

2020-21

# Johnson University

T E N N E S S E E

**STUDENT HANDBOOK**



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# JOHNSON UNIVERSITY

## TENNESSEE

### *STUDENT HANDBOOK*

**2020 – 2021**

12/16/2020: Updated Campus Security and Fire Safety information, including 2019 statistics and updated Title IX, Clery Act, and VAWA policy.

Consumer Information: Title IX/Section 504 Statement.

Johnson University is a Christian university affiliated with Christian churches and churches of Christ. Its mission is to educate students for “Christian ministries and other strategic vocations framed by the Great Commission in order to extend the kingdom of God among all nations.” Accordingly, Johnson University seeks to hire and educate individuals who share its vision and core values to carry out that mission. Johnson University does not unlawfully discriminate in admissions, educational programs, or employment practices.

Johnson University does not discriminate on the basis of race, sex, color, national origin, age, veteran status, genetic information, political affiliation, or handicap—if such disability may be accommodated without undue hardship—in provision of educational opportunities, programs and activities, or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and subsequent amendments to that act, Title IX of the Educational Amendments of 1972 and subsequent re-authorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act.

The University, however, reserves the right under those provisions to make certain employment decisions on the basis of religion, marital status, or sex consistent with the University’s religious beliefs when establishing qualifications for certain positions. Further, as a Christian ministry, the University retains the right to select those who serve in ministerial positions, as that term has been defined by the courts in the context of the First Amendment to the United States Constitution, based on criteria established by the University without regard to Title VII, Title IX, or any other federal, state, or local law governing the employment relationship.

Direct questions concerning these policies to Dr. Gregory L. Linton, Vice Provost for Academic Services, Johnson University, 7900 Johnson Drive, Box 94, Knoxville, TN 37998. Telephone: 865-251-2364. Email: [glinton@johnsonu.edu](mailto:glinton@johnsonu.edu).

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## **Table of Contents**

<b>Unit One:</b> Introduction	1
<b>Unit Two:</b> Student Services	3
<b>Unit Three:</b> Student Activities	9
<b>Unit Four:</b> Community Living	13
<b>Unit Five:</b> Disciplinary Procedures	20
<b>Unit Six:</b> State and Federal Policies	26
<b>Appendix A:</b> Non-Traditional Student Housing Policies	55
<b>Appendix B:</b> Senior Transition Housing	61
<b>Appendix C:</b> Single Student Housing Policies	65
<b>Appendix D:</b> Vehicle Regulations	70
<b>Appendix E:</b> Campus Parking Map	73
<b>Appendix F:</b> COVID-19 Response	74

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# UNIT ONE

## INTRODUCTION

### WELCOME JOHNSON UNIVERSITY TENNESSEE!

Enrolling as a student at Johnson University Tennessee (JUTN) means entering into an academic community that is committed to preparing students for effective service in Christ's Kingdom utilizing their various skills, passions, and abilities in diverse opportunities and settings, 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 service to Christian congregations, the local community, and the world
- 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 priority of communicating throughout the world the message of peace, wholeness, and restoration as described in the Christian Scriptures

### 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 co-curricular 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 Student Services Administrative Area supports the mission of Johnson University by supplementing the University's curricular programs with co-curricular programs and services designed to help students develop the social, physical, and intellectual skills beneficial to service in Christian ministries and other strategic vocations. It provides students with programs and services designed to give them the opportunity to ...

1. Develop and maintain healthy relationships with God, family, friends, and colleagues
2. Participate in recreational and social activities that positively impact the campus community, the local community, and the larger world
3. Develop the self-discipline and leadership skills that encourage positive personal, vocational, and community development

Student Services oversees and manages most of the institutional programs, services, and activities described in this *Student Handbook*. Such programs, services, and activities are designed to promote student learning and enhance student 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, Title IX issues (including sexual harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, sexual exploitation, indecent exposure; see full list of definitions on page 37), 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.

It is the responsibility of the student to read the Catalog, Student Handbook, and other information that Johnson University provides; stay informed about program revisions; and know and comply with all current policies, procedures, and requirements.

All who become members of the JUTN 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 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 recreational and social activities within the campus community; 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.

JUTN provides services that are intended to help students with this experience, including the following:

### Campus Housing

**Eligibility.** Full-time undergraduate students enrolled in Tennessee face-to-face degree programs are eligible to apply for campus housing. Full-time graduate students enrolled in Tennessee face-to-face degree programs may apply for and be assigned to housing on a “space-available” basis. Students who are enrolled part-time, or who are enrolled in programs at other campuses, including the JUFLorida, JUOnline or JUExtendedEd campuses, are not eligible for housing on the Tennessee campus.

Unmarried undergraduate students are also subject to the single-student housing policy in Appendix C.

**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, wi-fi, and connections for student-supplied telephones (students may also request a phone from the Resident Director). Each residence hall is equipped with one public and two private lobby areas, several semi-private study areas, two laundry rooms, two kitchenettes, and a prayer room. Residence hall staff include a resident director and student resident assistants.

**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 bathrooms. These units are designed for families with one or two children.
- Various sizes of mobile homes are available for rent in two mobile home courts on campus.
- Duplex units with three bedrooms and two bathrooms.
- Several of the duplex units are designated for use by single students (see Appendix B)

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

### Campus Facilities and Services

The **Phillips-Welshimer Building** contains an auditorium, administrative offices, classrooms, and the Russell Preaching Center. The **Glass Memorial Library** provides students with a convenient place for research and study. The Library also houses one of three 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 life. The

uppermost floor contains classrooms, TV studio and media communications offices. On the lower level are a snack bar, a coffee shop, game room, racquetball courts, television area, and the graphics office.

**Richardson Hall** houses the Templar School of Education, the School of Business and Public Leadership, academic support center, 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 home for the **University Counseling Center**. The **Gally Commons** houses the post office, campus store, and dining facility. The **Campus Services Building** houses the School of Communication & Creative Arts' music program. A choir room, classrooms, practice rooms, and music faculty offices are part of this building.

### **Student Life Office**

The Student Life office is located in the Eubanks Activity Center. The Dean of Students and Student Life staff coordinate student life programs and activities and provide pastoral counseling services to students. This 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 Life.

### **Health Services Office**

The Student Health Services Office, located in the Eubanks Activities Center is staffed by a registered nurse. Services include wellness instruction, first aid for injuries and illness, and coordinating referral to area physicians. The nurse is not responsible for diagnosis, treatment of sicknesses, making appointments, or providing transportation to area doctors. Office hours are posted each term. Adequate hospitals and medical facilities are available in Knoxville if serious medical attention is needed.

The University requires undergraduate students living on campus and full-time commuter students enrolled in traditional undergraduate programs to have health insurance. A student who needs health insurance coverage can find insurance and policy information for the Tennessee campus on the Johnson University Tennessee website:

<http://johnsonu.edu/student-life/student-health/#insurance>

Students are automatically enrolled in the University's health insurance plan unless they provide proof of coverage. Students who enroll in the plan at the beginning of Fall Term pay in advance for a 12-month policy. Students who begin in Spring Term pay a reduced amount due to the reduced term of coverage.

### **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, six tennis courts, two racquetball courts, baseball field, disc golf course, walking track, hiking trails, and facilities for 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.

The Athletic and Recreation Complex (ARC) opened in the summer of 2019. This facility includes an 80,000 square foot recreation building that features a student center, game room, multi-purpose room, classrooms, fitness center, competition gym, recreation gym, varsity team locker rooms, a trainer's room, and a competition size pool. Outdoor facilities include a soccer field, baseball field, softball field, and intramural space.

### **Academic Advising**

School deans assign a faculty advisor to each student to assist in selecting appropriate courses each

term. Advisors also counsel students with vocational and personal concerns as needed.

### **Academic Support Center**

The Academic Support Center (ASC) provides general academic assistance, as well as course-specific assistance to students who request it. The ASC professionally manages and employs a variety of techniques, including peer tutoring and computer-assisted instruction. It provides training in time management, study skills, proofreading, writing, test-taking skills, and other aspects of university success. The Center also provides online academic coaching through WCONLINE5.

Advising and tutoring appointments may be scheduled online (<https://johnsonu.mywconline.com>). Information and resources offered by the ASC appear on the University website (<http://johnsonu.edu/student-life/academic-support/>) The ASC is located in Richardson Hall, Room 265.

### **Career Services**

The Johnson University Career Services Center's (CSC) programs and services provide a network for students, employers, alumni, and faculty, while training and preparing students to be servant leaders and ethical professionals. The CSC supports the mission and goals of Johnson University by assisting students in realizing their God-given potential through exploring and developing academic and career plans rooted in their faith and values (<http://johnsonu.edu/student-life/career-planning/>). In partnership with alumni, parents, and employers, the CSC develops informational and experiential networks that support career exploration. It also provides career counseling, assistance with job searches, information regarding internships and experiential education, workshops, events and professional development. Johnson Ministry and Employment Opportunities posted on the website provide a current list of churches and employers searching for Johnson students and alumni to fill positions (<https://johnsonu-csm.symplicity.com>). The Career Services Office is located in the Eubanks Activity Center, Room 320.

### **Disability Services**

Johnson complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 by providing reasonable accommodations for students with documented disabilities. The Special Services Office on the Tennessee campus evaluates requests submitted through the <http://johnsonu.edu/student-life/disability-services/request-for-reasonable-accommodations-form/> and determines appropriate accommodations. The Academic Support Center provides appropriate assistance. Nearly all campus facilities are handicap accessible.

Students with disabilities who require the use of Service or Emotional Support Animals as a reasonable accommodation may obtain a copy of the University's Service and Emotional Support Animal policy and procedure from the Student Life office.

### **University Counseling Center**

The University Counseling Center (UCC) provides limited mental health services to students currently enrolled in traditional programs. The center is staffed by graduate students under the careful supervision of the professional counseling faculty.

The UCC exists to offer a broad range of preventive, remedial, and developmental counseling services to Johnson University students. It offers accessible, culturally competent, quality care to clients that is respectful of a person's family and loved ones, faith, language, culture, ethnicity, gender, and identity as a sexual being. At the client's level of comfort, student therapists incorporate spirituality and biblical components in the counseling process regarding faith as core to the growth and healing process. The UCC clinical faculty retains the right to refer clients or potential clients to other service providers when necessary.

### **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 may 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.

### **Campus Store**

The Johnson University Campus Store is typically open Monday through Friday from 8:00 a.m. to 4:00 p.m. It is the official source for Johnson University Gear, clothing and accessories that bear the University insignia. The Campus Store also stocks a variety of other merchandise, including books, school supplies, gifts, snacks, and personal items. Students may contact the Campus Store by telephone (865.251.2246) or email ([bookstore@JohnsonU.edu](mailto:bookstore@JohnsonU.edu)).

**Textbook Services** are offered online through Follett (<http://www.bkstr.com/johnsonstore/home/en>), the leading textbook provider in the United States. Students enter the bookstore website through a Johnson sign-in and password, place texts and other learning materials in their “shopping cart,” and make their purchases through a credit card or by charging them to their Johnson University student account. Follett ships the books to campus or to another address provided by the student. For questions about textbook purchases, contact the Campus Store by telephone (865.251.2246) or email ([bookstore@JohnsonU.edu](mailto:bookstore@JohnsonU.edu)).

### **Information Technology**

**Email.** Johnson University issues a unique user name and password to all new students. They receive an email with their user name and password and security information. The university issued name and password provide students with access to [My.JohnsonU.edu](http://My.JohnsonU.edu) and [Sakai](#) courses, both of which contain personal information. Students are thus responsible for protecting their personal information with password management by changing their university issued passwords and setting up a security question for future password changes at [https://my.johnsonu.edu/ICS/IT\\_Helpdesk.jnz?portlet=Handouts](https://my.johnsonu.edu/ICS/IT_Helpdesk.jnz?portlet=Handouts).

Student email addresses will be used to communicate vital information regarding Johnson University, such as registration information, student financial services information, campus emergency notifications, and weekly announcements sent to the current Johnson University community. It is the student’s responsibility to check their own Johnson University email account regularly, preferably every day, since important correspondence from the University will be sent to this email address.

**Pornography.** Based on the assumption that visiting pornographic Web sites is a spiritual problem, first offenders will be referred to the Associate Dean of Students 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 Life office. A copy of the organizational chart of Johnson University can also be found in the Student Life office.

### **President's Senior Leadership Team**

The President's Cabinet consists of the President, Provost, Executive Vice President for the Florida campus, Vice President for Operations, Vice President for Student Services, Vice President for External Relations, Vice President for Finance, Dean of the Chapel, Chief Enrollment Officer, Chief Communications Officer, and Athletic Director.

The senior leadership team 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.

### **Academic Council**

Decisions that affect only students within a given school or program are generally made at the school level (e.g. course curricula, practicum requirements). Decisions that require a broader “university perspective” are made by the Academic Council—or, in some cases, by the faculty as a whole (e.g. admission standards, academic calendar, Arts & Sciences Core requirements). Chaired by the Provost, the Academic Council focuses primarily on issues related to educational programs, policies, assessment, quality control, and accreditation. It evaluates proposals not only from the perspective of student learning, but also with regard to their implications for strategic planning, marketing, recruiting, financial aid, library resources, support services, and other aspects of university operations. The Academic Council consists of the Provost (chair), assistant provosts, school deans, and key directors and administrators, and representatives of the faculty at large.

### **Faculty Committees**

**Athletic Committee.** This committee is to meet at least one time per semester and has the responsibility to give advice about student-athlete academic affairs and operation of the athletic events. The committee is comprised of the Athletic Director, the Faculty Athletic Representative, three faculty members, and four Student-Athlete Advisory Committee representatives (two male and two female). Faculty members are selected by the VP for Academic Affairs and the students are nominated by Student Athlete Advisory Committee and approved by the Athletic Director.

**Chapel Leadership Team.** This committee is responsible for praying, planning and preparing for chapel services. Special consideration is given to the intentional ordering of the message, music and other creative elements so that chapel services can best play a positive role in the spiritual formation of our campus community. The committee is comprised of students selected through an application process and the Dean of the Chapel who serves as chair.

**Service Learning Committee.** The responsibility of this committee is to make connections with area community service organizations, help promote the SALT program among Johnson University Tennessee campus, and advise and recommend procedures for the Service-Learning (SALT) program. This committee is comprised of the student ministry coordinator, two faculty members, one male student and one female student.

**Academic Standing Committee.** The Academic Standing Committee is comprised of the Provost or a representative appointed by the Provost, Registrar, Vice President for Student Services, Chief Admissions Officer, Director of Academic Support, and two faculty members. The Academic Standing Committee makes recommendations to the Admissions Office regarding readmission, but the Admissions Office makes the final decision.

**Discipline Committee.** This committee shall be responsible to review, revise, and interpret the regulations for behavior and conduct as defined in the *JUTN Student Handbook*. This is a decision making committee with authority to dismiss a student from school for severe disciplinary causes. The Dean of Students will inform the President, Provost, and the student’s academic advisor 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.

**Strategic Planning.** The Strategic Planning Committee (SPC) is an advisory committee organized for the purpose of ongoing, integrated, and institution-wide research-based planning and evaluation at Johnson. In addition to administrative, staff, and faculty personnel, one student serves on this committee.

**Tasks:**

(1) At the direction of the president the committee will prepare, publish, and monitor institutional strategic goals. These goals are normally presented in a five-year strategic plan. The committee will also modify and adapt the goals according to results from assessment and emerging developments in the life of the school. The review of goals and outcomes is the foundation of continuous improvement directed towards fulfillment of the university mission. The committee will report to the board each September on the current status of each goal.

(2) The SPC will review program performance of all JU academic programs and supporting administrative departments. The committee will publish a five-year calendar in which each school and administrative unit of the university will report on assessment results and other studies relevant to that school or unit. In June of each year the SPC and the Director of Institutional Effectiveness will publish an annual Institutional Effectiveness Report.

(3) The SPC will create an integrated master planning document designed to enhance mission effectiveness. The calendar will facilitate communication across functional units of the university. This document will be refreshed and published each February.

(4) The SPC will collect and analyze internal and external research.

**Library Committee.** The library committee advises the Library Director 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 from the Tennessee campus (one from the School of Arts & Sciences, one from the School of Bible and Theology, and two rotating from among the other Schools), two faculty members from the Florida campus, a student representative from each campus nominated by the Student Government Association and approved by the Library Director/Associate Librarian, all librarians, and the Library Director, who serves as the chair. Faculty members will serve two-year terms and student representatives will serve one-year terms. The entire committee will meet at least one time per year, and the committee members on each campus will meet at least one time per semester.

### **Alumni Association & Council of Seventy**

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

The regular annual business meeting of the alumni association is held during the week of the JUTN Alumni Homecoming in February. All senior students currently enrolled in JUTN are invited to attend the annual business meeting as a non-voting member in the association. Members of the graduating class each year receive a complimentary one-year free membership in the association. Voting membership in the association is granted to all former students who have earned credits at JUTN 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 JUTN Council of Seventy is to: (1) do all possible to send qualified students to Johnson; (2) be constantly on the lookout for financial support for Johnson and encourage this support always; (3) work diligently to enlist all alumni in the support of Johnson; and (4) carry out a system of honoring Johnson men and women who have rendered distinguished services to the University, the church, the community, or the nation.

# UNIT THREE

## STUDENT ACTIVITIES

### Worship and Prayer

**Spiritual Growth.** Johnson 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:

Knoxville:	Christian Church of Fountain City Crossings Farragut Christian Church (Concord) 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 Meadowbrook Christian Church Unity 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

**Church Membership.** Students who attend area churches are encouraged to 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.

**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.



**University Church.** The Church on the Hill functions mainly as a benevolence organization.

### **Chapel Policies**

**Chapel.** Chapel meets Tuesdays, Wednesdays, and Thursdays from 9:00 to 9:50 a.m. The purpose of chapel at Johnson University is to worship God in a way in which God is exalted and His people are formed into the likeness of Christ. Wednesday chapels consist of small group meetings (described below). On Tuesdays and Thursdays, the entire student body assembles for worship. These meetings usually 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. Through Preaching Emphasis Week and the Craddock Lectures, the University brings nationally known speakers to 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. Students taking 5.9 credits or less are not required to enroll in chapel.

**Chapel Groups.** Smaller “Chapel Groups” meet on Wednesdays. Some are special interest groups, such as Harvesters (world missions), Society of Preaching (pulpit ministry), Student Government, Honors Chapel, Freshman Student-Led Chapel, and various topical studies. Additional small groups meet regularly for discipleship, accountability, and residence hall 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. – 2 p.m.

**E-Announcement Sheets.** An announcement sheet is emailed twice each week to all Johnson email addresses. Announcements submitted by email ([Announcements@JohnsonU.edu](mailto:Announcements@JohnsonU.edu)) to the Student Life office by noon Monday will be published in the Tuesday announcement sheet. Announcements submitted by noon Thursday will make the Friday edition.

**Bulletin Boards.** 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 Life office. **Do not post signs on walls, doors, or windows.** Unauthorized or improperly posted announcements will be removed and the posting individual or organization may be fined up to \$10 per post. Oversized posters are subject to restriction. Bulletin boards will be reviewed regularly and outdated or unauthorized notices will be removed.

**Student Publications.** Student publications must receive official recognition from the Dean of Students and must conform to such editorial standards as may be required by the Communications faculty.

**University Calendar.** Monthly schedules of special events are published online by the Director of Operations.

### **Student Government Association (SGA)**

The Student Government Association (SGA) consists of student representatives, elected by the student body, who seek to build a united student body through encouraging and uplifting servant leadership. These representatives consist of executive officers and class officers who work alongside appointed directors to oversee the functions of the SGA. The SGA strives to be the unified voice of student concerns, while creating campus involvement and community outreach. In addition, the SGA works to enhance unity on campus by promoting opportunities for the enrichment and fulfillment of the student body’s social and spiritual life through events and activities.

The SGA was established to promote better relations between students, faculty, and alumni. Members are elected to the council each spring. The Dean of Students 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 the SGA and the Student Life office.

### **Student Organizations**

**Official Recognition.** All student organizations (including club sports; see separate Sports Club Manual for guidelines specific to sports clubs) are required to register and receive approval from the Dean of Students in order to have access to University facilities. Students wishing to form a student organization should begin by obtaining a Student Organization Application from the SGA and submitting that application to the SGA Student Life Committee. Only currently enrolled students and their families may hold membership in student organizations.

**Finances.** All student organizations are required to use the JUTN 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 the 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 Dean of Students. 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 Dean of Students. 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 Life 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 Online Event 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 Director of Operations.

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

### **Role of Students in Institutional Decision Making**

Student voices are heard at Johnson. 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.** The University is a member of the National Christian College Athletic Association (NCCAA) Division II. Varsity teams in men's baseball, basketball, soccer, tennis, and cross-country compete with other college and university teams inside and outside the Association. Women's varsity teams compete in basketball, softball, volleyball, soccer, tennis, and cross-country. The colors of the Johnson University Tennessee Royals are blue and white with orange accent.

Participation in intercollegiate athletics is limited to students who are enrolled in campus-based programs at the JUTN campus.

Students enrolled in programs at other campuses, including the JUFlorida, JUOnline or JUExtendEd campuses or sites, are not eligible to participate in intersVarsity athletics at JUTN. Two exceptions may be allowed:

- For a first-year graduate student enrolled in a program that is offered only online, and who has remaining eligibility from undergraduate participation in that sport while at Johnson University.
- For a graduate student enrolled in a program that is offered only in a hybrid format (online + face-to-face), with the student enrolled in face-to-face classes at the JUTN campus during the semester of competition.

The intersVarsity athletic program is supported by undergraduate activity fees. All graduate students who participate in intersVarsity athletics will pay an athletic participation fee and must provide proof of medical insurance.

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 or junior varsity team. Academic eligibility requirements may be found in the JUTN Catalog.

**Intramural athletics.** The intramural program is supervised by the Community Recreation Director in cooperation with the Student Life office.

**Eligibility for Intramurals.** Eligibility to participate in intramurals at JUTN 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. [A 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 in intramurals 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. (A 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 in intramurals may not start after teams are chosen.)

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

# UNIT FOUR

## COMMUNITY LIVING

Any individual who lives, studies, or works at JUTN 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 Great Commission vocations:

- The use of alcoholic beverages, marijuana, 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.
- JUTN students are not to go "clubbing" or to any establishment or event where the sale or service of alcohol or tobacco is the primary emphasis of the establishment (i.e., bar, club, lounge, winery, brewery, etc.).
- Profane or vulgar language is never appropriate for Christians (Eph 5:4), and is prohibited both on and off-campus as well as online.
- While appropriate styles of dance can be an expression of art, worship, choreography or celebration, as well as a form of exercise, JUTN students are to exercise Christian discretion by avoiding dance that does not honor God and promote holiness, or that is erotic or sexually suggestive, occurs in unhealthy environments, or accompanies lyrics that do not reflect a pure and godly lifestyle. University groups (with the exception of the senior class banquet) are not permitted to sponsor dance at events, 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.

### Campus Community

For the purpose of this document, "campus community" includes students, faculty, staff and their immediate family members, and may include guests and alumni visiting the campus. Students may not invite off-campus groups or individuals to use campus recreation or housing facilities without prior permission from the Dean of Students.

### Perspective

Johnson University recognizes the complexity of the issues related to sexual morality, and the challenges and opportunities these present to a campus culture seeking to pursue Christ in all things. It is expected that students will heed the call to make all things subject to Christ, including all things related to sexual morality. The University affirms a commitment to the biblical perspective that sexual relationships outside of marriage are inconsistent with biblical teaching, and that marriage is between a man and a woman. All perspectives and approaches to identity, relationships and behavior must be evaluated within the light of Scriptural truth, and any deemed incompatible with a biblical worldview and understanding of human nature and Christian identity will be deemed unacceptable within the campus community.

The University also recognizes that due to the brokenness that exists in the world, many people, including students, may struggle with all types of sexual temptation. In order to be consistent with biblical teaching, the campus community will come alongside and encourage students to not pursue temptations associated with these struggles and instead choose to live in purity before God.

For the purposes of housing, facilities, and/or other services provided by the University which are sex-specific, a student's documented biological sex will be used to determine eligibility.

The University understands sexual purity before God as a heart issue and that viewing pornography fuels lustful thoughts and objectifies those portrayed in the material. In order to be consistent with biblical teaching, the University prohibits accessing pornographic websites or pornographic material in any form.

## **COVID-19**

Due to the COVID-19 pandemic, and in order to protect the health of all community members, all students are required to accept and comply with the “Pandemic Promise” incorporated into the Student Handbook (See Appendix F, p. 82) as a condition of enrollment.

**Mask policies** (*pages 17 and 36, updated JUTN Fall Planning Guide*). In order to protect the health of all community members, masks covering both your nose and mouth will be required any time you’re indoors and any time students and faculty are in class, even when social distancing can be maintained. In classes in which hearing-impaired students rely on lip reading, cloth face masks should be removed by the instructor or others making platform presentations, but clear plastic face shields should still be worn. Face coverings may be removed outdoors, in personal living spaces, and when seated in offices where employees are working more than six feet apart.

Failure to comply with COVID-19 precautions as directed by the University poses a danger of physical harm to others (see p. 16-17, “Policy on Continued Enrollment”).

## **Couples Relationships**

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 hammock, in a chair built for one, or share a bed.

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 a major breach of good conduct (see page 23, item 6). Students should avoid spending extended time in locations where there is little or no accountability, such as apartments (on- or off-campus) or bedrooms. 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 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 Dean of Students with the written consent of the parents of both parties; (2) make provision through the Student Life office or University Counseling Center for premarital counseling; and (3) arrange for housing through the Student Life office.

## **Dress Code**

**Piercings.** While piercings are not prohibited, they are restricted. Students should avoid extreme or faddish displays. Students 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.

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 a 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.

### **Illness**

Students who need to see a doctor are responsible for arranging their own appointments and transportation. Residence Hall staff does not typically provide transportation. The Health Services Office keeps a list of area doctors who are willing to see JUTN students.

### **Wedding Policy**

University facilities are not available for weddings. Contact the [Director of Operations](#) for information.

### **Policy on Marital Separations**

If a Non-Traditional Student separates from his or her spouse during the course of a semester, the student must report the situation to the Dean of Students. 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.

### **Policy on Continued Enrollment**

Johnson University students must demonstrate that they are able and willing to manage appropriately their academic, social, and personal lives, in addition to their physical and mental health, in order to remain enrolled. The Dean of Students or Associate Dean of Students for Residence Life may initiate the administrative withdrawal process of a student who is no longer able or willing to do so. A student may be administratively withdrawn for one or more reasons, including, but not limited to the following:

- A student who does not attend classes in accordance with the published attendance policy, is intentionally disruptive to the academic process, or is repeatedly disruptive to the social and/or academic experience of other students may be administratively withdrawn.
- Students must demonstrate that they are able to comply with the directives and recommendations of physical and psychological health care professionals concerning medications and self-care. (NOTE: Students are responsible for administering their own medications in order to comply with medical directives. Johnson University staff do not administer medications.) A student who is unable to demonstrate compliance with such medical directives or recommendations may be administratively withdrawn.

- A student who behaves, or threatens to behave, in a way which poses the danger of physical harm to themselves or others will be confronted, counseled, and required to follow a resolution plan. A student who is unable or unwilling to comply with the resolution plan will be administratively withdrawn. If it is prudent, the family of the student may be contacted for assistance. Following administrative withdrawal, re-enrollment will be considered only after evidence of resolution to the underlying problem(s) is presented.
- A student who leaves the campus and/or has been hospitalized due to a psychological crisis may not return to the campus until he/she has been cleared for return by a psychiatrist or other qualified mental health professional and until he/she has met with the Associate Dean of Students. Johnson University Florida is an institution of higher education that is not equipped or staffed to provide ongoing therapeutic treatment for mental health disorders or crises.

### **Weapons**

Possession or use of weapons on the Johnson campus is prohibited by Johnson University and by Tennessee law. The possession prohibition includes a student having a weapon in a personal vehicle. Firearms, BB guns, air soft guns, tasers, and knives with blades longer than three inches are among the items 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.)

### **Hazing**

Subjecting others to abusive or ridiculous tricks or pranks is not allowed because it is harassing, potentially endangers the mental or physical health or safety of other students and interferes with the rights of others. Hazing is a serious disciplinary offense. Any student, whether individually or as part of a group action, or as part of a student organization, who engages in hazing will be subject to both severe disciplinary action and to possible criminal prosecution by the State of Tennessee.

### **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 Dean of Students.

Persons making campus collections for charity must also obtain prior permission from the Associate Dean of Students.

Campus collections for family crises and other emergencies may only be done through the Church on the Hill under the supervision of the Associate Dean of Students with the help of the resident assistants and resident directors.

### **School Property**

**Campus Facilities.** Use of campus facilities, including recreational facilities and equipment, is limited to the Johnson community (students, faculty, staff, including immediate family members, as well as campus guests and alumni).

Students may not invite off-campus groups or individuals to use campus recreation or housing facilities without prior permission from the Dean of Students.

**Guest Speakers.** JUTN reserves the right to limit access to campus facilities for off-campus guest speakers to those invited by faculty, staff, administration, or recognized student groups.

**Access to main buildings.** The Eubanks Activity Center is open daily until curfew. The Phillips-Welshimer Building is open until curfew Monday-Friday with the Marble Hallway and access to the music practice room open until curfew Saturday-Sunday. Richardson Hall is open until 11 p.m. Monday-Friday and until 6 p.m. on Saturday. The Glass Memorial Library hours are posted at the library. Access to all buildings is limited to members of the Johnson campus community.

Children of campus residents must have proper identification (available from the Student Life 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 to be used only by those members of the campus community who have completed the training course. Unauthorized access is prohibited and will result in a fine of up to \$250. Free weights must never be used without a spotter. Muscle-type shirts, short shorts, bare midriffs, or tight and revealing clothing are not appropriate. Use the equipment at your own risk.

**Ping Pong, Table Hockey, and Billiards.** 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.

**Swimming Pool.** For men, abbreviated swim trunks are not to be worn. For women, no two-piece or French-cut bathing suits are permitted. For all, cover-ups must be worn to and from the swimming pool.

**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.

**Classrooms.** Reservations for use of classrooms and other facilities are limited to recognized student groups and individual students who have requested and received authorization to use the facility. University owned media equipment or musical instruments is prohibited unless authorized by appropriate university personnel.

**Children's Playgrounds.** The playgrounds in Old Orchard Court and Gateway 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.



**Notice of Changes in Student Life Policies.** All changes in, additions to, and deletions from existing Student Life Policies, will be announced through the Office of Student Life. These announcements will be posted on the Student Portal under “Announcements” and are applicable to all students when announced and will be implemented according to the timetable advertised.

### **Network Usage Policy**

The following code of computing practice applies to everyone who uses the JUTN 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 JUTN 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 JUTN 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 JUTN does not make a practice of monitoring email, JUTN reserves the right to retrieve the contents from Johnson owned computers such as email 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 JUTN community, JUTN 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 JUTN'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 or network devices. Only Campus IT can perform or authorize such changes. Campus IT may remove personally owned hardware or software from university computers or network systems if they believe that it interferes with the computers' or network's operation.
  - Using the network to harass others. This includes, but is not limited to, the use of anonymous or forged email, 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 social media, 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 JUTN 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 email 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 unless directed to by Campus IT.
9. Except as authorized, in writing or by email by JUTN, users are not to use the JUTN network for compensated outside work, the benefit of organizations not related to JUTN (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 JUTN 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 is committed to the principle of justice as revealed in the Scriptures and to the practice of reasonable, fair, and appropriate disciplinary procedures. Johnson 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 responsibility determined, and the appropriate sanction given in all good conscience before the Lord.

### Obligations of University Officials

There are three guidelines followed by Johnson 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 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 JUTN (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 cheated, 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 Dean of Students is responsible for investigating, processing, and reviewing all alleged violations of campus regulations and complaints which are referred to the Student Life Office.

In order to guarantee students' rights to reasonable, fair, and appropriate procedures, a formal hearing process has been adopted for handling 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 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, Dean of Students, or other school officials, including teachers; (3) any case which the Dean of Students considers inappropriate for reasons of students' or others' health and safety. These exceptions cover the majority of disciplinary problems. In addition, all cases which involve sexual misconduct as defined by Title IX and the Clery Act are investigated and resolved using the policies and procedures outlined in Unit Six (pages 36-45).

A formal hearing as provided by the discipline committee is necessary only in the relatively few cases when there is a dispute concerning the responsibility 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.

When students face severe penalties, however, it is often advisable to proceed through a formal hearing process. In serious matters, if accused students wish to acknowledge their responsibility 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 student members nominated by the Student Government Association. The Dean of Students acts as chairman of the committee but does not vote.

## **Hearing Procedure**

When a complaint or alleged violation is referred to the Dean of Students, he will begin by investigating the matter, attempting to assess the validity and seriousness of the charges.

In less serious matters the Dean of Students 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 responsibility 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 health and safety of the student or others, the student may be sanctioned 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 will render a decision based on a preponderance of evidence standard of whether it is more likely than not that the student violated university standards of conduct.

The committee may reach one of four decisions:

- (1) Responsible;
- (2) Not responsible;
- (3) Case dismissed for lack of evidence;
- (4) Case returned to the Dean of Students for further investigation because of new information.

Penalties are assigned only if students are found responsible. Students found responsible for second offenses may be subject to more severe penalties.

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 Dean of Students to all parties to the hearing.

If accused students fail to answer the charges or appear at the hearings, their responsibility 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. Appeals must be made in writing and have basis in at least one of these criteria:

- Procedural irregularities, including violation of JUTN's published policies and procedures, sufficient to materially affect the fairness of the hearing. Procedural irregularities alone will not be sufficient to sustain an appeal unless found that irregularities denied the student a fair hearing.
- Lack of sufficient evidence to support the decision of the hearing authority
- New and relevant evidence not known to the student at the time of the hearing
- Imposition of a sanction which is either excessive or inadequate relative to the facts of the case.

Students may appeal the action of resident assistants to the resident director. Actions of a resident director may be appealed to the Dean of Students. Actions of Dean of Students may be appealed to the discipline committee (under which circumstances the Dean of Students will excuse himself from chairing the committee hearing). The committee or hearing officer may:

- affirm the original sanction,
- reverse the sanction and impose any new sanction the Committee deems appropriate, with or without additional conditions,
- reverse the original finding and remove all sanctions;

Actions of the discipline committee may be appealed through the grievance process outlined on page 51 of this handbook. The decision of the grievance committee is final.

### **Sanctions**

Most minor infractions are handled by the resident assistants and resident directors. The sanctions at their disposal are reprimands, fines, or referral to the Dean of Students. More serious infractions are usually referred to the Dean of Students and the discipline committee. The sanctions at their disposal are written warning, fines, disciplinary probation, deferred suspension, suspension and expulsion.

Additional conditions such as community service, reflective papers, or follow-up meetings with the

Dean of Students (or designee) may be attached to Written Warnings, Fines, Disciplinary Probation, and Deferred Suspension. Where appropriate, the student may be referred for counseling, not as a disciplinary matter, but as a redemptive matter. Loss of vehicle privileges may be imposed

**Written Warning.** 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. A student should understand that a written warning means that future violations of regulations will result in more stringent action. Additional conditions may apply (see above).

**Fines.** 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. Additional conditions may apply (see above).

**Disciplinary Probation.** This is a severe type of sanction which places students "not in good standing." Students on probation cannot represent Johnson in any official capacity nor hold office in student organizations. For example, students on disciplinary probation cannot 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).

Disciplinary probation may be imposed for any period of time up to one year. Additional conditions may apply (see above).

**Deferred Suspension.** This is a very severe sanction used for offenses serious enough to warrant suspension but where the offense is mitigated by circumstances specific to the case. Deferred suspension is typically limited to the period of time extending to the end of the semester, after which the student may be suspended, continued on deferred suspension, or placed on probation. Deferred suspension is not available to students in the final semester of their program and in no instance will be continued beyond the end of the next semester after imposition. During the period of deferred suspension, the student will have the opportunity to demonstrate the ability to live according to the community standards described in the University's *Student Handbook*. A student who violates those community standards during the period of deferred suspension will be automatically suspended for a minimum of two semesters.

During a deferred suspension, the student is "not in good standing" with the University and cannot represent Johnson in any official capacity nor hold office in student organizations, participate in University sponsored groups, play varsity sports, hold class offices, SGA offices, or other office in recognized student groups. Additional conditions may apply (see above).

**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 Dean of Students. 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 through online courses.

**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 or

the property of any member of the campus community; (4) assault and battery on another person or the threat thereof (verbal assault, including use of vulgar or profane language to create a hostile or threatening environment, may be treated as a threat of physical assault); (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) Title IX misconduct (including sexual harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, sexual exploitation, indecent exposure; see full list of definitions on page 34); (8) use, possession, distribution, or sale of narcotics, illegal drugs, alcoholic beverages, marijuana, tobacco, smoking any substance in any form, or the abuse of legal substances; (9) use or possession of fireworks and firearms; (10) unauthorized entry into campus facilities; (11) reckless driving and speeding; (12) repeated minor violations; (13) failure to give truthful testimony; (14) false and malicious accusations; (15) posting vulgar, profane, libelous, false, or malicious statements on weblogs, discussion groups, or other online forums hosted on either university or off-campus servers, (16) insubordination; (17) unauthorized use of the JUTN 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 Dean of Students, who may initiate action leading to suspension or dismissal.

**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.

### Consequences for Violating Academic Integrity Standards

	<b>Instructor's Response</b>	<b>VP for Student Services' Response</b>	<b>Discipline Committee's Response</b>
<b>1st Offense</b>	<ol style="list-style-type: none"> <li>1. Report incident to the VP for Student Services</li> <li>2. Assign consequence within purview of course</li> <li>3. Instruct student concerning academic dishonesty and how to avoid future issues</li> </ol>	<ol style="list-style-type: none"> <li>1. Archive incident</li> <li>2. Inform student of consequences of future academic dishonesty consequences, which may include, but are not limited to ... <ul style="list-style-type: none"> <li>• assignment of appropriate consequences,</li> <li>• removal from intercollegiate athletic teams, and/or</li> <li>• disqualification from participating in groups representing the university</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. No action</li> </ol>
<b>2nd Offense</b>	Same as 1st Offense	Same as 1st Offense, plus: <ol style="list-style-type: none"> <li>3. Assign appropriate consequences</li> <li>4. Call hearing for egregious academic dishonesty</li> </ol>	<ol style="list-style-type: none"> <li>1. Hold hearing to review student's enrollment status at request of Dean of Students</li> </ol>
<b>3rd Offense</b>	Same as 1st Offense	Same as 2nd Offense, except: <ol style="list-style-type: none"> <li>5. Call hearing</li> </ol>	<ol style="list-style-type: none"> <li>1. Hold hearing to review student's enrollment status</li> <li>2. Normal outcome of three (3) confirmed acts of academic dishonesty could result in suspension or expulsion</li> </ol>



# UNIT SIX

## STATE AND FEDERAL POLICIES

### Student Records

**Privacy.** The Family Educational Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99, also known as the "Buckley Amendment"), affords students at JUTN, certain rights with regard to their education record. Johnson University complies with FERPA in all locations, all academic programs, and all modalities, setting forth the following rights of students:

- The right to inspect and review their education records within 45 days of the date the University receives a request for access
- The right to request amendment of education records that the student believes are inaccurate or misleading
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see below)
- The right to file a complaint concerning alleged failures by the University to comply with FERPA requirements (Contact the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.)

**Security of Student Records.** Johnson University holds student records at all locations in locked fireproof file cabinets within locked offices, in password-protected micro-imaged storage media, and/or in password-protected software systems with internal security protocols. Only personnel with legitimate academic interests have access to files. Every night the University backs up data to secure external media in a rolling one-week backup system.

**Temporary Records.** Several kinds of records are kept temporarily with the student's official file. (1) Records of disciplinary actions are kept by the Registrar in a sealed envelope to be opened only by the Provost, Dean of Students, Registrar, or faculty. These records are destroyed when a student graduates. The student may petition the Dean of Students 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. (2) Records of disciplinary actions are also kept by the Dean of Students. These records are removed from the student's file at the end of the academic year following the student's separation from the University, except in cases in which disciplinary sanctions are ongoing. (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.** Generally, schools must have written permission from "eligible students" or the parent(s) of minor students in order to release any information from a student's education record. University students are almost always "eligible students" because of their age and status as post-secondary learners. Students may sign a release waiver if they wish to share information with parents or others.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school

- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To comply with a judicial order or lawfully is sued subpoena

**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.

**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.

**Directory Information.** Several categories of information have been designated by JUTN 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; email address; date and place of birth; major field of study; participation in officially recognized activities, and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards earned; the most recent previous institution attended by the student; and enrollment status, (classification, whether currently enrolled in good standing or on probation, and, if suspended, whether suspended for academic reasons or for disciplinary reasons).

Students may restrict release of directory information (except as indicated above) by making a request in writing to the Registrar's Office within 10 business days of the first day of each term. Once filed, this request becomes a permanent part of the student's record until that student instructs the University, in writing, to have the request removed, or until the student dies.

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). JUTN 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 [Chief Communications Officer](#).

**Student Responsibility.** Johnson University issues a unique user name and password to all new students. They receive an email with their user name and password and security information. The university issued name and password provide students with access to my.JohnsonU.edu and Sakai courses, both of which contain personal information. Students are thus responsible for protecting their personal information with password management by changing their university issued passwords and setting up a security question for future password changes at [https://my.johnsonu.edu/ICS/IT\\_Helpdesk.jnz?portlet=Handouts](https://my.johnsonu.edu/ICS/IT_Helpdesk.jnz?portlet=Handouts).

### **Copyright Policy**

Students, faculty, and staff are expected to comply with federal copyright law ([Title 17 of the United States Code](#)). Copyright laws 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.

**NOTE:** Federal copyright law provides that the rental, purchase, lending, or download of a copyrighted work, such as a movie, does not entitle anyone to exhibit the work to more than a small group of family and friends in a public setting without a public performance license. The law includes a limited "educational exception" for a nonprofit educational institution's instructor to show a movie in a face-to-face classroom setting for instructional purposes, only when it directly relates to a course's curricular goals.

### **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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://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](#), [Rhapsody](#), or [Hulu](#), among others.

# Security Policies and Procedures

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

## Security Responsibilities

**Crime Control.** JUTN 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.

Students living in non-campus property residences (see below) are served by the Knoxville Police Department, with crimes and incidents also reported to the JUTN security office (251-2222).

**Reporting Crime.** Students and employees of JUTN 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.

Students living in non-campus property residences (see below) should contact 911 and ask for help from the Knoxville Police Department. Crimes and emergency incidents *must* also be reported to JUTN security so that the incidents will be reported as "non-campus property" crime statistics.

**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.

Students living in non-campus property residences (see below) should contact 911 and ask for help from the Knoxville Police Department.

**Emergency Services.** Dial 251-2222 to report security concerns and non-emergency medical injuries. Dial 911 to report an emergency medical condition, fire, 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 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.** JUTN 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 in **Table 1** (page 5).

Partial year statistics are being collected for non-campus property (described below) and will be reported in the 2017 report.

**Timely Warning.** When necessary, the University Security Office will use various communications systems to notify students and employees in the event of an incident which endangers the safety of the campus, unless issuing the notification will, in the professional judgment of responsible University officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations). Such incidents include Clery-reportable crimes (see "Federal Reporting Requirements below), as well as fire or weather-related incidents. (See also "Campus Emergency Notifications" below).

## 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, Johnson and Clark Halls) are not open to the public at any time unless advance special event announcements have been made. Outside doors automatically lock 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.

**Non-campus Property.** Effective July 1, 2016, the University leases housing units in Knoxville for use by students participating in the Urban Plunge program. These housing units are located at 298 Chickamauga Ave, Knoxville, TN 37917, and 2733 Jersey Ave., Knoxville, TN 37919. Keys for these units are issued to residents.

**Note: Effective July 1, 2019,** the housing unit at 2733 Jersey Ave., Knoxville, TN 37919 is no longer leased to the University and will not be included in statistical reporting after that date.

Johnson University maintains a classroom space at 4 Market Square, Knoxville, TN 37902. A Memorandum of Understanding between the University and the Knoxville Fellows grants access to the classroom located on the third floor from 8:00 a.m. to 5:00 p.m. on Fridays during academic periods. The University does not maintain offices at this location. An access code is required to enter the classroom. The University does not maintain offices at this location. Keys are not issued to Johnson University staff.

Until December 31, 2019, Johnson University maintained an office at The Regas Building, 318 N. Gay Street, Knoxville, TN, and shares the building with other organizations. The building is open during regular business hours, typically 8:00 a.m. to 5:00 p.m. Monday through Friday. Johnson University had access to the building until 10:00 p.m. with the option to occasionally request extended access time. Students attending evening classes were met at the door by university staff. Photo ID was requested before granting access to the building.

**Note: Effective December 31, 2019,** the lease agreement for The Regas Building, 318 N. Gay Street, Knoxville, TN is terminated. This location will not be included in statistical reporting after that date.

Until June 30, 2020, Johnson University utilized space under a memorandum of agreement at 6430 S. Franklin Road, Indianapolis, IN, in a building owned by Indian Creek Christian Church. The church provided the following space:

- One classroom each Monday from 8:30 a.m. to 5:00 p.m.
- The classroom and other areas listed below are open and accessible to students at the times indicated.
- Students may also have used the Common Area, the South Room Chapel, and the Kitchenette.
- Office space sufficient for two Johnson University employees beginning in August 2016. This accommodation might include two offices (preferably adjoining) or one office large enough for two people.
- Keys to access office and classroom space were issued to Johnson University staff.

**Note: Effective July 1, 2020,** the space owned by Indian Creek Christian Church located at 6430 S. Franklin Road, Indianapolis, IN is no longer used by the University for classroom or office space. This location will not be included in statistical reporting after that date.

**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 contracts 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 JUTN staying in the residence halls will be identified by written notification to the resident directors from the public relations office.

University personnel may enter any residence at any time for inspection, maintenance, investigation of safety concerns or investigation of a suspected violation of community living. The customary procedure of knocking before entering shall be followed at all times

**Education.** The JUTN 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. JUTN 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.

## Clery Disclosure Information

### Federal Reporting Requirements

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f); TCA 49-7-2206) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information annually by October 1 about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs, and it applies to most institutions of higher education, both public and private. The Act is enforced by the United States Department of Education.

The Campus Security Act was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblower" and others from retaliation. The 2013 amendments expanded the Clery-reportable crimes to include stalking, dating violence, and domestic violence. For more information on the details of the Clery Act, see the Johnson University website.

The 2008 Reauthorization of the Higher Education Act requires institutions with on-campus student housing facilities to collect fire statistics, publish an Annual Fire Safety Report, and keep a "fire log." Even though this law is separate from the Clery Act, the dissemination regulations of the Annual Fire Safety Report are very similar to those of the Clery Act. Historically, in accordance with federal regulations, fire statistics are reported annually to the U.S. Department of Education's Office of Postsecondary Education by way of the web-based Campus Safety and Security Survey.

The university complies with all federal reporting requirements related to campus security and fire safety. All of the information and data required for both of these annual reports is contained in the *Student Handbook*. To request a copy of previously filed Campus Safety and Security Reports or previously filed Fire Safety Reports, contact the Dean of Students in the Student Life Office on the Tennessee campus.

**Table 1. Crime Statistics – Notes on following page**

Clery-Reportable Criminal Offenses **	2017				2018				2019			
	Campus	Housing	Public	Non-Campus	Campus	Housing	Public	Non-Campus	Campus	Housing	Public	Non-Campus
Criminal Homicide: Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault: Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	1	1	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>VAWA Offenses **</b>												
Sexual Assault												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	1	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total VAWA Offenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hate Crimes</b>												
Hate Crime: _____ Category of Bias: _____	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A
<b>Total Hate Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>												
Weapons: carrying, possessing etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disciplinary Actions</b>												
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	8	8	0	8	0	0	0	0	1	1	0	0
<b>Total Disciplinary Actions</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total Unfounded Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Current crime log information is available to the public at the reception desk in the Phillips-Welshimer Building.

## 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.

Johnson University uses the Nixle Community Information Service, which is built to provide secure and reliable communications. Its authenticated service connects city agencies to citizens (or, in this case, university officials to students) in real-time, delivering information to residents of geographically targeted areas and neighborhoods.

Information can be received online and via email 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. Johnson University will only use this system to announce a campus emergency situation or to test the system (normally one test per month).

Phone only registration – text **JUTN** 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.

## General Information for Responding to Campus Emergencies

In addition to specific instructions which may be sent through Campus Emergency Notifications, students, employees and guests will find general instructions posted on brightly colored posters in classrooms, residence halls, and other common areas for responding to various emergencies, including fire, medical emergency, intruder/lockdown, tornado, earthquake, and winter weather conditions. Information includes a listing of designated safe areas for severe weather conditions.



## Missing Student Notification Policy

**Introduction.** The purpose of this policy is to outline the procedures JUTN 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 Director, Resident Assistant, Campus Security, Urban Plunge Program Director) 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 Director, Resident Assistant, Campus Security, or Urban Plunge Program Director, who will contact the Dean of Students. Once a student has been reported as missing, the following emergency contact procedures will be initiated Dean of Students (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 Tennessee Student Handbook*, available on the JUTN web site, and in the JUTN e-mail announcement sheet.

## TITLE IX, CLERY ACT, AND VAWA POLICY

### Title IX and Clery Act Grievance Process

The Grievance Process is designed to meet the Title IX Implementing Regulations in the following ways:

- Both parties will be treated equitably.
- The respondent will be provided the presumption of non-responsibility until a determination regarding responsibility is made at the conclusion of the grievance process.
- The process will be carried out in a reasonably prompt time from with the possibility of extensions for good cause.
- Practitioners will be trained and free from conflict of interest and bias.
- The same standard of evidence will be used for both students and employees.
- The use of legally recognized privileged information will be restricted, unless the person holding such privilege has waived the privilege.
- All relevant evidence, including inculpatory and exculpatory evidence, will be evaluated objectively.
- Credibility determinations will not be based on a person's status.
- A range of supportive measures, remedies, and sanctions will be provided.
- Remedies will be implemented only following a finding of responsibility.
- Sanctions will be applied only after the conclusion of the grievance process.
- Grounds for appeal will be designated.

**Reporting and Complaint Procedures.** The University must have “actual knowledge” of sexual harassment allegations in order to respond deliberately and effectively. “Actual knowledge” means notice to the Title IX Coordinator at JUTN or the Branch Title IX Coordinator at JUFL. These are the only University officials with authority to institute corrective measures on behalf of the University for sexual harassment.

Notice occurs whenever a Title IX coordinator: (1) witnesses sexual harassment; (2) hears about sexual harassment or receives sexual harassment allegations from a complainant or a third party (e.g., a complainant's parent, friend, or peer); (3) receives a written or verbal complaint about sexual harassment or sexual harassment allegations; or (4) receives notice by any other means. The person who reports does not need to be the complainant; rather, a report may be made by any person.

Any person who becomes aware of a possible Title IX infraction, including bystanders and parents, may report it to the Title IX coordinator by phone, mail, email, in person, online form, or other method at any time, day or night. If an informal report comes from a third party, the coordinator will contact the complainant confidentially, offer supportive measures, explain the option and process for filing a formal complaint, and carefully document the conversation. The following link may be used to report a Title IX incident:

<https://websurvey2.johnsonu.edu/cgi-bin/rws5.pl?FORM=TitleIXReporting>

Only the alleged victim (or their parent or guardian in some cases) may file a formal complaint, but a formal complaint may also be signed by the Title IX Coordinator without a submission of a formal complaint by another party. In such a case, the complainant is under no obligation to participate in the grievance process, and any statements by the complainant may be excluded. Individuals may not be pressured or coerced into filing, or not filing, a formal complaint or participating in, or not participating in, a grievance process. There is no time limit or statute of limitations on a complainant's decision to file a formal complaint.

If a victim or eyewitness desires to make an anonymous report, the university's ability to respond will be limited by the confidentiality request. In certain cases, strict confidentiality is not possible because of federal Clery Act requirements to report certain crimes, including but not limited to the more serious forms of sexual misconduct. Each reported Clery crime is evaluated on a case-by-case basis to determine whether the university must issue a timely warning to the campus community about that particular criminal incident. If confidentiality is requested, every effort will be made to keep the name and location of the alleged victim and/or witnesses confidential. Ultimately, confidentiality requests are decided by the Title IX Coordinator who may initiate a grievance process against the complainant's wishes only if it is not clearly unreasonable in light of the known circumstances.

The university is obligated under the federal Clery Act to report certain crimes that occur on campus, in a non-campus building or property, or on public property within the reasonably contiguous geographic area of the institution on its annual campus crime report provided to the U.S. Department of Education. The university is also obligated to issue timely warnings to the campus community about certain crimes that have already occurred but may continue to pose a serious or ongoing threat to students and/or employees.

**Dismissal of Title IX Allegations.** Dismissal of allegations will be reviewed at the beginning of the process, after a formal complaint has been received, and after the end of the investigation. Dismissal is mandatory if the allegations do not constitute actionable sexual harassment, or if the event took place outside the University's programs or activities, or if the event took place outside the United States. Discretionary dismissal of a formal complaint may occur if the complainant submits a written request to withdraw the complaint, if the respondent is no longer enrolled or employed, or if specific circumstances prevent gathering of evidence sufficient to reach a determination regarding the actions alleged in the formal complaint. Both parties must be simultaneously notified of the case dismissal, the reasons for the dismissal, and their right to challenge the dismissal on appeal. Dismissal of a complaint does not preclude the University from taking disciplinary measures for misconduct covered by the student code of conduct or that violates state law, even if the misconduct is not sexual harassment under Title IX.

**Amnesty for Reporting.** The University recognizes that some victims or witnesses of sexual harassment may be reluctant to report such incidents because they fear that they may be disciplined for other conduct violations. Because sexual misconduct is a more serious matter than other conduct violations, the University wants to encourage reporting and promote safety. Therefore, the University will not conduct a disciplinary process for violations of the student or employee code of conduct in which a complainant or witnesses might have engaged in connection with the reported incident. This amnesty provision includes the use of alcohol or drugs, engaging in consensual sexual activity, and curfew violations. The University may require education or counseling related to these other violations to provide support and care for the individuals, but they will not be subject to disciplinary sanctions.

**Supportive Measures.** A victim or eyewitness of sexual misconduct by or upon a Johnson University student or employee must first go to a place of safety. Time is especially critical if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. In such a case, the victim should not bathe until physical evidence of the assault can be obtained by medical personnel or law enforcement officers. It is important to preserve all physical evidence for examination by a physician that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order, particularly if there were no witnesses. If such a crime has occurred, the university will take prompt and effective steps to end the violence, prevent its recurrence, and address its effects.

Upon the victim's request, a specially trained Student Services (in the case of a student) or Human Resources (in the case of an employee) staff member will assist the victim in notifying local law enforcement of the incident, if the victim so chooses; guide the victim through the available options; and support the victim in his or her decisions related to the incident.

When the Title IX Coordinator receives notice of an allegation of sexual harassment, the Coordinator will promptly contact the complainant to discuss supportive measures, consider the complainant's wishes

regarding supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the option and process for filing a formal complaint. If the complainant chooses not to file a formal complaint, he or she is still eligible to receive supportive measures.

The goal of supportive measures is to restore or preserve the right to equal access to education without unreasonably burdening the respondent or any other person. Also, supportive measures protect the safety of all parties and deters sexual harassment. However, supportive measures may not affect the respondent's presumption of innocence throughout the investigation and grievance process. Such measures will be available to both parties without fee or charge, and they will be nondisciplinary, nonpunitive individualized services.

Supportive measures may include moving a complainant or respondent's seat in a class, modified work schedules, revised class schedules, mutual restrictions on contact between the parties, campus escorts, counseling, deadline extensions, course-related adjustments (such as the opportunity to retake classes or exams), alternative housing arrangements, leaves of absence, and increased security. Supportive measures provided by the University will be kept confidential to the extent that confidentiality does not impair the University's ability to provide the supportive measures. The Title IX Coordinator is responsible for implementing the supportive measures.

If the University conducts an individualized safety and risk analysis that concludes that the respondent poses an immediate threat to the physical health and safety of anyone, the University has the right to remove the respondent on an emergency basis from the educational program or activity. If the respondent is an employee, the University may place the employee on administrative leave during the investigation. The respondent may challenge the removal immediately, but the University will determine the scope and duration of the removal. Removal does not eliminate the University's obligation to continue the grievance process.

**Notice of Allegations.** A Title IX investigation begins with the initial report of sexual misconduct made to the Title IX Coordinator. The grievance process will treat complainants and respondents equitably in a predictable process, which presumes the respondent is not responsible for the alleged conduct and does not have to prove innocence. No disciplinary sanctions will be imposed before the grievance process is completed.

The Title IX Coordinator will provide a written description to both parties in advance about the allegations of sexual harassment, including date, location, identities of parties (if known), and the alleged misconduct that constitutes sexual harassment. The notice will include a statement that the respondent is presumed not responsible for the conduct alleged and that a determination regarding responsibility will be made at the end of the grievance process. The notice to the parties will also include a description of the grievance process (including the possibility of informal resolution), standard of evidence, summary of possible sanctions, each party's right to select an advisor, each party's right to inspect and review evidence, appeal rights, and supportive measures. The notice will not disclose medical information or any other sensitive information of the complainant without voluntary, written consent. The notice will include sufficient details known at the time and with sufficient time (at least 10 days) to allow the parties to prepare a response before any initial interview. The notice will also inform the recipients of any code of conduct policies that prohibit knowingly making false statements or submitting false information during the grievance process.

**Informal Resolution.** If a formal complaint has been filed, an informal resolution process (e.g., mediation) may be used only if all parties agree to participate in an informal resolution process that does not involve a full investigation and adjudication. Both parties must provide voluntary, written consent without any conditions on enrollment or continuing enrollment or employment or continuing employment or enjoyment of any other right. Any party may decline or terminate an informal resolution process at any time prior to agreeing to a resolution, without penalty. In such cases, the facilitator of the informal resolution process will not be allowed to serve as a witness in the formal grievance process.

Before using any informal process, the Title IX Coordinator will notify those involved of the advantages and disadvantages of the informal resolution process and will establish and notify those involved about reasonable timeframes for the informal process. If all parties voluntarily choose an informal resolution process, the Title IX Coordinator will provide both parties in writing the allegations, requirements of the informal resolution process including whether the process is confidential, the circumstance under which it precludes the parties from resuming the formal complaint, assurances that either party may withdraw from the process at any time before its conclusion, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The Title IX Coordinator will appoint a facilitator who is free from conflicts of interest or bias and who has received special training for the role. The Title IX Coordinator will record the use, timeliness, and outcome(s) of the informal process, without disclosing the parties' names. In the case of alleged sexual assault or sexual misconduct, it is unnecessary and, most likely, inappropriate for an alleged victim to attempt informal resolution with the alleged perpetrator. Also, informal resolutions are not available when a student-complainant alleges sexual harassment by an employee-respondent. In these cases, the formal grievance procedure should be initiated immediately.

**Investigation Procedures.** If the parties decline an informal resolution process, reported sexual misconduct of any kind will be adequately, reliably, and thoroughly investigated, regardless of whether the incident is the subject of a separate criminal investigation. A victim of sexual misconduct has the right to file a criminal complaint with the appropriate local law enforcement agency, if they desire to do so. The filing of a criminal complaint will not replace or hinder the university's investigation of a sexual misconduct violation. A victim of sexual misconduct may elect to have the investigation proceed through the criminal justice system, the university's disciplinary process, or both.

Every formal complaint must be investigated. The University bears the burden of gathering evidence; therefore, the Title IX Coordinator will appoint an investigator (who may be the Title IX Coordinator himself or herself) who will thoroughly search for facts and evidence relevant to the claims made in the initial report or complaint. The investigator will be properly trained and free from conflicts of interest or bias. Throughout the course of an investigation, both parties will have an equal opportunity to discuss the allegations or gather evidence and to present the relevant evidence that they gather. The University will not issue gag orders on respondents or complainants.

The investigator will gather information by interviewing both parties and other witnesses and by collecting additional evidence. The investigator will gather all evidence, inculpatory and exculpatory, directly related to the allegations whether the evidence is considered relevant or whether the investigator intends to rely on the evidence or include it in the final report. No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party or the University is allowed to seek, permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.

Although advisors of the parties may be present during an interview, the parties themselves, rather than their advisors, must personally answer, or refuse to answer, questions posed by an investigator. The investigator will provide written notice in advance to parties who will be interviewed or requested to attend a meeting with sufficient time for the parties to prepare to participate. This written notice will include date, time, location, participants, and purpose of the interview or meeting. If the allegations fall under VAWA regulations, then notice will be given to the other party if a meeting will be held with a complainant or respondent. If the investigation identifies other potential Title IX violations not included in the original report or complaint, the Title IX Coordinator will provide written notice to the parties involved that those subsequent allegations will also be investigated.

At the conclusion of the investigation, the parties will be allowed a period of 10 days to inspect and review copies of any evidence directly related to the allegations. Examples of such evidence are text messages, emails, social media posts and messages, photos and videos, police reports, security footage, WiFi access point records, and audio recordings or transcripts of interviews (with evidence that is not directly related to the allegations redacted). Information that is not directly related to the allegations or falls

under legally protected privileges will be redacted, but information that is confidential, sensitive, or prejudicial may not be redacted if it is directly related to the allegations. The Title IX Coordinator will assist the investigator in making these determinations. The investigator will maintain records of any information withheld and the rationale for doing so. Evidence does not include notes made by the investigator. The parties and their advisors will be required to sign a non-disclosure agreement stating that they will use the evidence only for purposes of the grievance process and that they will not disseminate or disclose the materials to other people. The parties may submit a written response to the investigator. The investigator must consider the written response prior to completing the final report.

The investigator will then prepare a written investigative report that fairly summarizes all directly related and relevant evidence, including inculpatory and exculpatory evidence. The investigator will simultaneously provide both parties with a copy of the investigative report, and they will have at least 10 days before a hearing where a responsibility will be determined to review the report and respond in writing.

At the investigation's conclusion, the investigator must either dismiss the allegations or determine if there is sufficient evidence to conclude that a Title IX violation may have occurred and that a hearing should be held. The investigator may not make a determination regarding responsibility. Only a decision-maker can make such a determination after a live hearing.

Investigations will be conducted promptly. A typical complaint may take up to 90 days to complete the investigation and the hearing. The actual amount of time needed for each stage of the process will be determined by the facts of a particular case. This time frame may be temporarily delayed or extended for good cause such as absence of a party, advisor, or witness; law enforcement proceedings; or the need to provide accommodations. Both parties will receive written notice of the delay or extension and its reason.

**Hearing Procedures.** If the investigation has concluded that sexual harassment may have occurred, the University will initiate the grievance process outlined in this policy. If the Title IX Coordinator determines that a hearing is necessary, a time shall be set for a Title IX hearing not less than 10 days after the written notice has been made to both the complainant and respondent.

(1) *Decision-maker.* A decision-maker who is not the Title IX coordinator or investigator will preside over the hearing. The University may choose to appoint a hearing panel to serve as the decision-maker. The decision-maker must have extensive training in Title IX procedures as well as all applicable evidentiary requirements, issues of relevance, standards of proof, and relevant state and local laws, and this training must be made available to the public. The decision-maker is under an independent obligation to objectively evaluate relevant evidence. Only the decision-maker can make a finding of responsibility and only after a live hearing is conducted.

(2) *Pre-hearing Procedures.* Both parties will receive a copy of the final investigative report at least 10 days before a hearing. In preparation for the hearing, the decision-maker will review the complaint, notice to the parties, the investigative report, and the parties' responses to the investigative report. The decision-maker will identify witnesses who are relevant to the decision and make sure they are available for cross-examination at the hearing.

(3) *Process Meeting.* The decision-maker may provide rules of conduct and decorum to ensure that all participants are treated with respect at live hearings. These rules will apply equally to both parties and will comply with the Title IX Implementing Regulations. If a party's advisor of choice refuses to comply with a recipient's rules of decorum, the decision-maker may require the party to use a different advisor or appoint a different advisor to conduct cross-examination on behalf of that party. A process meeting will be held in advance of the hearing to discuss rules of decorum, policy, and procedures. Only the parties and their advisors may attend this meeting.

(4) *Hearing Procedures.* A Title IX hearing will be conducted in private and will be closed to the public. The University may appoint a Hearing Coordinator (who may be the Title IX Coordinator) who will ensure that proper procedures and rules of decorum are followed. Only the parties and their advisors will be allowed to attend the hearing, unless another party is required by law, such as a language interpreter or a person assisting someone with a disability. Hearings must be conducted in a live setting in real time. Typically, hearing will be conducted by videoconference with the parties watching and listening in separate

locations. At all times, all participants, including the parties, advisors, witnesses, and decision-maker, must be able to see and hear each other. If a participant does not possess the proper videoconference technology or equipment, the University will provide a location and/or equipment to facilitate participation. No one will be allowed to participate only by telephone. However, an in-person hearing may be held if both parties agree to it. An audio or audiovisual recording, or a transcript, of any live hearing will be created and made available for inspection and review by either party.

(5) *Advisors.* Both the complainant and respondent have the same opportunity to have an advisor of choice, who may or may not be a lawyer, present during all meetings in the Title IX grievance process. Participating as a witness in the hearing does not prevent someone from serving as an advisor. The parties must inform the Title IX Coordinator in advance of a hearing whether they intend to bring an advisor of choice to a hearing. If a party does not have an advisor for the hearing, the University will provide one who is competent to participate without fee or charge. The University will not require training of selected advisors or provide training for assigned advisors since they only need to present factual questions that advance the perspective of the party being advised. A party cannot dismiss an assigned advisor during a hearing, but if the party correctly asserts that the assigned advisor is refusing to conduct cross-examination on the party's behalf, then the decision-maker must counsel the assigned advisor to perform that role or stop the hearing to assign a different advisor.

(6) *Evidence.* Evidence gathered during the investigation that has been subject to the parties' inspection and review will be made available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

(7) *Witnesses.* Both parties may call a limited number of witnesses at the hearing at the discretion of the decision-maker, but all witnesses must have been previously identified during the investigation.

(8) *Time Limits.* The decision-maker may set a time limit for the hearing and/or time limits for each party's cross-examination.

(8) *Opening and Closing Statements.* The decision-maker may permit the parties or their advisors to make opening and/or closing statements.

(9) *Cross-examination of Witnesses.* Advisors of both parties (but not the parties themselves) may conduct direct, oral, and real-time cross-examination of parties and other witnesses. The decision-maker must allow each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination consists simply of posing questions intended to advance the asking party's perspective with respect to the specific allegations at issue. The only time advisors may speak during a hearing is to make an opening or closing statement or to ask questions of parties or witnesses. A party's advisor may appear and conduct cross-examination even when the party being advised does not appear. Advisors will be encouraged, but not required, to submit cross-examination questions in advance so that the decision-maker can review them and evaluate them for relevance. Advisors may be allowed to ask all their questions at the hearing, and the decision-maker can explain reasons for excluding any of them as irrelevant.

(10) *Determination of Relevance.* After an advisor asks a question on cross-examination, and before the party to whom it is directed answers it, the decision-maker must determine if the question calls for relevant information. All relevant evidence must be admitted, but the decision-maker must exclude evidence based on legally recognized privileges; the complainant's prior sexual history (with limited exceptions); any party's medical, psychological, or similar records (without their voluntary, written consent); and party or witness statements that have not been subjected to cross-examination at a live hearing. Relevant evidence cannot be excluded because it may be unduly prejudicial, concern prior bad acts, or constitute character evidence. Questions that are misleading or assumes facts not in evidence may be considered relevant. Advisors may not ask about a complainant's sexual predisposition or prior sexual behavior, unless such questions about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. Questions concerning prior or subsequent sexual misconduct may be asked of the respondent if the decision-maker determines that they are relevant to provide evidence

of a pattern of inappropriate behavior by the alleged harasser. Questions that are duplicative or repetitive or that are not probative of any material fact concerning the allegations may be deemed not relevant and therefore excluded. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Parties and advisors may not challenge the relevance determination during the hearing.

(11) *Statements Not Subject to Cross-Examination.* The decision-maker must not rely on any statements by a party or witness that were not subjected to cross-examination, but they may consider statements that would not require cross-examination. Failure by a party or witness to answer even one question posed by an advisor means that the decision-maker cannot rely on any statements from that party or witness in making a finding of responsibility. Such statements would include those included in the investigation report or any other sources, such as a police report, medical exam, text messages, witness accounts, etc. Statements allegedly made by a respondent that constitute part of the alleged sexual harassment at issue can be considered even if they are not subjected to cross-examination. Statements by respondents that cannot be relied upon if not subject to cross-examination involve the making of factual assertions to prove or disprove the allegations of sexual harassment. Also, the decision-maker cannot draw inferences about a determination regarding responsibility based on a party's failure or refusal to appear at a hearing or answer cross-examination questions.

(12) *Standard of Evidence.* The decision-maker's determination of responsibility shall be made using a preponderance of evidence standard (for both students and employees) on the basis of whether it is more likely than not that the respondent violated Title IX. The decision-maker must evaluate all relevant evidence under this standard without making credibility determinations based on a party's status as a complainant or respondent or based on their sex. None of the following rules of evidence apply during a Title IX hearing: the federal rules of evidence, the Tennessee rules of evidence, the Florida rules of evidence, common-law principles of evidence, or any other formal law or rule of evidence.

(13) *Sanctions and Remedies.* If the decision-maker makes a finding of responsibility for sexual harassment, the decision-maker will provide sanctions against the respondent (which are listed below) and remedies to the complainant designed to restore or preserve equal access to the school's education program or activity. These remedies can be punitive or disciplinary against the respondent. The Title IX Coordinator will be responsible for implementing any disciplinary sanctions against the respondent and any remedies provided to the complainant.

(14) *Written Determination.* Following the hearing, the decision-maker will issue a written determination simultaneously to both parties, which will include the following information:

- a. Identification of the portion of the University's policies that was violated;
- b. A description of the procedural steps taken from receipt of the formal complaint through the determination regarding responsibility;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of the code of conduct and/or applicable policies to the factual findings;
- e. A statement and rationale for the ultimate determination regarding responsibility for each allegation;
- f. Any disciplinary sanctions imposed on the respondent;
- g. A statement and rationale for any remedies that will restore or preserve equal access provided to the complainant, which may be the same as the supportive measures provided and may burden the respondent if responsibility has been determined;
- h. Information about the appeals process, including a reasonable time frame within which an appeal must be filed.

The decision becomes final if the parties do not appeal or at the conclusion of the appeal process if either party files an appeal.

**Possible Disciplinary Sanctions.** Following a disciplinary hearing, a student or employee determined to have committed sexual misconduct will be subject to disciplinary action up to and including expulsion



from school for a student or termination of employment for an employee.

Possible disciplinary sanctions for a student include the following:

- Issuance of verbal or written warning, and/or monetary fine
- Mandatory meeting with Dean of Students or his/her designee
- Mandatory counseling or other professional intervention
- Discretionary sanctions (i.e., revocation of any student privilege, community service, disqualification from awards or representing the university, loss of institutional financial aid, etc.)
- Housing suspension or expulsion
- Disciplinary probation for a specified period of time
- Institutional suspension, administrative withdrawal, or expulsion

Possible disciplinary sanctions for an employee include the following:

- Issuance of verbal or written warning, recorded in the personnel file
- Mandatory meeting with the appropriate university administrator or his/her designee
- Mandatory counseling or other professional intervention
- Discretionary sanctions (i.e., revocation of any employee privilege, campus housing suspension or expulsion, community service, disqualification from awards or representing the university, etc.)
- Employment probation for a specified period of time
- Suspension from or termination of employment

**Appeal Procedures.** Either party may appeal a decision to dismiss allegations, whether mandatory or discretionary. Findings of responsibility reached at the end of the grievance process may also be appealed by either party. Grounds for appeal include procedural irregularities (including erroneous relevance determinations), newly discovered evidence that was not available at the time of the determination of responsibility or dismissal, or conflict of interest or bias on the part of the investigator, Title IX Coordinator, or decision-maker. However, these matters will be considered only if they affected the outcome. Appeals based solely on the severity of the sanctions will not be allowed. The party should follow the grievance procedures that can be found at the end of Unit Six of the *Student Handbook*. A Title IX appeal would begin with submission of an online grievance form, which may be accessed by using the following link on the university website:

<https://websurvey2.johnsonu.edu/cgi-bin/rws5.pl?FORM=StudentGrievances>

After the online grievance complaint form is submitted, the administrator who handles grievances will notify both parties in writing of the appeal. In line with the grievance policy and procedures, that person will appoint a grievance committee to consider the appeal. Since the Title IX Coordinator, investigator, and decision-maker were closely involved in the resolution of the initial sexual misconduct complaint, they will be recused from service on the grievance committee assigned to a Title IX appeal. The parties will be allowed to submit a written statement supporting or challenging the outcome. After considering the parties' written statements, the grievance committee will issue a written decision and send it to the parties simultaneously.

**Prohibition of Retaliation.** The University prohibits any person from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or

privilege secured by Title IX, constitutes retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement. The exercise of rights protected under the First Amendment does not constitute retaliation. Complaints alleging retaliation may be filed according to the University's grievance procedures.

**Records Maintenance.** For a period of at least seven years from the date of creation, the university will maintain documentation and records regarding alleged violations of the Title IX Policy and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible excludes personally identifiable information of victims of sexual assault, domestic violence, dating violence, and stalking, unless disclosure of someone's identity is required under other laws or is necessary in order to conduct the grievance process. For each investigation, the Title IX Coordinator will maintain all files relating to the initial report or complaint, supportive measures, informal resolutions, investigation, final investigative report including determination of responsibility or dismissals, audio or audiovisual hearing record or transcript, disciplinary sanctions imposed on the respondent, remedies provided to the complainant, and appeals of a Title IX case and the result. With respect to supportive measures, the University's records should include its basis for belief that it was not deliberately indifferent and that it took measures designed to restore or preserve equal access to its education program or activity. The University will also maintain training materials and records for Title IX coordinators, investigators, decision-makers, and informal resolution facilitators. The parties may have access to records relevant to their case such as allegations raised in the formal complaint, copies of evidence, investigative report, and written determination and reports provided in the course of the formal grievance process, but they may not have access to supportive measures provided to the other party. If a student is found responsible for violating the Title IX Policy, this finding remains a part of that student's conduct record.

**Training.** The University will ensure that Title IX Coordinators, investigators, decision-makers, and facilitators of the informal resolution process receive training on the following:

- The definition of sexual harassment in § 106.30
- The scope of the University's education program or activity
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The University will ensure that Title IX Coordinators, investigators, decision-makers, and facilitators of the informal resolution process receive training on the following:

- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant

Training materials cannot rely on sex stereotypes, and they must promote impartial investigations and adjudications. They must also be posted on the University's website.

Annual training will also be provided to all employees and students on issues related to Title IX. The primary sources of Title IX training on the Tennessee campus, Online campus, and various extension sites are the lead Title IX Coordinator and the Vice President for Student Services. The primary sources of Title IX training on the Florida campus are the branch Title IX Coordinator and the Associate Dean of Students.

These designated university officials should have the most current knowledge of federal and state laws, regulations, and policies relating to Title IX. Since these university officials are the most informed members of the university community with regard to the university's Title IX responsibilities, they are best prepared to train others in the appropriate responses to a Title IX complaint or potential sex discrimination situation that needs special attention and/or corrective action.

**Awareness and Prevention Programs.** The university offers an educational program for students and employees that promotes awareness and prevention of sexual harassment, promotes both individual and community safety, and reduces the perpetration of violent crimes. The university works to create and maintain a campus community culture designed to prevent sexual harassment; rape; acquaintance or date rape; dating violence, domestic violence, or stalking; other sex offenses, forcible or non-forcible, heterosexual or homosexual; and other Title IX offenses. Ultimately, the foundation for such a program comes from the university's mission, Christian perspective, and core values.

The university's initial Title IX awareness and prevention program begins with a new-student orientation session during Genesis Weekend, which is held on both Tennessee and Florida campuses. The same awareness and prevention information is also provided during the orientation process for new distance-education students and new employees.

The university's ongoing Title IX awareness and prevention program continues with additional educational activities on both campuses offered to both students and employees. These ongoing educational activities include, but are not limited to: (1) safety awareness and violence prevention articles published in the *Johnson University Royal Scribe* (royalscribe.net), a student publication for the entire university community; (2) educational materials available on the university's website and employee portal; and (3) special events or activities during Sexual Assault Awareness Month in April.

**Victim Services and Resources.** Local and referral help is available for victims of sexual misconduct from the university's Health Services department and counseling center (available only on the TN campus), as well as the Student Services department. Local community and state victim services organizations are listed below for both Tennessee and Florida campuses. Many of these resources have websites and toll-free telephone numbers that would be helpful for online students.

**In Knox County, Tennessee:**

**Knox County Sheriff's Office – Family Crisis Unit**

[www.knoxsheriff.org/family/index.php](http://www.knoxsheriff.org/family/index.php)

Emergency Phone: 9-1-1

24-hour Helpline: 865-521-6336

Office Phone: 865-215-6820

Family Justice Center, 400 Harriet Tubman St., Knoxville, TN 37915

The Family Crisis Unit is responsible for investigating incidents of domestic violence, child abuse, and elder abuse. In addition to investigating these incidents, the unit also provides immediate safety crisis counseling information and support to victims of these crimes.

**Sexual Assault Crisis Center of East Tennessee**

<http://www.mcnabbcenter.org/sacet>

24-hour Crisis Line: 865-522-7273

2455 Sutherland Avenue, Building B, Knoxville, TN 37919

**YWCA of Knoxville, Victim's Advocacy Program**

<https://ywcaknox.com/domestic-violence>

Office Phone: 865-523-6126

Advocates for victims of domestic violence.

**Tennessee Domestic Violence Hotline**  
1-800-356-6767

**In Osceola County, Florida**

*Please refer to the Annual Campus Security and Fire Safety  
Report for this location: <https://johnsonu.edu/public-disclosures/>*

## **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, marijuana, 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, JUTN officials will make drug testing available. If the results come back negative, JUTN 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 legal action when a local code, state code, or federal code has 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, marijuana is legal in some states, and alcoholic beverages are lawful for some (21 is the legal drinking age in Tennessee and Florida). 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 on the Tennessee campus 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).

### **Straight Facts About Drugs and Alcohol**

*Source:* The National Clearinghouse for Alcohol and Drug Information, 05/24/2001 – excerpts from <http://www.health.org/govpubs/rpo884/>

## **Alcohol**

Alcohol abuse is a pattern of problem drinking that results in health consequences, social problems, or both. However, alcohol dependence, or alcoholism, refers to a disease that is characterized by abnormal alcohol-seeking behavior that leads to impaired control over drinking. If you have a drinking problem, or if you suspect you have a drinking problem, there are many others out there like you, and there is help available. Talk to school counselor, a friend, a parent, or a minister.

Short-term effects of alcohol use include:

- distorted vision, hearing, and coordination
- altered perceptions and emotions
- impaired judgment
- bad breath
- hangover

Long-term effects of heavy alcohol use include:

- loss of appetite
- vitamin deficiencies
- stomach ailments
- skin problems
- sexual impotence
- liver damage
- heart and central nervous system damage
- memory loss

## **Cigarette Smoking**

Although many people smoke because they believe cigarettes calm their nerves, smoking releases epinephrine, a hormone that creates physiological stress in the smoker, rather than relaxation. The use of tobacco is addictive. Most users develop tolerance for nicotine and need greater amounts to produce a desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms including: changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological symptoms include: irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for tobacco that can last days, weeks, months, years, or an entire lifetime.

Cigarette smoking is perhaps the most devastating preventable cause of disease and premature death. Smoking is particularly dangerous for teens because their bodies are still developing and changing and the 4,000 chemicals (including 200 known poisons) in cigarette smoke can adversely affect this process. Cigarettes are highly addictive. One-third of young people who are just "experimenting" end up being addicted by the time they are 20.

Risks associated with smoking cigarettes:

- diminished or extinguished sense of smell and taste
- frequent colds
- smoker's cough
- gastric ulcers
- chronic bronchitis
- increase in heart rate and blood pressure
- premature and more abundant face wrinkles
- emphysema
- heart disease
- stroke
- cancer of the mouth, larynx, pharynx, esophagus, lungs, pancreas, cervix, uterus, bladder

## **Cocaine and Crack**

Cocaine is a white powder that comes from the leaves of the South American coca plant. Cocaine is either "snorted" through the nasal passages or injected intravenously. Cocaine belongs to a class of drugs known as stimulants, which tend to give a temporary illusion of limitless power and energy that leave the user feeling depressed, edgy, and craving more. Crack is a smokable form of cocaine that has been chemically altered. Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

Cocaine and crack are highly addictive. This addiction can erode physical and mental health and can become so strong that these drugs dominate all aspects of an addict's life. Some users spend hundred or thousands of dollars on cocaine and crack each week and will do anything to support their habit. Many turn to drug selling, prostitution, or other crimes. Cocaine and crack use has been a contributing factor in

a number of drownings, car crashes, falls, burns, and suicides. Cocaine and crack addicts often become unable to function sexually. Even first time users may experience seizures or heart attacks, which can be fatal.

Physical risks associated with using *any* amount of cocaine and crack:

- increases in blood pressure, heart rate, breathing rate, and body temperature
- heart attacks, strokes, and respiratory failure
- hepatitis or AIDS through shared needles
- brain seizures
- reduction of the body's ability to resist and combat infection

Psychological risks:

- violent, erratic, or paranoid behavior
- hallucinations and "coke bugs"--a sensation of imaginary insects crawling over the skin
- confusion, anxiety, and depression
- loss of interest in food or sex
- "cocaine psychosis"--losing touch with reality, loss of interest in friends, family, sports, hobbies, and other activities

## Inhalants

Inhalants refer to substances that are sniffed or huffed to give the user an immediate head rush or high. They include a diverse group of chemicals that are found in consumer products such as aerosols and cleaning solvents. Inhalant use can cause a number of physical and emotional problems, and even one-time use can result in death.

Using inhalants even one time can put you at risk for:

- sudden death
- suffocation
- visual hallucinations
- severe mood swings
- numbness and tingling of the hands and feet

Short-term effects of inhalants include:

- heart palpitations
- breathing difficulty
- dizziness
- headaches

Prolonged use can result in:

- headache, muscle weakness, abdominal pain
- decrease or loss of sense of smell
- nausea
- nosebleeds
- hepatitis
- violent behaviors
- irregular heartbeat
- liver, lung, and kidney impairment
- irreversible brain damage
- nervous system damage
- dangerous chemical imbalances in the body
- involuntary passing of urine and feces

## Marijuana

Marijuana is the most widely used illicit drug in the United States and tends to be the first illegal drug teens use. The physical effects of marijuana use, particularly on developing adolescents, can be acute. Marijuana blocks the messages going to your brain and alters your perceptions and emotions, vision, hearing, and coordination. A recent study of 1,023 trauma patients admitted to a shock trauma unit found that one-third had marijuana in their blood.

Short-term effects of using marijuana:

- sleepiness
- difficulty keeping track of time, impaired or reduced short-term memory
- reduced ability to perform tasks requiring concentration and coordination, such as driving a car
- increased heart rate

- potential cardiac dangers for those with preexisting heart disease
- bloodshot eyes

Long-term effects of using marijuana:

- enhanced cancer risk
- decrease in testosterone levels for men; also lower sperm counts and difficulty having children
- increase in testosterone levels for women; also increased risk of infertility

- dry mouth and throat
- decreased social inhibitions
- paranoia, hallucinations

- diminished or extinguished sexual pleasure
- psychological dependence requiring more of the drug to get the same effect

### **Methamphetamine**

Methamphetamine is a stimulant drug chemically related to amphetamine but with stronger effects on the central nervous system. Street names for the drug include "speed," "meth," and "crank."

Methamphetamine is used in pill form, or in powdered form by snorting or injecting. Crystallized methamphetamine known as "ice," "crystal," or "glass," is a smokable and more powerful form of the drug. Methamphetamine is an increasingly popular drug at raves (all night dancing parties), and as part of a number of drugs used by college-aged students. Marijuana and alcohol are commonly listed as additional drugs of abuse among methamphetamine treatment admissions.

The effects of methamphetamine use include:

- increased heart rate and blood pressure
- increased wakefulness; insomnia
- increased physical activity
- decreased appetite
- respiratory problems
- extreme anorexia
- hypothermia, convulsions, and cardiovascular problems, which can lead to death
- euphoria
- irritability, confusion, tremors
- anxiety, paranoia, or violent behavior
- can cause irreversible damage to blood vessels in the brain, producing strokes
- Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS

**Federal Financial Aid Consequences, Section 484(r):**

**(r) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES.—**

- (1) **IN GENERAL** — A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

**If convicted of an offense involving:**

<b>The possession of a controlled substance:</b>	<b>Ineligibility period is:</b>
First offense .....	1 year
Second offense .....	2 years
Third offense .....	Indefinite

<b>The sale of a controlled substance:</b>	<b>Ineligibility period is:</b>
First offense .....	2 years
Second offense .....	Indefinite

- (2) **REHABILITATION** — A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if—
- (A) the student satisfactorily completes a drug rehabilitation program that—
- (i) complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and
  - (ii) includes two unannounced drug tests;
- (B) the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the Secretary shall prescribe in regulations for purposes of subparagraph (A)(i); or
- (C) the conviction is reversed, set aside, or otherwise rendered nugatory.
- (3) **DEFINITIONS** — In this subsection, the term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).



## 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.

Resident hall staff will provide instruction, at least once per semester, to residents concerning evacuation procedures and assembly points.

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.

### Reporting Fires.

**Residence Halls.** After the immediate emergency has passed, students and employees are required to report all fire incidents to the Resident Director. The Resident Director will report the incident to the Campus Safety Officer located in the Plant Services office.

**Other Campus Student Housing.** After the immediate emergency has passed, students and employees are required to report all fire incidents to the Campus Safety Officer located in the Plant Services office.

### Fire Safety System: Other Student Residences

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

**Table 2. Fire Safety Systems: Campus Residence Halls**

Building	Fire Alarm	Fire Detection	Detector Type	Sprinklers	Sprinkler Type	#Fire Drills
Brown	Central Monitored	Full	Smoke	Full	Wet	1
Johnson	Central Monitored	Full	Smoke	Full	Wet	1
Clark	Central Monitored	Full	Smoke	Full	Wet	0
Bell	Central Monitored	Full	Smoke	None	N/A	0

**Table 3. Fire Statistics for Campus Student Housing (notes on following page)**

	2017			2018			2019		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Bell Hall	1 [1]	0	0	0	0	0	0	0	0
Brown Hall	0	0	0	1 [3]	0	0	0	0	0
Clark Hall	0	0	0	0	0	0	0	0	0
Johnson Hall	0	0	0	0	0	0	0	0	0
2360 Bell Drive	0	0	0	0	0	0	0	0	0
Garrett Way 1	0	0	0	0	0	0	0	0	0
Garrett Way 2	0	0	0	0	0	0	0	0	0
Gateway 1	0	0	0	0	0	0	0	0	0
Gateway 2	0	0	0	0	0	0	0	0	0
7902 Sunset Ct	0	0	0	0	0	0	1 [5]	0	0
7903 Sunset Ct	0	0	0	0	0	0	0	0	0
7904 Sunset Ct	0	0	0	0	0	0	0	0	0
7905 Sunset Ct	0	0	0	0	0	0	0	0	0
7906 Sunset Ct	0	0	0	0	0	0	1	0	0
7907 Sunset Ct	0	0	0	0	0	0	0	0	0
7908 Sunset Ct	0	0	0	0	0	0	0	0	0
7909 Sunset Ct	0	0	0	0	0	0	0	0	0
7910 Sunset Ct	0	0	0	0	0	0	0	0	0
7911 Sunset Ct	0	0	0	0	0	0	0	0	0
7913 Sunset Ct	0	0	0	0	0	0	0	0	0
7801 Old Orchard Ct.	0	0	0	0	0	0	0	0	0
7803 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7805/7807 Old Orchard Ct	0	0	0	1 [4]	0	0	0	0	0
7809/7811 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7813/7815 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7821/7823 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7825/7827 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7829/7831 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7833/7835 Old Orchard Ct	1 [2]	0	0	0	0	0	0	0	0
7837/7839 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7841/7843 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7845/7847 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7853 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7855 Old Orchard Court	0	0	0	0	0	0	0	0	0
7857 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7859 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7861 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7863 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7865 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7867 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7869 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7871 Old Orchard Ct	0	0	0	0	0	0	0	0	0
7873 Old Orchard Ct	0	0	0	0	0	0	0	0	0
<b>Total</b>	2	0	0	2	0	0	1	0	0

**Notes:** [1] Damage was limited to a scorch mark on the vinyl kitchen floor, with replacement value of \$500. [2] There was no damage. Recharging the fire extinguisher cost \$25. [3] Washing machine belt burned up. Damage approximately \$75. [4] Oil fire in pan on stove. Damage estimated at \$800. [5] Damage was limited to an HVAC electrical controller which occurred during maintenance. Damage estimated at \$25.

Current fire log information is available to the public at the reception desk in the Phillips-Welshimer Building.

### **Fire Safety Training and Education.**

Fire safety training is included in the annual Resident Director and Resident Assistant Training program conducted before the beginning of the fall semester. Topics covered include emergency procedures, and fire and building evacuation zones on the Tennessee campus. Fire safety education is included in the semi-annual new-student orientation session covering campus safety and security held at the beginning of the fall and spring semesters. In addition, a colorful “Emergency Procedure Guide” is posted on the inside of every campus apartment’s front door. Topics covered include health or safety emergency contacts, maintenance assistance, RD and RA phone numbers, evacuation emergency procedures, evacuation zones map, and basic shelter-in-place instructions.

### **Plans for Fire Safety Improvement**

JUTN constructed a new station housing trucks belonging to the Seymour Volunteer Fire Department in 2012. JUTN has no plans to upgrade fire safety systems in the 2019-20 budget year.

## **Contact Information**

### **Johnson University – Tennessee Contacts:**

- **Campus Security Authorities:**
  - **Campus Safety and Contract Security (24/7)**  
**865-251-2222**
  - **Title IX Coordinator**  
**865-251-2364**
  - **Dean of Students, Associate Deans, and Student Life Office**  
**865-251-2137**
  - **Facilities Services**  
**865-251-2289**
  - **Johnson Hall Resident Director**  
**703-581-9815**
  - **Brown Hall Resident Director**  
**865-251-2379**
  - **Athletic Director**  
**865-251-2412**
  - **Faculty Members**
  - **Athletic Coaches**
  - **Resident Assistants, all residential areas**

- **University Counseling Center**  
**865-251-3402**

#### **Off Campus Contacts:**

- **Knox County Sheriff Office**  
**911 (emergency)**  
**865-215-2444 (non-emergency)**
- **Seymour Volunteer Fire Department**  
**911 (Emergency)**  
**865-851-1157 (non-emergency)**
- **Tennessee Sex Offender Registry**

<https://www.tn.gov/tbi/general-information/redirect-tennessee-sex-offender-registry-search/sex-offender-registry-search.html>

### **All Other Student Grievances**

**Johnson University Grievance Policy.** 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 Student Grievance Form by contacting the Vice Provost for Research & Planning or using the following link on the university website:

<http://johnsonu.edu/public-disclosures/student-grievance-policy/>

Johnson encourages students to communicate freely with the administration, faculty, and staff before filing a formal complaint. Problems can often be corrected to the satisfaction of all parties through informal communication. The administration encourages students to avoid frivolous complaints, so that staff will have more time to devote to serious matters. The Student Government Association (SGA) also exists to promote good relations between students, faculty, and staff. Many student grievances can be resolved effectively through the SGA, which interprets student opinion to the faculty and vice-versa.

The Office of Institutional Effectiveness reads all formal complaints and forwards them to the appropriate department for follow-up. The vice president of the administrative unit most closely connected to the complaint receives email notification within one week of the complaint. Files and follow-up documents are also reviewed at least once each term by a Grievance Committee composed of a representative from the Office of Student Services or an alternate administrator, two members of the faculty, and one representative from the Student Government Association (SGA). The Office of Institutional Effectiveness keeps all records on file.

**SACSCOC Complaint Procedures.** Allegations regarding noncompliance with accreditation standards, policies, and procedures may be made to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, GA 30033-4097. For the Commission's complaint policy, procedure and complaint form, see the SACSCOC website (<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>).

**ABHE Complaint Procedures.** Complaints from individuals, institutions or programs, or agencies regarding an institution's or a program's significant noncompliance with ABHE Standards, policies, or

procedures shall be submitted in writing to the Director, Commission on Accreditation, at 5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822. The complaints will be handled by the Director, Commission on Accreditation, in accordance with the “Policy on Complaints Against an Institution or Accredited Program.” (Source: See links to “Complaint Policy” and “Complaint Form” at <https://www.abhe.org/accreditation/accreditation-documents/>)

**State of Tennessee Complaint Procedures.** Should the institution not be able to resolve the student complaint, the student has the right to contact the state of Tennessee and its appropriate agencies to determine the course of action.

- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (e.g. State Board of Health, State Board of Education) and shall be reviewed and handled by that board. See the Tennessee State Government website ([www.tn.gov](http://www.tn.gov)) and search for the appropriate division.
- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that unit ([www.tn.gov/consumer](http://www.tn.gov/consumer)).

**Out-of-State Complaint Procedures.** Students are urged to exhaust all possible internal avenues for resolution before filing complaints with external agencies. In the unlikely event that an issue cannot be resolved by the University, out-of-state students may file a complaint with their respective state licensing authority. See the Johnson University website (<http://johnsonu.edu/public-disclosures/student-grievance-policy/>) for a list of student complaint processes by state.

## **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 JUTN property and occupied by non-traditional students.*

### **Part 1. Regulations**

**Eligibility.** See “Campus Housing – Eligibility” on page 3.

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 Associate Dean of Students for Residence Life.

**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 Agreement and returned it to the Student Life office, and (4) completed and returned the housing checklist to the Facilities Services office.

**University Owned Housing Units.** JUTN housing units are rented as single-family dwellings. Units cannot be sub-rented at any time. Written consent must be obtained from the Student Life office 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. Residents who bring recreational vehicles must arrange parking through the Campus Security office.

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.

University personnel may enter any residence at any time for inspection, maintenance, investigation of safety concerns, or investigation of a suspected violation of the community living standards described in Unit IV of this handbook. The customary procedure of knocking before entering shall be followed at all times.

**Pets.** Subject to certain restrictions, pets (including dogs and cats), are allowed in non-traditional student housing, including housing units in Bell Hall, Garrett, Gateway, Sunset and Old Orchard Courts. Restrictions include:

- No animal will be permitted in a University building on campus that:
  - Is not approved by the Student Life office
  - Poses a direct threat to the health or safety of others
  - Would cause substantial physical damage to the property of the University or other residents
  - Would fundamentally alter the nature of the University’s housing operations
- Only one dog or one cat is allowed per unit.

- There is no pet deposit, but the pet must be registered with the Student Life office prior to moving the pet into the residence.
  - The annual registration fee is \$100.
  - Owners must provide documentation of appropriate vaccinations
  - Owners must provide documentation that the pet has been spayed or neutered
  - A digital photo of the animal must be submitted with the registration
  - Approval from the Student Life office will be required before any animal is moved into the housing unit. Failure to gain approval prior to moving the animal into the unit will result in a substantial fine.
  - Owners must provide proof of liability insurance for their pet.
- Pets may be limited by size, breed, and/or species according to the size of individual units.
- Pet owners will be responsible for damages and cleaning to prepare the unit for the next occupant.
- **PETS ARE NOT ALLOWED IN ANY CAMPUS BUILDING OTHER THAN ITS ASSIGNED RESIDENCE.**
- **Cats are restricted to the assigned residence and are not allowed to roam outside.**
- **Dogs are allowed outside the residence to walk, but must be leashed at all times, and owners must collect and dispose of animal waste.**

In addition:

#### **Approval:**

A pet must be approved before arriving on campus. A pet fine of \$100 per day will be applied to any student who does not follow this policy. The maximum amount for this fine is \$500. The maximum fine will be applied to the student account in the event the presence of a pet in the unit is discovered after the student vacates the unit.

#### **Standards for All Approved Pets**

All pets must comply with applicable laws regarding animals and their treatment and care and also meet the following standards:

##### **Dog**

- All required immunizations must be up-to-date and a copy of the immunizations must be on file with the Student Life office.
- Dogs must be of an appropriate size for the living space assigned to the student under university housing policies. The Dean of Students reserves the right to determine appropriateness for the assigned living space. Certain breeds, including pit bulls, are not appropriate for university housing.
- Dogs must be spayed or neutered. A copy of the veterinarian's report must be on file with the Student Life office.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall room or apartment. Dogs must never be allowed to run freely.
- Dogs must possess and exhibit friendly and sociable characteristics. A specific dog can be restricted from the premises by the Dean of Students based on any confirmed threatening or territorial behavior.
- Successful completion of dog obedience and training programs are highly recommended.
- Johnson University requires the animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while on campus.
- Johnson University shall not be liable for loss of or injury to any animal brought to campus.

##### **Domestic Cat**

- All required immunizations must be up-to-date and a copy of the immunizations must be on file with the Student Life office.
- Cats must be spayed or neutered. A copy of the veterinarian's report must be on file with the Student Life office.
- Collars and tags must be worn at all times. The cat must be kept on a leash at all times when outside the residence hall room or apartment. Cats must never be allowed to run freely.
- Johnson University requires the animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while on campus.
- Johnson University shall not be liable for loss of or injury to any animal brought to campus.

#### Other Animal

- Any other animal will be considered on a case by case basis.

### **Standards of Behavior by Animal and Animal Owner**

Health, sanitation, safety, and disruption standards must be maintained, as follows:

- Animals require daily food and attention, as well as a daily assessment of their general health, behavior, and overall welfare.
- Animals cannot be left unattended overnight at any time. If the owner must be away, they must either take the animal with them or make arrangements for the animal to be cared for elsewhere.
- Pets must not be taken into the residence hall or offices, classrooms, administrative offices, common spaces, or student living areas.
- Animal waste, defined as cat litter box contents and any solid animal waste, must be disposed of properly. It is the owner's responsibility to remove feces from University grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building. Animal waste MUST be taken to a garbage dumpster for disposal.
- Residents with cats must properly maintain litter boxes. Litter box contents must be disposed of properly and regularly. The litter box must be changed with new cat litter regularly as outlined by the manufacturer.
- Animal accidents within the housing unit must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The odor of an animal emanating from the housing unit is not acceptable. Failure to maintain a clean environment may result in cleaning charges or removal of the animal (see "Cleaning and Damages" section below).
- Any flea infestation must be attended to promptly by the University's extermination company at the owner's expense. Owners are expected to promptly notify Student Life staff and arrange for extermination when a flea problem is noted. Animal owners must take some precautionary measures, such as flea medications prescribed by veterinarians, flea and tick collars, or taking your animal to the veterinarian for flea and tick baths.
- Animals must not be allowed to disrupt others (e.g., continuous barking, growling, yowling, howling, etc.). Animals must not threaten or cause injury to any person or other animal. Animals that constitute a threat or nuisance to staff, residents, or property, as determined by the Student Life office, must be removed within two (2) days of notification. If university personnel determine that the animal poses an immediate threat, Animal Control may be summoned to remove the animal. An owner may submit a written action plan for retraining an animal to the Student Life office. The action plan must outline the action that will take place to change the behavior and provide a date by which the plan will be completed and behavior changed. Any action plan must meet the approval of the Dean of Students. The day after the deadline for removal from the apartment, University staff will do a residence hall room or apartment



inspection to check for damages and infestation, and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not complying with the removal directive will be subject to disciplinary action, which may result in a loss of on-campus housing.

- The animal owner will take all reasonable precautions to protect University staff and residents, as well as protecting University property and residents' property.
- The animal owner will notify the Student Life office if the animal has escaped its confines and is unable to be located within twelve (12) hours.
- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner.

Violations of the above standards may result in the resident finding alternative off-campus housing for the animal and, as warranted, may also result in a loss of on-campus housing for the resident.

**Other Pets.** Small caged pets such as birds, fish or gerbils will be considered by the Dean of Students office on a case by case basis. These animals are not allowed:

- Rabbits
- Poisonous or venomous snakes

**Resident Assistants.** Resident Assistants (RA's) are employed by JUTN 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.)

During the summer, set the thermostat at 75 degrees, but leave the air conditioning on in order to prevent humidity and mold.

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 Student Life office.

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 Christian learning community where students are preparing for Great Commission vocations. Yards should be kept clear, RV's are to be registered with security and parked in the designated parking area, and trash should be bagged and placed in trash cans. **Please keep your living area clean inside and out.**

**Fire Prevention.** Fire extinguishers and smoke alarms are furnished by JUTN. Batteries should not be removed from the smoke alarms. Replacement batteries for the smoke alarms are available in the Facilities 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 housing agreement.

**Insurance.** JUTN 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 housing agreement.

## **Part 2. Families**

**Standards of Conduct.** JUTN residents are expected to be sensitive to the many principles of Christian living found in the Bible. JUTN 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 campus. JUTN does not presume to be a censoring agency for all activities. JUTN 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 often 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 JUTN 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 16.**

**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. Single Students in Non-traditional Housing**

Single students who live in non-traditional housing areas may include graduate students or students who are 23 years of age or older.

**Standards of Conduct.** Maintain personal relationships that are above reproach. Bell Hall residents should

keep the hallway door open when entertaining a guest of the opposite sex. Residents of all units which have bedrooms should never have guests of the opposite sex in the bedrooms. Students who share a duplex, townhome, or mobile home with other students should only entertain guests of the opposite sex when one or more housemates are also in the unit.

**Courtesy.** Remember that you live in a family-oriented community. Obey the speed limits and watch out for children playing while driving through family living areas. Be considerate of your neighbors regarding quiet hours (9:00 p.m. to 8:00 a.m.).

**Resident Assistants.** The RA's for the living area are available to assist single students as well as families.

**Part 4. Miscellaneous**

**Moving Out.** Please refer to your housing 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 JUTN [Facilities Services Workorder web page](#). Please ask your RA for assistance.

## **Part 5. Summer Guidelines**

**Swimming.** Swimming pool guidelines and pool schedule are located on the Facilities 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.

**Short Term Vacate.** If you want to store belongings in the unit while you are away for the summer or a fall internship or a spring internship, you can do so by paying a storage fee equivalent to 30% of your current rent per day. (If your rent was \$25 per day, you would pay \$7.50 per day while you are away.) If you pay utilities, you **will continue** to be responsible for utilities during the vacate.

Conditions:

- The vacate must be a minimum of six weeks.
- The minimum rent for a summer vacate may be no less than one month's rent.
- The minimum rent for a fall or spring vacate may be no less than 1½ month's rent.
- If the vacate is during a fall or spring semester, you must be enrolled as a student.
- A vacate may not be done in your final semester.

## **APPENDIX B: SENIOR TRANSITIONAL HOUSING**

### **Housing Policy**

Johnson University is committed to a residence life philosophy and policy that aims to promote the development of responsible and disciplined lifestyles. The environment of the campus integrates Christian faith, Christian learning, and Christian living.

Applicants for senior transitional housing must meet minimum qualifications which include:

1. Applicant must have completed a minimum of 90 credit hours
2. Applicant must be in good standing (not on academic, disciplinary, or service learning probation)
3. Minimum Cumulative GPA of 2.50
4. Applicant must have a minimum of a B average in chapel over previous two semesters

Seniors will be living in a housing area shared with families with children. Four students will be in each unit: Two single rooms with shared bathroom and one double room with private bathroom (optionally configured as two doubles with a study room).

Transitional housing occupancy is from the start of the Fall term to the end of the Spring term. Move in and move out dates for transitional housing will be **identical to the move in and move out dates for the residence halls.**

When making decisions with respect to Old Orchard Court transitional living applications, the Student Life office will consult with various JU officials, as well as with any person submitting supporting documentation. Any concerns or questions concerning JU residence life philosophy, policies or progress should be directed to the Student Life office.

### Procedures

#### **Procedures**

1. Check-in procedure
  - a. Pickup housing packet and key at Facilities Services office
  - b. Complete Condition Report and return to Facilities Services Office **within one week of moving in**
2. Check-out procedure
  - a. Contact Facilities Services (#2239) two weeks prior to moving out and schedule an exit inspection  
\*\*\*\*NOTE – damage fees assessed at checkout will be added to your student account balance. Unpaid student balance will result in holding of transcript request
  - b. Students must vacate unit no later than one week after graduation
3. Pets
  - a. ABSOLUTELY NO PETS ALLOWED
  - b. Violation of this policy will result in a \$500 fine shared among all residents
4. Occupants
  - a. The unit may not be sublet
  - b. The unit may only be occupied by the students assigned to the unit
5. Parking / car work / speed limits

- a. All motor vehicles must be parked in your assigned unit parking area
  - b. NO parking is allowed on the street
  - c. NO vehicle repair or maintenance is to be done on premises
  - d. NO parking in yards or driveways of other occupied units. This includes guests.
  - e. Senior Transition Housing is located in a family living area. Obey posted speed limits.
6. Furniture
- a. JU provides twin XL bed frame, mattress and mattress cover, dresser for each occupant
  - b. JU provides kitchen table and 4 stacking chairs
7. Keys
- a. Keys will be included in the student move-in packet. (Picked up at Facilities Services Office)
  - b. Keys shall not be duplicated for any reason
  - c. Loss of key to a residence will result in a \$100 fine
  - d. Keys must be returned at time of Exit inspection
8. Trash
- a. Trash dumpsters are available in all student housing areas. Residents should remove trash from their units on a regular basis, no less than weekly.
  - b. Residential trash only, ABSOLUTELY NO furniture, bedding or other large items
9. Cleaning
- a. Resident must furnish all of their own cleaning supplies
  - b. Residents are responsible for ALL cleaning of housing unit
  - c. Units that are not cleaned to a satisfactory level upon exit will be fined \$200
10. Storage room area if available
- a. Students shall not store items in the crawl space areas under the housing unit
11. Utilities
- a. JU provides the following utilities: electric, water, sewer, and weekly trash pick-up
12. Network / phone
- a. JU will provide network connectivity.
  - b. Each unit will have a phone and local phone service only
13. Lawn care / maintenance
- a. JU provides lawn mowing service
  - b. Mowing is typically done on Monday or Tuesday weather permitting
  - c. All lawn accessories (tables, chairs, etc.) must be removed PRIOR to scheduled mowing day
  - d. Mowing day is subject to change - residents will be notified as necessary
14. Cable TV / Dish network
- a. NO TV service is provided by Johnson University
  - b. Residents may purchase TV service from select outside vendors (Comcast, Dish TV, Direct TV)
  - c. TV service packages must conform to JU student conduct guidelines as outlined in the student handbook
  - d. No satellite dish shall be mounted to the house or the roof. Any dish shall be pole mounted and utilities must be marked in advance by Facilities Services

- e. Residents **MUST** coordinate marking of utilities with Facilities Services one week **PRIOR** to installation
  - f. Failure to coordinate with Facilities Services will result in damage fees for any installation damages
15. Laundry hook ups
- a. Washer dryer hook-ups are provided in each unit
  - b. JU does **NOT** provide washers / dryers
  - c. JU does **NOT** repair privately owned appliances
16. Quiet hours
- a. Quiet hours are 9:00 p.m. to 8:00 a.m.
17. Guests
- a. Students should only entertain guests of the opposite sex when one or more housemates are also in the unit
  - b. Students should never entertain guests of the opposite sex in the bedrooms
  - c. Overnight guests must be of the same sex as the occupants, and may stay for a maximum of seven days (six nights) per semester
  - d. Residents must request permission from the Student Life office prior to guests staying overnight
18. Playground
- a. Old Orchard Court playground equipment and basketball court is for use by children only
19. Clothes lines
- a. **Free standing** exterior clothes lines are permitted but must be located at the back of the residence
20. Grills
- a. Gas / charcoal grills are allowed
  - b. Damage to vinyl siding from gas / charcoal grills will result in damage charges
21. Storage sheds
- a. Installation of storage sheds is not allowed
22. Repairs
- a. Johnson University is responsible for normal repairs to student housing units in a timely manner upon submission of a work order request by the resident
  - b. Damages caused by negligence, miss-use or vandalism will result in damage charges sufficient to cover the cost of repairs
23. Right of access
- a. University personnel may enter any residence at any time for inspection, maintenance, or investigation of a suspected violation of the community living standards described in Unit IV of this handbook.
  - b. The customary procedure of knocking before entering shall be followed at all times.
24. Insects / pests / ants
- a. If an insect or pest issue occurs please contact Facilities Services
  - b. If a pest problem is due to a lack of cleanliness in the unit residents will be charged for the cost of treatment
25. Mounting TV's / pictures / house furnishings
- a. No modifications may be made to any part of the housing unit

- b. Small nails or picture hangers may be used to hang pictures on walls
  - c. No wall anchors larger than 3/16" may be used
  - d. No wall paper, borders or stickers may be mounted to walls
  - e. No painting of walls, cabinets, doors or trim is allowed
  - f. No hanging / installation of shelving is allowed
26. Break periods
- a. Notify Facilities Services if the unit is going to be vacated during the Thanksgiving, Christmas, or Week of Evangelism breaks
27. A/C filter changes
- a. Johnson University will provide standard HVAC filters for housing units
  - b. Residents are responsible to change filters on a regular basis
  - c. If filters are not changed and unit is damaged all residents will be charged for damages
28. Window coverings / shower curtains
- a. Sheer rods are provided in each unit
  - b. Window coverings will be the responsibility of the resident
  - c. Shower Rods are provided in each unit
29. Renter's insurance / insurance coverage
- a. Johnson University shall not be liable for any damages or loss of personal property by fire, water, wind, theft, breakage or act of God
  - b. Residents are encouraged to purchase renters insurance to cover their personal property
30. Resident Assistants
- a. The RA's for the living area are available to assist single students as well as families.

## **APPENDIX C: SINGLE STUDENT HOUSING POLICIES**

### **Part 1. General Housing Policy**

**Housing Policy.** Full-time undergraduate single students are required to live in campus residence hall housing. Students may submit an appeal form to the Associate Dean of Students for Residence Life for an exception to this policy. Appeal forms are available from the Student Life office. Exceptions will be considered for the following reasons:

- Students who have a parent, legal guardian, or sibling who live in a residence within commuting distance may request permission to live with and commute from that residence;
- Students who are employed and whose employer requires employees to live in “convenience of employer” housing;
- Single students 23 years old or older may petition the Associate Dean of Students for Residence Life for permission to live in non-traditional student housing, if available, or off-campus.

Students who are enrolled in online or adult studies programs are not eligible to live in campus housing.

In general, part-time undergraduate single students are not eligible to live in campus housing, but must file a “Notice of Part-time Enrollment” with the Student Life office before signing an off-campus lease.

**Residence Hall Closings.** Residence Halls are closed and secured during all school breaks (Thanksgiving, Christmas, and Week of Evangelism). However, students who need housing during the breaks may make arrangements with their Resident Director to stay during breaks.

Residence hall rooms are available for occupancy by each student from opening time of the fall semester until the earlier of a) 24 hours after the student’s final exam or b) 9:00 a.m. on the Friday morning following final exams. In the spring semester, residence hall rooms are available for occupancy by each student from opening time until 3:00 p.m. on the Sunday following commencement. Single students are not permitted to stay in married housing when the regular occupants are away without prior permission from the Student Life office.

### **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 JUTN 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. Room request changes should be directed in writing to the Resident Director and approved by the Associate Dean of Students for Residence Life.

**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.** Plastic tack products (white only) may be used to hang posters, but student should be aware that improper removal may damage the wall. Plastic tack products 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. JUTN 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.

**Curfew.** Curfew is observed at midnight on week nights and 1:00 a.m. on Friday, Saturday and Sunday nights, until 5:30 a.m. daily. 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 as instructed by the residence hall staff.

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.

Roommates are jointly responsible for maintaining a clean living environment. Resident Assistants (RAs) will post or announce schedules for weekly room inspections for cleanliness, damages, and/or community standard violations. Room inspections may include, but are not limited to, walls, ceilings, floors, doors, windows, bathroom fixtures, university furnishings, closet areas, and residents' food storage areas (including refrigerators). Reasonable room inspection expectations will be communicated during the first floor/hall meeting. RAs will give students 48-hour notice as a reminder.

Student Life or Residence hall staff may confiscate restricted materials (for example: alcohol, tobacco; illegal drugs/paraphernalia; pornography; fireworks; weapons; paraphernalia; inappropriate movies, music and video games; burned candles; etc.) that violate university standards found during routine room inspections or visits.

University personnel may enter any room at any time for inspection, maintenance, or investigation of a suspected violation of the community living standards described in Unit IV of this handbook. 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. Violation of the pet policy will result in a fine of \$50 per day. Violations may result in additional cleaning charges to remove allergens.

Aquatic animals living in an underwater environment are the only animals permitted in the residence halls at any time. Residents are permitted a maximum 5 gallons capacity per room in no more than two aquariums. Animals must be unable to survive outside of the underwater environment.

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, non-traditional, senior transition, 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 JUTN's administration. Guests are requested to furnish their own linens and towels.

JUTN 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.

**Moving Out.** Fall term residents who are not returning for the spring semester and all spring term residents at the end of the spring semester must check out of the residence hall within 24 hours after their last final exam for the term, or by 9 a.m. on the Friday of the final exam week, whichever is earlier. Seniors who have graduated will check out no later than Sunday following commencement.

All students must schedule an exit inspection with the resident assistant. Failure to do so will result in a fine.

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

## **APPENDIX D: 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 Student Life office. **Residence hall occupants may not drive to class, chapel, old gym, or pool.** Violators will be ticketed.

**Pedestrians.** The JUTN 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 Student Life office using the [online vehicle registration form](#). Residence hall occupants may have only one motor vehicle on campus.

**Decals.** Registration decals adhere to the interior side of the windshield by static and must be mounted in the lowest possible position at the extreme left side of the front windshield.

**Bicycle Registration.** All bicycles must be registered with the Student Life office through the Student Portal. Registration is free. Unregistered bicycles will be confiscated. University staff will dispose of all bicycles not removed from the residence halls at the end of the school year. Cyclists are expected to obey the rules of the road on campus.

#### **Section 2. Parking (See Appendix E for campus parking map)**

**General.** Parking areas are assigned by the Student Life Office. A parking map is included with each new registration decal.

**ARC.** The parking area at the ARC facility is open for student and employee use on days when there are no scheduled events. On days with scheduled events, the lot will be marked “closed” with appropriate signage, and students and staff should park in the residence hall parking lots across Hodges Ferry Road. Please note that certain spaces are marked “reserved” for athletic and recreation staff.

Note that the parking lot gate will be closed every night at curfew. No parking is allowed in the maintenance access area at the rear of the building.

**Residence Halls.** All residence hall students are to park vehicles in assigned parking areas while on campus. Failure to park in the assigned areas will result in a citation.

**Non-traditional Student Housing.** The residents of each apartment will have one parking space assigned to their unit as described in the housing agreement. 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 front of Bell Hall; (3) in the roadway between Bell Hall and

the Old Gymnasium: (4) in front of the residence halls, except resident directors, and visitors (as marked); (5) 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 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 Facilities Services office by calling 2222. Campus security will notify the Knox County Sheriff. 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.** Campus security will inquire about the movement of vehicles that enter or leave campus after curfew.

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

**Summer Storage of Vehicles.** Students are not allowed to leave vehicles on campus without prior permission from the Security Office. The Security Office will require a key for each vehicle stored on campus.

**Disabled Vehicles.** Disabled vehicles in either Brown Hall or Johnson Hall parking lots must be reported to the Resident Director of the student's dorm and, if operable, moved to the parking area at the northwest corner of the Johnson Hall lot (near Hodges Ferry Road).

A disabled vehicle at any other non-residential campus location must be reported to the Campus Security Office. The student must remove the vehicle to the designated area in the Johnson Hall lot. If the vehicle is not operable, it must be immediately moved to a non-traffic parking area, and must then be removed from that area within two business days.

Disabled vehicles may remain in the designated parking area at Johnson Hall for no more than ten business days. Disabled vehicles remaining after ten business days may be towed at the owner's expense. Students may appeal for an extension by contacting the Campus Security Office.

## **Part 2. Enforcement**

### **Section 1. Security Patrol**

JUTN 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 Facilities 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. on weekdays and will remain locked on weekends. Guests will be verified and temporary parking

permits will be issued. A log will be kept of incoming traffic between curfew and 5:30 a.m. The welcome booth is equipped with a radar unit 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 or improperly displayed registration decal; (2) altered or mutilated registration decal; (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 usual university practice to issue "warning" citations.**

**Fines.** Fines will be charged to student accounts according to the following schedule. JUTN reserves the right to revoke driving privileges for excessive noise violations.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Registration	\$30	\$30	\$30	Refer to Dean of Students for Disciplinary Action
Parking	\$30	\$30	\$30	Refer to Dean of Students
Handicap Parking	\$200, plus up to five hours of community service	Refer to Dean of Students		
Moving	\$35	\$50	Refer to Dean of Students	

**Appeals.** The Student Government provides a venue for reviewing traffic and parking citation appeals. Appeals must be initiated within 14 days of the date of the citation. The SGA court will provide to the Dean of Students a recommendation for the disposition of each appeal. The Dean of Students retains final authority for the decision. Inquiries about the appeals process should be directed to the Student Life office.

**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.

JOHNSON UNIVERSITY  
PARKING





## PANDEMIC PROMISE

### I promise to act responsibly with respect to my own health.

- Monitor for the symptoms of flu-like illness that could signal COVID-19 and immediately report to Student Life when I experience any of the following:
  - Fever of 100.4 F (38 C) or higher, dry cough, or difficulty breathing
  - Chills, repeated shaking with chills, or muscle pain
  - Headache, sore throat, or loss of taste or smell
- Wash my hands often with soap & water (or hand sanitizer if soap/water are unavailable)
- Get vaccinated for the flu in the fall\*

### I promise to protect the health of others.

- Maintain appropriate social distancing
- Stay home if I feel ill, have any of the symptoms listed above, or have been exposed to someone who is ill or has tested positive for COVID-19
- Wear an appropriate face mask as directed by the University
- Be positive and helpful to others around me who need support

### I promise to prevent the spread of COVID-19.

- Keep my clothing, personal items, personal spaces, and community spaces clean
- Cooperate with testing and contact tracing
- Carefully follow University requirements to self-isolate or quarantine

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Signed

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*\* Vaccinations: Because flu-like symptoms will trigger a COVID-19 precautionary response, you will be asked to get a flu vaccination. Student Life or Health Services will coordinate a flu shot clinic with a local provider to serve faculty, staff, and students.*

*You may opt out of this request:*

- *If you have been advised by your healthcare provider that getting a flu shot would be detrimental to your health, or*
- *If you have religious convictions against vaccinations.*

*This policy may be adapted to include a COVID-19 vaccination when one is available.*