campus.

Curfew. Those in charge of campus security will inquire about the movement of vehicles that come on campus after curfew. Regular late arrivals, such as students working off campus, must notify the business office.

Repairing Vehicles. Do not change engine oil or repair cars in the parking lots or on the campus roadways. The University does not offer maintenance facilities for student use.

Part 2. Enforcement

Section 1. Security Patrol

The Johnson University security patrol is directed by a security supervisor who has experience working with a city police department. The University is registered with the state of Tennessee as a proprietary security organization and contracts with a security service to provide licensed security personnel.

Duties. During the school year a security patrolman will be posted at the main entrance to the campus during hours designated by the Director of Plant Services in order to offer information and assistance to guests as well as safeguard the campus by screening entering vehicles. The gate at Bell Drive and Hodges Ferry Road and the gate at the residence hall drive and Hodges Ferry Road will be locked from 9 p.m. until 6 a.m. Guests will be verified and temporary parking permits will be issued. A log will be kept of incoming traffic between curfew and 6 a.m. The welcome booth and the security vehicle are equipped with radar units to make the campus a safer place for residents and guests.

Section 2. Motor Vehicle Violations

The following are examples of registration, parking, and moving violations.

Registration. (1) On University property with no visible permit; (2) altered or mutilated registration tag; (3) falsification of registration information.

Parking. (1) In a no-parking zone; (2) in unauthorized area; (3) in loading zone; (4) in fire lane; (5) blocking or obstructing traffic, street, sidewalk, driveway, building entrance or exit, or another vehicle;

(6) parked overtime; (7) in handicapped space; (8) parked outside lines or appropriately marked space; (9) parked in space assigned to someone else.

Moving. (1) Exceeding posted speed limit; (2) excessive speed for existing conditions; (3) failure to obey a traffic sign; (4) failure to obey a security patrolman; (5) operating vehicle without a valid operator's license; (6) reckless driving and/or racing; (7) failure to yield right-of-way; (8) leaving scene of accident; (9) wrong way on one-way street; (10) operating mechanically unsafe vehicle; (11) driving under the influence; (12) operating a vehicle that is unnecessarily loud (loud mufflers, horns, stereos, etc.); (13) drive off of roadway or street.

Section 3. Citations

Violations of motor vehicle regulations will result in citations. It is not university practice to issue "warning" citations.

Fines for registration and parking violations are \$25. Fines for moving violations are \$35. Fines will be charged to student accounts. The University reserves the right to revoke driving privileges for excessive noise.

Traffic Board. A traffic hearing board reviews motor vehicle regulations, safety procedures, and considers appeals of traffic or parking citations. The board consists of the resident assistants for the non-traditional housing areas or such members as may be appointed by the Dean of Students. The Dean of Students presides over the traffic board.

Application for Appeal. A written appeal, using the form supplied by the Dean of Students, is the initial step in the appeals process. This must be done within fourteen calendar days from the issuance of the citation or the right of appeal will be forfeited. Appeals must be made by the person cited or the person to whom the vehicle is registered. The completed form should be submitted to the assistant Dean of Students.

Hearing. The Dean of Students may attempt to settle the dispute informally. The traffic board will meet as required. Failure to appear without prior notice at a scheduled office or traffic board meeting will result in forfeiture of right to appeal.

Disciplinary Action. After the second moving offense in an academic year or after the third parking offense, additional violations of motor vehicle regulations will result in disciplinary action by the Dean of Students or the discipline committee. Penalties at their disposal include discretionary fines, loss of driving and/or parking privileges on campus, disciplinary probation, and disciplinary suspension. See Unit Five of the Student Handbook for a thorough explanation of disciplinary procedures.