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EVERYTHING

Johnson University

STUDENT HANDBOOK

2024-2025

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JOHNSON UNIVERSITY

STUDENT HANDBOOK

2024 – 2025

Significant revisions since last publication:

08/01/2024: Updated campus crime and fire statistics to include calendar year 2023

08/01/2024: Removed all references to JUFL campus in Kissimmee, FL due to site closure

08/01/2024: In the anti-hazing and harassment policy, a portion was added that includes and clarifies anti-bullying

Consumer Information: Title IX/Section 504 Statement.

Non-Discrimination Policy. 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.

For the Tennessee and Online campuses and for the various extension sites, direct questions concerning the non-discrimination policy in regards to Title IX or inquiries related to Title IX to the lead Title IX Coordinator, Ms. Emili Williams, Director of Institutional Effectiveness, Johnson University, 7900 Johnson Drive, Box 1639, Knoxville, TN 37998. telephone: 865-251-2373. email: ewilliams@JohnsonU.edu.

Other inquiries related to Title IX may be referred directly to the U.S. Department of Education’s Office for Civil Rights at 800-421-3481 or ocr@ed.gov.

Title IX Coordinator. Johnson University has a designated employee who ensures that the University’s response to sex discrimination complies with federal law. The lead Title IX Coordinator is Ms. Emili Williams, Director of Institutional Effectiveness, Johnson University, 7900 Johnson Drive, Knoxville, TN 37998, telephone: 865-251-2373, email: ewilliams@johnsonu.edu.

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Unit One

INTRODUCTION

WELCOME TO JOHNSON UNIVERSITY

We are glad to welcome you to the Royals family! Enrolling as a student at Johnson University means joining a transformative learning community that is committed to preparing students for effective service in Christ's Kingdom. Our institution seeks to help students utilize their various skills, passions, and abilities in diverse opportunities and settings, and to promote 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

Our goal at Johnson University – the goal of the administration, faculty, and staff – is to help you flourish in this Christ-centered community. We care both about *what you learn and who you are becoming*. It is our joy to serve you and to see you thrive in your studies, your development, and your faith in Christ.

May God bless you on your educational journey. Have a great year!



Andrew M. Frazier, Ed.D.
Vice President for Student Life

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 LIFE DEPARTMENT— MISSION, VISION, AND TENETS

Mission. Student Life supports the mission and the faculty of Johnson University by cultivating transformative student experiences and campus community that contributes to students developing spiritually, socially, physically, and intellectually for meaningful service in God’s Kingdom.

Vision. Student Life aspires to provide opportunities, programs, resources, and services designed to help all students ...

1. Flourish in their spiritual growth and lifelong discipleship journey with Christ.
2. Develop and maintain healthy relationships with God, family, friends, and colleagues.
3. Participate in recreational and social activities that positively impact the wellbeing of the student body and campus community.
4. Learn the self-discipline and leadership skills that encourage positive personal, vocational, and community development.

Tenets. Four strategic tenets currently guide the work of the Student Life Office in fulfilling its mission and vision, which in turn contributes to the fulfillment of the University’s mission. These tenets explain the core values of the division, undergird the entire co-curricular program designed to help students thrive and succeed, and orient staff towards shared goals and aims:

1. Discipleship
2. Leadership and Engagement
3. Student Care
4. Professional Development

Further, the Student Life mission, vision, and tenets are grounded in Scripture, and the Apostle Paul's words from Romans 12:1-2 serves as a foundational text for the purposes and outcomes of the division:

Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.

Romans 12:1-2

This passage helps Student Life holistically approach the educational experience wherein students grow in their faith, develop practical skills and wisdom, and discern their vocation and calling. Student development at Johnson University is (1) spiritual, (2) social, (3) physical, and (4) intellectual, as outlined in both the mission and vision above, helping student grow as leaders and disciples that engage the world through living transformed and renewed lives.

The Student Life Office oversees and manages many of the institutional programs, services, and activities described in this *Student Handbook*, which are designed to enrich the student experience towards fulfillment of the mission, tenets, and goals described above. Such programs, services, and activities are cultivated to promote student learning and enhance student development. The Student Life department includes the areas of Residence Life, Campus Ministry, Chapel, Multicultural Student Affairs, Health Services, Career Services, Community Recreation, Commuter and Nontraditional Services, Student Organizations and Clubs, the David A. Legg Center for Leadership & Engagement, and the University Counseling Center.

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 pages 42-44), 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 Academic Catalog, Student Handbook, and other information that Johnson University provides, and know and comply with all current policies, procedures, and requirements.

All who become members of the Johnson 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 enrollment 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.

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

Campus Housing

Eligibility. Full-time undergraduate students enrolled in face-to-face degree programs are eligible to apply for campus housing. Full-time graduate students enrolled in face-to-face degree programs may apply for and be assigned to housing on a “space-available” basis. Full-time graduate students enrolled in a program that is offered only online and who has remaining athletic eligibility for participation in a sport at Johnson University 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 the JUOnline campus (and do not have athletic eligibility remaining) are not eligible for housing on 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, heating and air conditioning, arrangeable furniture, and wi-fi. Students may request a local-service landline 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, or married couples without children.
- Various sizes of mobile homes are available for rent in one mobile home court 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 and assist with basic residential housing needs.

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

Biblical archaeology exhibit 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 and audio production studios, and School of Communication and Creative Arts offices. On the lower level are the River Grill, a coffee shop, the Student Government Association office, Holistic Services, racquetball courts, television area, and the graphics office. **Richardson Hall** houses the Templar School of Education, the School of Business and Leadership, academic support center, multimedia classrooms, computer lab, a prayer room, 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. **The Graham Center** houses the office of the Athletic Director, all intercollegiate athletic programs, a pool, a game room, a multipurpose activity room, weight room, various workout facilities, recreational spaces, intramural gymnasiums, a coffee bar, and the Habaneros grill.

Student Life Office

The Student Life office is located in the Eubanks Activity Center. The Vice President for Student Life, 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 and urgent care clinics. The nurse is not responsible for diagnosis, administering medications, 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 on the Johnson University 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.

Spiritual Life

The Campus Minister is located in the Eubanks Activity Center next to the Student Life Office. The Campus Minister is responsible for providing spiritual guidance and pastoral care to students, as well as fostering a positive faith community life among all members of the Johnson University campus.

The Worship Chaplain/Chapel Coordinator is located in the Phillips-Welshimer building in the first-floor administrative hallway. The Worship Chaplain is responsible for chapel programs and chapel attendance as well as collaborating with the Campus Minister in worship programming for the community.

Athletic and Recreation Facilities

The University maintains athletic facilities for varsity athletics, intramurals, and recreation programs including two gymnasiums, six tennis courts, two racquetball courts, baseball field, softball field, soccer field, disc golf course, walking track, hiking trails, and facilities for floor hockey (in the recreation gym).

The Graham Center opened in the summer of 2019. This facility includes an 80,000 square foot

recreation building that features a student center, game room with table tennis, ping-pong, and billiards, a 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 spaces.

Academic Advising

School deans assign a faculty or staff 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 Office (CSO) provides professional services and guidance for students, alumni, and faculty to support the development of servant leaders and ethical professionals. The CSO supports the mission and goals of Johnson University by assisting students in realizing and articulating their God-given potential by exploring their interests, values, skills, and opportunities (<http://johnsonu.edu/student-life/career-planning/>). In partnership with students, alumni, faculty, and employers, the CSO develops informational, experiential, and professional development workshops, events, personal counseling, and networking that clarifies career exploration and employment opportunities. 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.edu/student-life/career-planning/#ministry>). The CSO is located in the Eubanks Activity Center, Room 322.

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 a director, assistant director, and 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.

The UCC, in partnership with the Student Life office and the Campus Minister also provide virtual counseling options through an online platform called UWill provided by the University. Additional resources include the You @ Johnson student wellness platform and the HelpCompass platform. Further information can be obtained from the UCC or the Campus Minister.

Food Services

Food services are provided through Pioneer College Caterers in the dining hall at posted hours, during most evenings at Habaneros, and at the River Grill which is open for lunch during weekdays. Pioneer also serves coffee at the River Grill during daytime hours featuring Starbucks brand coffees as well as the Charles E. Atchley and Family Café at the Graham Center that serves Starbucks brand coffees and meal-replacement smoothies. 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, or block meal plans) 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 except in to-go boxes. For example, students may not fill up gallon jugs of milk in the dining hall. Food and drinks are not to be carried from the dining hall 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 also have access to package lockers, which help students retrieve delivered packages at any time of the day. Students may contact the Campus Store by telephone (865-251-2246) or email (CampusStore@JohnsonU.edu).

Books by eCampus

[Books by eCampus](#) is the official online bookstore for Johnson University. Students can easily order course materials for the upcoming semester through the [Johnson University student portal](#). We offer students access to low-cost textbooks and course materials with several purchasing options, including Used, Rental, Marketplace, and eBook. Students can also take advantage of free expedited shipping to campus. For questions about textbook purchases, contact eCampus by telephone (859-209-6958) or email (CampusStore@JohnsonU.edu).

Information Technology

Email. Johnson University issues a unique username and password to all new students. They receive an email with their username 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.

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.

Policy on Pornography. Based on the assumption that visiting pornographic websites is a spiritual problem, first offenders will be referred to the Dean of Students or Campus Minister for pastoral counseling. Revisiting pornographic websites suggests the possibility of 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 websites despite 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 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 Senior Leadership Team consists of the President, Vice President for Academics/Provost, Vice President for Campus Services, Vice President for Student Life, Vice President for Advancement, Vice President for Finance, Chief Admissions Officer, Athletic Director, and Special Assistant to the President for Strategic Initiatives.

The Senior Leadership Team serves to advise the President on administrative matters, to oversee the annual operation of various departments, to serve as a sounding board for ideas and plans which the President is formulating, to be a forum for communication among the administrators and their various 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 Administration Team

Decisions that affect only students within a given school or program are generally made at the school level (e.g. course curricula, practicum requirements, etc.). Academic decisions that require a broader “university perspective” are made by the Academic Administration Team—or, in some cases, by the faculty as a whole (e.g. admission standards, academic calendar, Arts & Sciences Core requirements, etc.). Chaired by the Provost, the Academic Administration Team 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 Administration Team consists of the Provost, school deans, and other key academic leaders.

Faculty Committees

Athletics Advisory 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 Faculty Advisory Committee. This committee is responsible for advising the Worship Chaplain/Chapel Coordinator with the development of the overall chapel program. This committee meets two times a year to discuss the philosophy behind chapel, annual chapel theme and schedule, and improvements to meet the spiritual needs of the student body. The Chapel Faculty Advisory Committee is comprised of the VP for Student Life, the Worship Chaplain/Chapel Coordinator, the Campus Minister, the Director of Multicultural Student Affairs, and one faculty member from each school.

Academic Standing Committee. The Academic Standing Committee is comprised of the Provost or a representative appointed by the Provost, Registrar, Vice President for Student Life, 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 discipline cases 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 Vice President for Student Life 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, the Dean of Students, and the VP for Student Life who serves as chairman but does not vote. The meetings are called as cases arise or in the event of an appeal of a disciplinary sanction.

Grievance Committee. Students have the right to file a formal complaint about unsatisfactory situations within Johnson University if all other forms of redress failed to correct the situation. Students who are dissatisfied are encouraged to communicate their concerns to the appropriate administrator. If the issue relates to classroom instruction or faculty, the student should communicate with the program director or dean who supervises the faculty member to express his or her concerns. If the issue relates to the dean, the student should communicate with the Provost about the situation. If the dean or other administrator is not able to resolve the situation satisfactorily, the student has the right to file a formal grievance. They may submit a [Student Grievance Form](#).

The Vice President for Academic Affairs/Provost will read the formal complaint and attempt to resolve the issue with the appropriate administrator. If the student still requests a formal hearing, the Provost will appoint a Grievance Committee composed of a representative from Student Life or an alternate administrator, two members of the faculty, and two student representatives selected by the president of the Student Government Association (SGA). The Provost will appoint one of the faculty members to serve as chair of the committee. The committee members will be required to sign a form that declares they have no conflict of interest and will maintain confidentiality.

All parties involved in the process are required to cooperate transparently with the investigation of the committee, and they are prohibited from retaliating against anyone else who participates in the process, including the committee members. The committee will interview the parties involved, examine evidence related to the complaint, and render a judgment about the validity of the complaint and remedies for the complaint if any are needed. The committee's report should be submitted to the Provost with 30 days of the committee's formation. The Provost will notify the parties involved of the findings of the committee and will ensure that any remedies proposed by the committee are implemented.

Curriculum Review Committee. The committee will consist of six faculty members selected by the deans with at least one representing the Arts & Sciences Core and one representing the Bible & Theology Major. Members will be appointed in late spring to serve for the following academic year. Members will serve two-year rotating terms. The Provost, SACSCOC Liaison, and Director of Institutional Effectiveness will serve as ex officio members. Committee members will elect a chair and a secretary. The committee will meet monthly or as needed. Proposals for new courses and new or revised program SLOs will be submitted to the Director of Institutional Effectiveness, who will prepare the documents for the committee. New course proposals should include a sample syllabus that includes SLOs for the course, example of a typical textbook with appropriate content and level of rigor for the course, and an example of a key learning assignment or assessment. New program proposals or major revision proposals will be submitted directly to the chair of the committee. If the new program is approved and contains new courses or SLOs, they will be submitted to the Director of Institutional Effectiveness, who will prepare them for review by the committee at a later time. Proposals must be submitted by three deadlines each term, which will be 23 days before a scheduled Faculty Meeting.

Arts & Sciences Core Council. The Arts and Sciences Core Council provides oversight for the curriculum and assessment of the Arts and Sciences Core. The Dean of the School of Arts and Sciences will serve as the Chair of the Council. The Chair will appoint faculty members to serve on the Council for one-year terms, which may be repeated. The faculty members will represent the following aspects of the Arts and Sciences Core:

- ANTH 1103 Encountering Cultures & Intercultural Literacy Competency Courses
- Communication Competency Courses

- ENGL 1013 English Composition I
- ENGL 1014 English Composition II, & Art, Humanities, Literature, and Science Competency Courses
- FYSC 1013 Success, Calling, & Purpose
- HIST 2123 History of Christianity & History Competency Courses
- HUMN 1603 Service Learning & Change
- HUMN 4200 Senior Capstone Seminar & PHIL 2013 Philosophical Ethics
- Laboratory Science Competency Courses
- Mathematics Competency Courses

In addition, the University Registrar and Director of Institutional Effectiveness (or assigned Assessment Coordinator) will serve as ex-officio members. The Council will be responsible for conducting an annual assessment of the Student Learning Objectives of the Arts and Sciences Core. The Council will collect data, analyze it, identify areas of needed improvement, plan strategies for improvement, implement the strategies, and assess whether the strategies have improved the outcomes.

Alumni Association

The purpose of the 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 Homecoming in February. All senior students currently enrolled at Johnson University 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 Johnson and have paid their annual alumni dues.

Unit Three

STUDENT ACTIVITIES

Worship and Prayer

Spiritual Growth. Johnson recognizes that spiritual growth is an essential experience in our education approach. Both worship and prayer have been given important places in the total student life at Johnson. Participation in chapel services, weekly church services, missions-emphasis activities, lectureships, prayer nights, residence hall devotions, mentor groups, student-led worship nights, and informal prayer groups allows each student the opportunities and environment to deepen spiritual growth and development.

Area Churches. Students, faculty, and staff participate in the programs of a number of area churches, including churches with strategic connections to our history:

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:	Smoky Mountain Christian Church
Pigeon Forge:	First Christian Church
Maryville:	First Christian Church Partnership Christian Church Meadowbrook Christian Church Mountain View Church of Christ 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 are encouraged to become involved regularly and dependably with local church 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.

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

Chapel Policies

Chapel. Chapel meets Tuesdays, Wednesdays, and Thursdays from 11:00 to 11:50 a.m. The purpose of chapel at Johnson University is for the many and diverse individuals of Johnson University to be led in a transcendent and transformative encounter with the Living and Loving God in Christ through the Holy Spirit. In chapel we engage in rich, participatory words and actions to reenact the story of God written in Christian Scripture and celebrated by the Global Church. Wednesday chapels consist of small group meetings or mentor 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. In addition to these formal opportunities for worship, prayer rooms are scattered throughout the campus in various buildings. There also are worship nights, prayer events, and other opportunities for students to connect with God throughout the semester. Students taking 5.9 credits or less are not required to enroll in chapel.

Given the mandatory and repetitive nature of Chapel, students can feel at times as though attendance at Chapel services has become empty and rote. That feeling is not uncommon; but as Christians, we must not give that feeling too much credence. Instead, let us seek to strive beyond that feeling toward our calling to do “whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him” (Col. 3:17). Chapel is an opportunity to regularly set all other distractions aside, to focus our collective hearts and minds on Christ and, by His Spirit, to worship and commune with God as one campus body. It should therefore be approached with a spirit of reverence and anticipation. Some guidelines of etiquette should be followed:

1. Come with an open mind and heart. God is always present. The question is, are we?
2. Involve yourself; be engaged in what is being sung, said, and prayed. This is your worship, as much as it is anyone else’s. Though it may sound cliché, the fact remains: God deserves our best.
3. In light of the first two guidelines, please put your laptop, homework, and phone away.

We ask you, out of reverence for God and respect for others, to avoid such disruptions. If a student is caught on any form of technology or sleeping, the Chapel Office reserves the right to refrain from granting the student credit for the relevant chapel. Finally, Chapel attendance is based on the ability of the university to trust that a student’s scan in and out of chapel means that the student was, indeed, in attendance. Unfortunately, due to past experiences, it cannot go without being said that if that trust is broken by an act of dishonesty on the part of the student, the result is a failure for that semester. Please avoid the temptation.

Chapel Groups. Mentor Groups or Small Groups meet on Wednesdays. Students interested in Mentor Groups are assigned into groups of seven or less that meet throughout the entire academic year. This group provides a space for students to know one another and be known in a more intimate setting. Additional small groups opportunities are available based on a student’s interests or spiritual needs each semester.

Chapel Leadership Team. This team 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, a faculty instructor, and the Worship Chaplain who serves as chair.

Chapel Attendance Records and Communication. Chapel services begin at 11:00am. Credit for attendance will only be received between 10:45-11:05am. If a student has scanned between 11:05-11:15am, their attendance will be considered “tardy”. The accumulation of three “tardies” will account for one chapel absence. Any student ID that is scanned after 11:15am will not be given credit. Special Cases: Attending Chapel Services online is available for students with work-schedule conflicts, who are providing child-care, or other extenuating needs as approved by the Worship Chaplain. All qualifying students must submit an Online Chapel Application. A new application must be submitted for each semester. All forms must be submitted by the third week of classes each semester. If a student has missed one or more chapel services due to illness or emergencies, the student may qualify to earn chapel credit online. All qualifying students

must submit an Online Chapel Application within two weeks of the chapel service(s) missed.

Chapel Probation and Suspension. Students are required to attend a certain number of chapels each semester to earn enough chapel credits to “pass.” Students should watch for announcements and updates from the Worship Chaplain on the required number of credits needed to pass each semester. After a given semester, if a student has not attended the number of chapels required to pass, they will be put on “Chapel Probation” for the following semester. Chapel Probation serves as a stern warning meant to alert the student to the seriousness of their situation, and that continued failure of chapel will result in further disciplinary action. If a student fails a subsequent semester of Chapel (two semesters in a row), the student will be suspended from the University for one semester. However, if a student completes the required chapel attendance during the semester they are on Chapel probation, the probation will be removed the following semester. If a student fails any three semesters of chapel in total, whether subsequent or not, they will be suspended from the University for one semester. Students who fail chapel in their final semester at the University may not graduate and receive their degree. The student must appeal to the Worship Chaplain for procedures on getting back into “good standing” with the University.

Campus Media

Campus Mail. Each student is assigned a mailbox at the Post Office in the Gally Commons. The post office is open Monday – Friday from 8 a.m. – 2 p.m. and Saturday from 9 a.m. to 12 p.m.

E-Announcements. Announcements are posted on the student portal at My.JohnsonU.edu under the Student Life section. Announcements submitted by email (Announcements@JohnsonU.edu) to the Student Life office will be posted after review from the Student Life Office. Additional critical announcements may be emailed to the student body with approval from the VP for Student Life. Social media Instagram accounts are available to follow for electronic announcements such as [Student Life](#) and the [Student Government Association](#). Announcements can also be posted electronically via the displays and TV’s located around campus by making requests via TVAnnouncements@JohnsonU.edu.

Bulletin Boards. Announcements may be posted on the bulletin boards and free-standing announcement boards in various locations around campus. Announcements for the bulletin and free-standing boards must be neat, dated, and signed. Forms and approval for posting announcements on the 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. All 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 department or School of Communication and Creative Arts.

University Calendar. Monthly schedules of special events are published on the Johnson portal by the Director of Operations or Events Coordinator.

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 Vice President for Student Life and the Dean of Students serve as co-advisors 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 cabinet members of the SGA.

Class Officers

Class officers work with faculty and staff class sponsors to 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. All official student organizations and clubs must have a staff or faculty sponsor. Only currently enrolled students and their immediate family members may hold membership in student organizations.

Finances. All student organizations are required to use the 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 staff sponsor or the Vice President for Student Life. 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 with the Vice President for Student Life to transfer the group's funds to the Church on the Hill or another student group for their disposition.

Student organizations are not permitted to charge admission to events on campus. Fundraising projects must be approved by the Dean of Students or VP for Student Life. No more than one fundraiser per group per semester will be permitted. Accounting for fundraisers must be reported to the sponsors and to the Dean of Students. All advertising for fundraisers will be limited to bulletin boards and appropriate e-announcement mediums. Advertising may appear as early as two weeks before the event and physical ads 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 employee 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 key contribution to the archives of the University.

Special Events. Student organizations are required to submit an event request with the Event Coordinator 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 Event Coordinator. Individual students wishing to use University facilities must first receive permission and schedule use of the facilities with the Event Coordinator. Special guidelines for weddings, rehearsals, and receptions are available, although University facilities are generally not available for weddings.

Role of Students in Institutional Decision Making

Student voices are heard at Johnson. Seniors may attend the annual business meeting of the alumni association 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 senior leadership team and the faculty. Several faculty committees include student members. Students should work with the SGA on submitting proposals or ideas to university administration for consideration.

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 Association of Intercollegiate Athletics (NAIA). Varsity teams in men's baseball, basketball, soccer, tennis, and golf compete with other college and university teams inside and outside the Association. Women's varsity teams compete in basketball, softball, volleyball, soccer, tennis, and golf. The colors of the Johnson University Royals are blue and white with orange accent.

Participation in intercollegiate athletics is limited to students who are enrolled in face-to-face programs on-campus.

Students enrolled in programs at other teaching locations or JUOnline are not eligible to participate in intervarsity athletics. 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 on-campus during the semester of competition.

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

Student athletes may receive athletic scholarships for participating in intercollegiate athletics. Awards will be distributed at the discretion of each sport's head coach and the Athletic Director, in consultation with the Director of Financial Aid. Students who participate in intercollegiate athletics are required to meet the same academic requirements as other students. A student on academic probation may not play on a varsity or junior varsity team. Academic eligibility requirements may be found in the Academic Catalog.

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

Eligibility for Intramurals. Eligibility to participate in intramurals 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. Rules and regulations of the intramural program can be obtained from the Community Recreation Director.

Unit Four

COMMUNITY LIVING

Any individual who lives, studies, or works at Johnson University is part of a community that is dedicated to educating and equipping students for effective service in the larger community of God's Kingdom. Because of the biblical mandate for holy living and the world's need for servants who demonstrate Christian character and integrity, the University is committed to developing a community which models these values. Once again, the key passage from Romans 12:1-12 orients how the Student Life office and the University views a student's time at Johnson as a formational experience that helps shape mind, body, and spirit:

Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.

Romans 12:1-2

All individuals within the Johnson University community have the opportunity to learn and practice biblical values related to spiritual, social, physical, and intellectual development. Students are offered a faithful, transformative learning experience that allows them to discern God's will for their lives, which involves a commitment to sacrificial living that is guided by biblical truths. 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 Expectations

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 breaks, 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 or the Vice President for Student Life.

Perspectives on Sexuality and Gender

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 holds the biblical perspective that sexual relationships outside of marriage are inconsistent with biblical teaching, and that marriage and dating relationships are between a man and a woman. All student relationships and behavior must be evaluated within the light of Scriptural truth, and any deemed incompatible with a biblical worldview and Christian identity will be deemed unacceptable within the campus community.

The University also 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. The University 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.

Gender. For the purposes of all campus housing, facilities, locker rooms, bathrooms, and/or other services provided by the University which are sex-specific, a student's documented biological sex will be used to determine eligibility. A member of the University community who publicly identifies or behaves as a gender that does not correspond to their biological sex, either on or off campus, is failing to adhere to their commitment to abide by the perspectives and behavioral standards listed in this handbook and found within other University and Board of Trustee statements. This includes, but is not limited to, actions such as (1) presenting as a gender that does not correspond to a person's biological sex, (2) receiving or engaging in any chemical, medical, or surgical modifications for the purpose of altering or changing a person's gender, (3) requesting name changes or the use of pronouns that do not correspond with a person's biological sex.

Pastoral Care. Johnson University helps those in its community navigate difficult questions and decisions regarding sexuality and gender from a biblical perspective. Just as we expect all in the University to live according to biblical teaching about sexuality and gender, we expect all to provide compassionate support to those who struggle with such faithfulness. The University provides resources, pastoral counseling, and caring support to encourage all members of the community to maintain their commitment to biblical teachings on sexual purity and sexuality. Furthermore, we recognize that some may disagree with our conclusions about the Bible's teachings on sexuality and gender. We will treat those with whom we disagree with kindness and humility, as we "make every effort to live in peace with everybody and to be holy" (Heb. 12:14).

Any individual who lives, studies, or works at Johnson University is a 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. Failure to adhere to these behavioral standards on sexuality and gender is cause for cessation of continued enrollment at Johnson University.

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.

The conduct of couples is to be guided by biblical principles of dignity, respect, and communal civility. 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 or 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, preaching 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 29, items 6 and 7). 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 in Old Main Building are not for use by couples.

Public displays of romantic affection between members of the same sex are a violation of Johnson University's policies and stances on sexuality and relationships.

A couple planning marriage during the school year may notify the Student Life Office by emailing the Associate Dean of Students for Non-Traditional & Commuters, Dr. Michael Moore (MMoore@JohnsonU.edu). The couple are encouraged to complete the following: (1) premarital

counseling through the University Counseling Center or other credentialed provider; and (2) arrange for housing through the Student Life office for on campus housing or arrange housing off campus. Students are also encouraged to seek the advice and consent of each student's parents or guardians.

Dance

While appropriate styles of dance can be an expression of art, worship, choreography, or celebration, as well as a form of exercise, 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, on- or off-campus.

Dress Code

General Dress Code. While attire can be cultural and contextual, and opinions regarding attire can vary, the University has adopted overall standards that are reflective of the Christian mission, values, and context of Johnson University. All students are expected to exercise discretion and modesty in their dress, and to follow all guidelines and dress appropriately for the occasion.

The following list is not intended to be exhaustive, but rather represents various aspects of attire that are not appropriate, including (but not limited to):

- short and/or revealing skirts and shorts; at minimum, shorts should have a 3 inch or greater inseam.
- tight or revealing shirts, shorts, pants, dresses, or outfits; attire should not be sheer or see-through.
- halter tops, muscle shirts cut too openly, bare midriffs, sports bras and strapless tops; all tops must cover the entire torso.
- clothing with profanity, vulgarity, or drug, alcohol, or sexual messages, or any other obscene or inappropriate material are not acceptable.

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

Athletic activities. During practices and games, certain attire or equipment may be necessary, and athletes can meet the dress code of their coach and/or the athletic department. Note: beyond sanctioned athletic activities, the dress code should be honored in all campus facilities, including the Graham Center.

The faculty and student life staff, including resident assistants, will give guidance to all students concerning these guidelines, and will apply these standards equitably to all members of the student body.

Grooming and Personal Hygiene

Students are expected to maintain a modest, wholesome appearance with regard to personal hygiene and cleanliness of the self and all living spaces. For the wellbeing of the individual student and the community, good hygiene and self-care are important facets of adulthood for students to learn and practice.

Illness

Students who need to see a doctor are responsible for arranging their own appointments and transportation. Residence Hall staff does not provide transportation. The Campus Nurse can provide limited services related to first aid for injuries or basic illness assessment. The Campus Nurse keeps a list of area doctors and urgent cares who are willing and able to see students. The Campus Nurse, nor any other Student Life Staff member, are responsible for student medications.

Wedding Policy

University facilities are generally not available for weddings. Contact the [Director of Operations](#) for additional 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 Associate Dean of Students for Commuters and Nontraditional Students. 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, and to provide resources and guidance regarding the situation.

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 Vice President for Student Life or the Dean of Students 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 ceases to attend classes, is intentionally disruptive to the academic process, is repeatedly disruptive to the social and/or academic experience of other students and/or the campus community, or who exhibits unhealthy, erratic, and/or irrational behaviors may be administratively withdrawn.
- Students must demonstrate that they are able to comply with the directives and recommendations of physical and psychological healthcare 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 or manage 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 or psychological 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 Dean of Students. The student will be required to follow a resolution plan and behavioral agreement for the duration of their enrollment.

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, Bullying, and Harassment

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.

Bullying. Bullying is not tolerated at Johnson University. No student, faculty, staff, or other campus community member shall subject another community member to bullying behavior. Further, no individual shall engage in retaliation against a victim, witness, or any other person reporting bullying behavior. Anyone with knowledge or experiences of bullying is encouraged to report the behavior to their Resident Assistant, Resident Director, or any other member of the Student Life Office. Bullying can include any severe, pervasive, and/or persistent conduct that is written, verbal, electronic, or any other means of communication that directly intends to create actual or reasonable fear of (1) personal harm, (2) damage or loss of property, (3) emotional distress, or (4) the creation of a hostile or toxic environment.

Harassment. Harassment is verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion toward an employee, faculty member, student, or campus guest on the basis of the characteristics of an individual or group. Sexual harassment is prohibited under the University's Title IX policy (see p. 39). Students are expected to show courtesy, civility, and respect for one another and for university employees. Comments that degrade or ridicule another, whether based on individual or cultural differences, are unacceptable.

Examples of harassment may include, but are not limited to identity-based slurs, threatening, intimidating or hostile acts, denigrating jokes, or the display of objects, emblems, badges, signs, symbols or pictures on clothing/jewelry which communicates a racist, sexist, or otherwise derogatory or hostile message toward an individual or group, even when a hostile attitude was not intended.

Harassment of others violates the campus community standards for Christ-like behavior of Johnson University and will result in disciplinary sanction.

Language

Profane, vulgar, and obscene language is never appropriate for Christians (Eph 5:4) and is prohibited both on and off-campus as well as online, on apparel, on bumper stickers, or on any printed materials in campus housing, facilities, or other campus property.

Purchasing

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

Solicitors

Any student selling goods or services on campus must obtain prior permission from the Dean of Students.

Persons making campus collections for charity must also obtain prior permission from the 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 Vice President for Student Life and Campus Minister 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 Vice President for Student Life and Community Recreation Director.

Guest Speakers. Johnson University 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 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. The Graham Center is open daily until 11:30 p.m. Access to all buildings is limited to members of the Johnson campus community.

Children of campus residents must have proper identification (available at age 16 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.

Graham Center. Access to the Graham Center and its equipment is for members of the campus community age 16 and older. Children ages 12-15 may use equipment when accompanied by a parent or guardian campus community member. 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 (see full Dress Code policy on page 18). Use the equipment at your own risk.

Ping Pong, Foosball, and Billiards. The minimum age limit is 16 to use the ping pong tables, foosball games, or to play billiards, unless under the direct supervision of parents. Children should be tall enough to use the equipment properly.

Swimming Pool. For men, abbreviated or overly tight swim trunks are not to be worn. For women, bathing suits with a plunging neckline, are excessively high cut at the bottom, or are overly revealing in anyway are unacceptable on campus. Two-piece swimsuits are acceptable if they meet above criteria and are modest. 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 prohibited. 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 property is a major disciplinary offense. Any intentional or unintentional defacement of property will be treated as a major disciplinary offense and may include restitution charges.

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. Using university owned media equipment or musical instruments is prohibited unless authorized by appropriate university personnel.

Children's Playgrounds. The playground in Old Orchard Court is provided for the children of non-traditional students and their guests, not for University students. The playground at Gateway Ct. should not be used at this time.

Skateboards, Bicycles, and Roller Blades. Skateboards, bicycles, and roller blades are not allowed on the sidewalks, porches, or steps of any campus buildings, nor inside the buildings themselves. Helmets should be worn at all times.

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 Johnson University network or computer systems. Disciplinary action for violating the code is governed by provisions in the *Student Handbook*, the *Faculty Handbook*, the *Employee 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 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 computing systems.
2. You must use only the computer account which has been authorized for your use. You may not use someone else's account. If you have trouble using your account or if you need more than one account, contact Campus IT.
3. You are responsible for the use of your computer account. You should take precautions against others obtaining access to your computing resources. Do not make your account available to others for any purpose.
4. Although Johnson does not make a practice of monitoring email, Johnson University 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 community, Johnson blocks sites which the administration has deemed inappropriate for Christians, and students should not attempt to access such sites.
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 Vice President for Student Life 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 Johnson 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, obscene, libelous, false, or malicious content 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 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 Johnson University, users are not to use the network for compensated outside work, the benefit of organizations not related to Johnson (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 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.

No Contact Directives

The Vice President for Student Life or the Dean of Students is authorized to issue “No Contact Directives” (NCDs) that prohibit contact between two or more student members of the campus community and serve as a way to prevent unwanted contact, harassment, and disruptions to the learning environment, or to help mitigate any other concerns for personal physical or psychological safety due to contact with another student. Students may request a NCD by consulting with the Vice President for Student Life or the Dean of Students and sharing relevant information and evidence as to why the NCD is being requested and how the contact with the other student is affecting the student’s learning environment.

Johnson University has little authority to limit communication between a student and someone unaffiliated with the University, including former students who are no longer enrolled – although physical campus bans are possible to help alleviate distressing situations. For concerns of contact and communication involving faculty or staff members, students should address their concerns to the appropriate university administrator (Provost, Dean, HR Director, etc.).

A NCD is a mutually enforced directive between the party who requested the NCD and the party who received one. The Vice President for Student Life or the Dean of Students will consider all facts and circumstances relevant to the situation when considering NCDs. NCDs may be issued:

1. When there are allegations, threats, or evidence of physical violence by one student against another;
2. When there are allegations, threats, or evidence of emotional abuse, harassment, hazing, spiritual abuse, coercion, or other degrading or ridiculing behavior by one student of another;
3. When a student reports sexual misconduct or civil rights violations or discrimination by one student against another;
4. When there is a substantial risk of emotional or psychological harm from continued contact between students;

5. When continued contact between students may have a material impact on campus disciplinary investigations;
6. When requested or agreed to in good faith by both students involved.

For the purpose of NCDs, “contact” includes, but is not limited to, in-person contact, telephone calls, email, texts and other forms of electronic communication, social media-based messages or postings, communication in Apps, third-party communications including communications through the use of proxies, or directing or instructing a third party to communicate with, harass, or intimidate, the other party on one’s behalf. A NCD does not prohibit presence in the same academic space, such as being in the same class, residence building, student organization, athletic team, or University event or function. A NCD also does not prohibit incidental contact, which may include unintentionally passing or seeing the other party. A NCD aims to prohibit direct contact.

The NCD is not a disciplinary sanction or action and is not indicative of a University policy violation for either party of the directive. A NCD does not provide any indication of the parties' status or participation in an investigation of any kind. If a NCD is violated, students may be subject to disciplinary action as described in section five of this handbook.

No Contact Directives remain in place for the duration of time both parties are enrolled at Johnson University, unless the NCD explicitly expresses otherwise or is modified or rescinded by the University. Since NCDs are not disciplinary actions, their issuance may not be contested or appealed. If a student wishes to make a request for modification or rescission of a NCD, they must do so in writing and in follow up meetings. The Vice President for Student Life or the Dean of Students will meet with both parties to determine whether or not the NCD may be modified or rescinded, and only if both parties are in full agreement and the Vice President for Student Life or the Dean of Students determines the mitigating factors are relevant.

No Contact Directives are not the same as protective orders, which are issued by a judge and prohibit persons from being present near or in the same location as the person seeking protection. Students should consult local law enforcement, attorneys, or other counsel for legal protective orders outside the jurisdiction of this NCD policy.

Unit Five

DISCIPLINARY PROCEDURES

Introduction

Johnson is committed to the principle of justice as revealed in the Scriptures (Isaiah 30:18) 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 equitable rules and their prompt and fair enforcement? The answer is "Yes." Good discipline is everybody's business, not just University officials'. Christian students are not to stand by silently, showing no concern for the misconduct of their neighbors.

There are three things a student 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 (1 Tim. 2:1-2).

Second, submit to the authority of your leaders (Rom. 13:1-7). 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. For example, 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). If any student has knowledge of wrongdoing or violations of community standards within the community, they are expected to report such matters to appropriate administrators.

Jesus outlined a procedure for church discipline which can be adapted for use at Johnson University (see Matthew 18:15-17). For example, suppose you see a young man cheating on an exam. Go to him privately, tell what you saw, and ask him to go voluntarily to his teacher and confess his cheating. Cheating voluntarily confessed will mean failure in the assignment, but probably no further action will need to be taken. If he refuses to do as you suggest and you are still convinced that he 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 the 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 timecards and work assignments. These examples help inform university procedures and expectations.

General Procedures

The Dean of Students or Associate Dean(s) of Students are typically 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, certain situations and 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, Associate Dean(s) of Students, Dean of Students, Vice President for Student Life, 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.

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 selected by the Student Government Association in consultation with the Dean of Students. The Vice President for Student Life and the Dean of Students act as co-chairs of the committee but do not vote.

Hearing Procedure

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

In less serious matters the Dean of Students or Associate Dean(s) 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 or Associate 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 or Associate Dean may impose, the matter is closed. If such informal procedures are not satisfactory either to the student or to the Dean or Associate 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 or Associate 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 Johnson'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 Associate Dean of Students. Actions of the Associate Dean of Students may be appealed to the Dean of Students. Actions of Dean of Students may be appealed the Vice President for Student Life. Actions of the VP for Student Life may be appealed to the discipline committee (under which circumstances the VP will excuse himself or herself from co-chairing the committee hearing). The committee or hearing officer may:

- affirm the original sanction,
- reverse the sanction and impose any new sanction the Committee or hearing officer 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 62 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 disciplinary reprimands (D.R.'s), fines, or referral to the Student Life Office. More serious infractions are usually referred to the Dean of Students, Associate Dean of Students, and the discipline committee (or in some cases, the Vice President for Student Life). The sanctions at their disposal are written warning, fines, disciplinary probation, deferred suspension, suspension, and expulsion. Sanctions can be levied by the Dean of Students, Associate Dean of Students, the discipline committee, and the VP for Student Life proportional to the severity of the infraction and number of offenses.

Additional conditions such as community service, reflective papers, loss of ability to hold leadership in student organization, fees for wellness education programs, 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. Athletic sanctions may also be imposed by the Athletic Director for certain violations that can result in docking a percentage of intercollegiate athletic games, suspension from the team for a period of time, or permanent removal from a team. Various other conditions may be imposed in proportion to the incident based upon each situation.

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 and facilities services are consulted before assessing fines for property damage. Additional conditions may apply (see above).

Disciplinary Written Warning. This is the mildest form of action which may be taken against wrongdoers. First offenses of some infractions can oftentimes be handled in this way. A student should understand that a written warning is meant to call attention to the seriousness of the student's situation and means that future violations of regulations will result in more stringent action. Additional conditions may apply, and failure to adhere to additional conditions may result in more stringent action (see above).

Disciplinary Probation. This is a severe type of sanction which places students "not in good standing." Students on probation may face restrictions from representing Johnson in an official capacity or hold office in student organizations. For example, students on disciplinary probation may be restricted from participating in University sponsored groups, playing varsity sports, holding class offices, SGA offices, or other offices in recognized student groups. 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 or Dean of Students 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 or Dean of Students before they can be readmitted as students in good standing. As a penalty, suspension for conduct violations means loss of funds and loss of time, as the University is not required to issue any refunds. 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) engaging in any form of sexual activity outside of a traditional marriage covenant between a biological male and a biological female (including soliciting, condoning, supporting, or promoting such activity); (7) any violation of the sexuality and gender policies and behavioral expectations set forth under the “perspectives,” “gender,” and “couples relationships” sections on pages 16-17; (8) 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 42-44); (9) 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; (10) use or possession of fireworks and firearms; (11) unauthorized entry into campus facilities; (12) reckless driving and speeding on campus; (13) repeated minor violations; (14) failure to give truthful testimony; (15) false and malicious accusations; (16) posting vulgar, profane, obscene, libelous, false, or malicious content on weblogs, discussion groups, social media platforms, or other online forums hosted on either university or off-campus servers, (17) insubordination; (18) unauthorized use of the JUTN computer system and network; (19) violation of a No-Contact Directive; (20) engaging in forms of hazing, bullying, and/or harassment (see page 20).

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, (6) use of vulgar or profane language or joking on campus.

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 “F” on that paper. The penalty may include a failing grade for the course. The matter will also be reported to the Student Life Office. Disciplinary action may lead to suspension or dismissal from Johnson University.

Excessive Collaboration. To write more effectively, students (like most writers) may discuss their ideas and plans for papers with others or may read a paper (or a section of a paper) to friends, making revisions based on their responses. Normally such collaboration improves writing. Students may also seek help from a volunteer or hired typist. For instructors to gain an accurate representation of a student’s work, the student must present the rough draft of any theme or research paper typed by someone other than the student. The final copy must mention the typist’s name. Either of the above practices carried to the extreme constitutes excessive collaboration and prevents instructors from recognizing the real ability and progress

of their students, thus inhibiting effective teaching and learning. Students may receive the grade of “F” 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 the grade of “F” 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 treat inadequate paraphrase like any other writing deficiency, provided it does not also involve insufficient documentation. Students may receive the grade of “F” 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.

Other Forms of Cheating. Examples of other forms of cheating include (1) padding a bibliography by adding resources not actually used in the paper, (2) getting exam questions ahead of time from someone who has already taken the same exam, (3) copying another student’s work on an exam, (4) giving answers to another student during an exam, (5) using unauthorized notes during an exam, (6) working on the same homework with other students when the professor does not allow it, and (7) using artificial intelligence tools such as ChatGPT for assignments or papers without the explicit permission of the instructor.

Consequences for Violating Academic Integrity Standards

	Instructor’s Response	VP for Student Life’s Response	Discipline Committee’s Response
1st Offense	<ol style="list-style-type: none"> 1. Report incident to the VP for Student Life 2. Assign consequence(s) within purview of course 3. Instruct student concerning academic dishonesty and how to avoid future issues 	<ol style="list-style-type: none"> 1. Archive incident 2. Inform student of consequences of future academic dishonesty, which may include, but are not limited to ... <ul style="list-style-type: none"> • assignment of appropriate consequences, • removal from intercollegiate athletic teams, and/or • disqualification from participating in groups representing the university 	<ol style="list-style-type: none"> 1. No action

2nd Offense	Same as 1st Offense	Same as 1st Offense, plus: 3. Assign appropriate consequences 4. Call hearing for <i>egregious</i> academic dishonesty, if necessary	1. Hold hearing to review student's enrollment status if deemed necessary by VP or Dean of Students
3rd Offense	Same as 1st Offense	Same as 2nd Offense, except: 5. Call hearing	1. Hold hearing to review student's enrollment status 2. Normal outcome of three (3) confirmed acts of academic dishonesty could result in suspension or expulsion

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 certain rights with regard to their education records. 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 all daily changes made to server data. These changes are added to the full data backups for total recovery as needed.

Temporary Records. Several kinds of records are kept temporarily with the student's official file. (1) Records of disciplinary actions are 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. (2) 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 Johnson University as "Directory Information." This is information which is in the public domain. Such information is given informally, without student consent and without written request, oftentimes by telephone. Directory information includes the following: the student's name; home address; home church, campus location; telephone; 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.

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

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

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

Student Responsibility. Johnson University issues a unique username and password to all new students. They receive an email with their username 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.

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, especially their FAQ's at www.copyright.gov/help/faq.

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

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

Security Policies and Procedures

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

Security Responsibilities

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

makes occasional patrols through the campus and responds to 911 calls made from the campus.

Students living in non-campus property residences (see below) are served by the Knoxville Police Department, with crimes and incidents also reported to the Johnson University security office (865-251-2222).

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

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 Johnson University 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 865-251-2222 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. Johnson University officials are responsible both for responding to reports of campus crime and for collecting, analyzing, and reporting crime statistics as required by federal and state laws. A summary of crime statistics for the most recent three-year period is included in **Table 1** (page 38).

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

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, Library, and Graham Center) will be open only during business hours and/or at other announced times. Using facilities after hours requires special permission in advance. The use of Old Main requires special permission, in advance, at all times.

Private Buildings. Residence halls for single students (Brown and Johnson Halls) are not open to the public at any time unless advance special event announcements have been made. Outside doors 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 a housing unit in Knoxville for use by students participating in the Engage Knoxville program. This housing unit is located at 298 Chickamauga Ave, Knoxville, TN 37917.

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.

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 Johnson University 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 Johnson University administration will assist the campus community to become aware of possible sources of, and ways to prevent, campus crime. Information on crime prevention will be made through special bulletins, announcements, and workshops. Johnson 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 their doors locked any time they are not in the room. Residents on the first floor should keep their 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 security 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 Vice President for Student Life in the Student Life Office.

Table 1. Crime Statistics – Notes on following page

Clery-Reportable Criminal Offenses **	2021				2022				2023			
	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	1	1	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	1	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
Total Crimes	2	1	0	0	0	0	0	0	1	1	0	0
VAWA Offenses **												
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Total VAWA Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes												
Hate Crime:	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Arrests												
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
Total Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions												
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	3	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	9	9	0	0	6	3	0	3	4	4	0	0
Total Disciplinary Actions	12	9	0	0	6	3	0	3	4	4	0	0
Total Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0	0

- 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 Johnson University will follow in response to a missing student report, as required by the Higher Education Opportunity Act of 2008. Each student will be informed annually of the following notification procedure:

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

Deeming a Student Missing. A student may be deemed missing if it is reported to appropriate university personnel (Resident Director, Resident Assistant, Campus Security, Engage Knoxville Program Director, Associate Dean of Students, Vice President for Student Life, etc.) 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 Engage Knoxville Program Director, who will contact the Dean of Students and Vice President for Student Life. Once a student has been reported as missing, the following emergency contact procedures will be initiated either the VP for Student Life or the 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 Senior Leadership Team, other Residence Life Staff, Campus Security Personnel, etc.) will be notified.

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

TITLE IX, CLERY ACT, AND VAWA POLICY

Policy. It is the policy of Johnson University that sexual misconduct is unacceptable and will not be tolerated; therefore, **sexual misconduct committed by or upon a Johnson University student or employee is strictly prohibited.** Johnson University is committed to providing an environment that is free from sex-based discrimination, harassment, and assault, and retaliation for reporting. Reported violations of this policy will be investigated thoroughly and resolved promptly. Where conduct is sexual in nature or where conduct references one sex or another, such facts are sufficient to determine that the conduct is “on the basis of sex.”

Purpose. Relationships between men and women at Johnson University are guided by Biblical principles of respect for other's feelings, rights, and responsibilities. The purpose of Title IX is to remedy and reduce the effects of sex-based discrimination, harassment, and assault in order to restore community safety in educational settings. Title IX states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance[.]”¹ The University is committed to its moral, educational, and legal obligations to provide policies, procedures, and programs that protect students from sexual misconduct and to establish an environment in which unacceptable behavior will not be tolerated. This policy complies with the following federal laws:

- Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec. 1681, *et seq.*, which prohibits discrimination on the basis of sex in any federally funded education program or activity
- Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Sec. 1092(f), originally enacted as the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542)
- Violence Against Women Reauthorization Act of 2013 (VAWA), an amendment to the federal Clery Act and companion to Title IX

You may view the entire Title IX of the Education Amendments [here](#).

Scope. This policy applies to all Johnson University students (including campus residents, commuters, and online) who are participating in, or attempting to participate in, the University’s education program or activity at the time of filing a formal complaint, and applies to locations and events where Johnson University exercises substantial control over the respondent and the context in which the sex-based discrimination occurred. These locations and events can include activities held off campus that were funded, promoted, or sponsored by the University. This policy is written and interpreted broadly to include online manifestations of sex-based discrimination, when those behaviors occur in or have an effect on the University’s education program and activities, or when they involve the use of university networks, technology, or equipment. This policy also applies to incidents that may occur in any building owned or controlled by a student organization that is officially recognized by the University.

This policy does not include actions that may occur in a private, off-campus apartment or dwelling or off-campus conduct that may occur during summer or school breaks. Because the Title IX regulations apply only in the United States, trips or events outside the country, such as study abroad or mission trips, are not covered by the policy. Allegations of sexual assault, domestic violence, dating violence, or stalking may fall under VAWA regulations regardless of the location of the alleged conduct.

¹<https://www2.ed.gov/policy/rights/guid/ocr/sexoverview.html#:~:text=Title%20IX%20of%20the%20Education,th at%20receive%20federal%20financial%20assistance>

Non-Discrimination Policy. 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.

For the Tennessee and Online campuses and for the various extension sites, direct questions concerning the sex-based non-discrimination and sex-based harassment policy in regards to Title IX or inquiries related to Title IX to the lead Title IX Coordinator, Emili Williams, Director of Institutional Effectiveness, Johnson University, 7900 Johnson Drive, Box 1639, Knoxville, TN 37998. telephone: 865-251-2373. email: ewilliams@JohnsonU.edu.

Other inquiries related to Title IX may be referred directly to the U.S. Department of Education’s Office for Civil Rights at 800-421-3481 or ocr@ed.gov.

Direct questions concerning the non-discrimination policy in regards to a disability (physical or mental) to Disability Services, Kelly H. Estes, Johnson University, 7900 Johnson Drive, Box 1645, Knoxville, TN 37998. telephone: 865-251-2426. email: kestes@JohnsonU.edu.

Title IX Coordinator. Johnson University has a designated employee who ensures that the University’s response to sex-based discrimination complies with federal law. The Title IX Coordinator is Emili Williams, Director of Institutional Effectiveness, Johnson University Tennessee, 7900 Johnson Drive, Knoxville, TN 37998, telephone: 865-251-2373, email: ewilliams@johnsonu.edu.

Core responsibilities of the Title IX Coordinator include overseeing the University’s response to Title IX reports and complaints; effectively implementing supportive measures and remedies for victims of sex-based discrimination and harassment; identifying and addressing any pattern or systemic problem revealed by such reports and complaints; and evaluating a Complainant’s confidentiality request, if one is made.

The Title IX Coordinator manages the Title IX Team and acts with independence and authority, free from bias and conflicts of interest, and oversees all resolutions under this Policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Title IX Coordinator, contact the Vice President for Academic Affairs/Provost. Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Prohibited Conduct and Sanctions

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice-versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions accordingly.

Discrimination. The intentional differential treatment of a person or persons that is based on an individual’s actual or perceived protected characteristic and that exclude an individual from participation in, denies the individual benefits of, or otherwise adversely affects a term or condition of, an individual’s participation in a University program or activity. The range of sanctions for sex discrimination is warning

through expulsion or termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.

Quid pro quo. Quid pro quo occurs when an employee, agent, or other person authorized by the University to provide an aid, benefit, or service under the University's education program or activity, explicitly or impliedly conditions the provision of such aid, benefit, or service, on a person's participation in unwelcome sexual conduct. The range of sanctions for Quid Pro Quo harassment is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.

Unwelcome Sexual Conduct. Unwelcome sex-based conduct that, based on the totality of the circumstances, is so severe, pervasive, and objectively offensive that it limits or denies a person's ability to participate in or benefit from the University's education program or activity. The range of sanctions for Unwelcome sexual conduct is warning through expulsion/termination.

Examples of sex-based harassment include, but are not limited to: an act of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if that act does not involve conduct of a sexual nature; unwelcome sexual advances; repeated sexually-oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary of a sexual nature; derogatory or demeaning comments about women in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive obscene language of a sexual nature; displaying objects or pictures which are sexual in nature that would create hostile or offensive environment; Sending someone unwelcome communication about sex or hateful comments based on sex; sending partners, friends, acquaintances, or strangers unwanted requests for nude photos or videos or to livestream sexual acts; or displaying or sharing pornography. Such conduct is coercive and threatening and creates an atmosphere that is not conducive to teaching, learning, and working.

Sexual Assault. Coerced or non-consensual sexual intercourse, sexual activity, or sexual conduct against the victim's will or without consent, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual battery, sexual coercion, and sexual exploitation. For Clery purposes, sexual assault is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. 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 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. The range of sanctions for Sexual Assault is suspension through expulsion/termination.

Stalking. Willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person. For Clery purposes, stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others or (b) suffer substantial emotional distress. The range of sanctions for Stalking is probation through expulsion/termination.

Dating/Domestic Violence. Dating Violence is violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence is any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. For Clery purposes, domestic violence is defined as a felony or misdemeanor crime of violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom

the victim shares a child in common; (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. The range of sanctions for Dating/Domestic Violence is probation through expulsion/termination.

Sexual Exploitation. Refers to situations where one person takes nonconsensual or abusive sexual advantage of another person for their own benefit or the benefit of anyone other than the person being exploited. Examples of sexual exploitation include recording or distributing images or audio of someone's sexual activity or intimate body parts without consent; viewing someone's private sexual activity or undressed state in a place where they would reasonably expect privacy; causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity; and misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing). Even if a person consents to sexual activity, separate consent is required for photographing, recording, or distributing such material. The range of sanctions for Sexual Exploitation is warning through expulsion/termination.

Intimidation. Intimidation is the act or process (actual or implied) of attempting to force or deter an action by inducing fear or compelling or deterring a person by threats. The range of sanctions for Intimidation is warning through expulsion/termination.

Retaliation. Retaliation is an act of revenge. It is unlawful to retaliate against anyone in any way, especially by intimidation or assault, for articulating a concern about sexual misconduct, sexual harassment, or sex discrimination. The University prohibits retaliation against those who file a complaint or third-Party report or those who otherwise participate in the investigative and/or disciplinary process and will take strong responsive action if retaliation occurs. The range of sanctions for Retaliation is warning through expulsion/termination.

Any other illegal sexual conduct that is not explicitly defined above.

Related Definitions

Amnesty. Amnesty is a general pardon for a code of conduct violation. Because sexual misconduct is a more serious matter than other conduct violations, the University wants to encourage reporting and promote safety. The University's amnesty provision includes the use of alcohol or drugs, engaging in consensual sexual activity, and curfew violations.

Complainant. An individual who is alleged to be the victim of conduct that could constitute sex-based harassment, which includes students, employees, applicants for admission or employment, alumni participating in alumni events, and guests or visitors participating in school activities such as sporting events.

Confidentiality /Confidential Employee. Confidentiality applies to those designated by the University as Exempt Employees for the purposes of reports under this Policy, regardless of legal or ethical protections. A confidential employee is an employee whose communications are privileged or confidential under Federal or State law, and whose confidential status applies only to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors.

The University has the following exempt employees: (1) Professional counselors in the University Counseling Center under Dr. Maria Greco; the campus minister, Rachel Oblon; and Christian Ministries professor, Dr. Brian Leslie. The Confidential Resource will provide the Complainant with the Title IX Coordinator's contact information, assist the Complainant in reporting, if desired, and provide them with information on how the Title IX office can assist them. With respect to Confidential Employees, information may be disclosed when: (1) the reporting person gives written consent for its disclosure; (2)

there is a concern that the person will likely cause serious physical harm to self or others; or (3) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or persons with disabilities. Non-identifiable information may be shared by Confidential Employees for statistical tracking purposes as required by the Clery Act/Violence Against Women Act (VAWA). Other information may be shared as required by law.

Consent. Consent is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Incapacitation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to give consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Privacy. Privacy means that information related to a complaint will be shared with a limited number of university employees who “need to know” in order to assist in providing supportive measures or evaluating, investigating, or resolving the Complaint.

Responsible Employee/Mandatory Reporter. A responsible employee, or Mandatory Reporter, is defined as an employee who has the authority to take action to redress sex-based harassment, is given the duty of reporting sexual misconduct, or whom a student would reasonably believe has this authority². All Johnson University employees are Responsible Employees with the exception of designated confidential employees. Responsible employees include University administrators, faculty, staff, Student Services personnel (including Resident Assistants), athletic coaches, Human Resources personnel, and Campus Safety & Security personnel. Complainants may want to carefully consider whether they share personally identifiable details with Responsible Employees, as those details must be shared with the Title IX Coordinator.

Respondent. An individual who has been reported to be the perpetrator of conduct that could constitute sex-based harassment, including students, employees, applicants for admission, and applicants for employment.

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. Supportive measures protect the safety of all parties and deter 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.

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.

² <https://www2.ed.gov/about/offices/list/ocr/docs/t9-final-rule-factsheet.pdf>

- Practitioners will be trained and free from conflict of interest and bias.
- 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.
- Sanctions and/or remedies will be applied only after the conclusion of the grievance process and following a finding of responsibility.
- Grounds for appeal will be designated.

Reporting Procedures. 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.

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. This is the only University official 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.

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=JUGrievanceandTitleIXReporting>

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. 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.

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 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.

Dismissal of Title IX Allegations. Dismissal of allegations will be reviewed at the beginning of the process, after a formal complaint has been received, or 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.

Supportive Measures. 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.

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. The Respondent is presumed not responsible for the conduct alleged and a determination regarding responsibility will be made at the end of the grievance process. 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 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. 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.

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) 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 the University'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, 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.

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. A Title IX appeal would begin with submission of a request for appeal to the Title IX Coordinator.

After the appeal request is submitted, the Title IX coordinator will notify both parties in writing of the appeal. The coordinator will send the appeals team member all relevant documentation for the final determination on the appeal. The parties will be allowed to submit a written statement supporting or challenging the outcome. After considering the parties' written statements, the appeals team member 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. 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 prejudice of the facts at issue, conflicts of interest, and bias.
- 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

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 sex-based 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. 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 annual reminders placed in all school mail boxes, campus prevention and reporting posters, and educational materials available on the university’s website and employee portal.

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. 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

Emergency Phone: 9-1-1

24-hour Helpline: 865-521-6336

Office Phone: 865-215-6820

Sexual Assault Crisis Center of East Tennessee

<https://mcnabbcenter.org/victim-services/#sexual-assault>

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

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 may 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 some university-age students, marijuana is legal in some states, and alcoholic beverages are lawful for some (21 is the legal drinking and smoking age in Tennessee). However, the apostle Paul wrote, "All things are lawful for me, but all things are not helpful. All things are lawful for me, but I will not be brought under the power of any" (I Corinthians 6:12, NKJV). Sobriety and self-control are the Biblical norm, not drunkenness and addiction. Johnson University teaches that abstinence is the best way to achieve the Biblical norm.

Help is Available. Confidential referrals for counseling, treatment, or rehabilitation are available 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 <https://clearinghouse.fmcsa.dot.gov/Learn>

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

Psychological risks:

- violent, erratic, or paranoid behavior
- hallucinations and "coke bugs"--a sensation of imaginary insects crawling over the skin
- confusion, anxiety, and depression

- hepatitis or AIDS through shared needles
- brain seizures
- reduction of the body's ability to resist and combat infection

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

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
- 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:

The possession of a controlled substance:	Ineligibility period is:
First offense	1 year
Second offense	2 years
Third offense	Indefinite

The sale of a controlled substance:	Ineligibility period is:
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 below)

	2021			2022			2023		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Bell Hall	0	0	0	0	0	0	0	0	0
Brown Hall	2 [1]	0	0	2 [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	1 [2]	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	0	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	0	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	0	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	0	0	0	0	0	0	0	0	0
7837/7839 Old Orchard Ct	0	0	0	0	0	0	1 [4]	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 Ct	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
Total	3	0	0	2	0	0	1	0	0

Notes: [1] Two incidences of washing machine belts burned up. Damage approximately \$75 for both incidences. [2] Electrical – stove element in oven burned. Damage approximately \$30. [3] Two incidences of washing machine belts burned up. Damage approximately \$75 for both incidences. [4] Open flame from burning butter in stove-top pot. Fire was extinguished promptly, and no monetary damage was caused.

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. Residence Hall fire drills are conducted at least annually.

Plans for Fire Safety Improvement

Johnson University constructed a new station housing trucks belonging to the Seymour Volunteer Fire Department in 2012. Johnson has no plans to upgrade fire safety systems in the 2024-25 budget year.

Contact Information

Johnson University Contacts:

- **Campus Security Authorities:**
 - **Campus Safety and Contract Security (24/7)**
865-251-2222
 - **Title IX Coordinator**
865-251-2373
 - **Vice President for Student Life, Associate Deans, and Student Life Office**
865-251-2137
 - **Facilities Services**
865-251-2289
 - **Johnson Hall Resident Director**
865-251-2209
 - **Brown Hall Resident Director**
865-251-2379
 - **Athletic Director**
865-251-2412
 - **Faculty Members – Contact Tori Skolosh – 865-251-2229**
 - **Athletic Coaches – Contact Athletic Director Above**
 - **Resident Assistants, all residential areas – Contact Resident Directors Above**
- **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. Students who are dissatisfied are encouraged to communicate their concerns to the appropriate administrator. If the issue relates to classroom instruction or faculty, the student should communicate with the program director or dean who supervises the faculty member to express his or her concerns. If the issue relates to the dean, the student should communicate with the Provost about the situation. If the dean or other administrator is not able to resolve the situation satisfactorily, the student has the right to file a formal grievance. They may submit a Student Grievance Form by 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 Vice President for Academic Affairs/Provost will read the formal complaint and attempt to resolve the issue with the appropriate administrator. If the student still requests a formal hearing, the Vice President for Academic Affairs/Provost will appoint a Grievance Committee composed of a representative from the Office of Student Services or an alternate administrator, two members of the faculty selected by the faculty representatives on the Academic Council, and two student representatives selected by the president of the Student Government Association (SGA). The Provost will appoint one of the faculty members to serve as chair of the committee. The committee members will be required to sign a form that declares they have no conflict of interest and will maintain confidentiality.

All parties involved in the process are required to cooperate transparently with the investigation of the committee, and they are prohibited from retaliating against anyone else who participates in the process, including the committee members. The committee will interview the parties involved, examine evidence related to the complaint, and render a judgment about the validity of the complaint and remedies for the complaint if any are needed. The committee's report should be submitted to the Provost within 30 days of the committee's formation. The Provost will notify the parties involved of the findings of the committee and will ensure that any remedies proposed by the committee are implemented.

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 (<http://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>). SACSCOC should be contacted only if there is evidence that appears to support Johnson University's significant noncompliance with a requirement or standard. Normal inquiries about the University (such as admission requirements, financial

aid, educational programs, etc.) should be addressed directly to Johnson University and not to the Commission's office.

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 may be submitted in writing to the Director, Commission on Accreditation, at 5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822.

State of Tennessee Complaint Procedures. If the institution is not 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) 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 (<https://www.tn.gov/commerce/consumer-affairs.html>).

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

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

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

For a list of SARA member States, please visit the [NC-SARA website](https://ncsara.org/directory) (<https://ncsara.org/directory>). Student residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

APPENDIX A:

NON-TRADITIONAL STUDENT HOUSING POLICIES

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

Part 1. Regulations

Eligibility. See “Campus Housing – Eligibility” on page 4.

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 Non-Traditional and Commuter Students.

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) completed Student Life forms, (4) signed the Non-Traditional Student Housing Agreement and returned it to the Student Life office, and (5) completed and returned the housing checklist to the Facilities Services Office.

University Owned Housing Units. Johnson University housing units are rented to enrolled students 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 Facilities 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. If a student otherwise has an ESA, a pet will NOT be permitted in addition to the ESA.
- 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 a reasonable size for the living space assigned to the student under university housing policies. The Vice President for Student Life and/or Associate 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 housing unit 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 Vice President for Student Life and/or Associate 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 or in a crate at all times when outside the housing unit 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, campus dining areas, 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 or Associate 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 Associate Dean of Students office on a case-by-case basis. These animals are not allowed:

- Rabbits
- Venomous snakes

Resident Assistants. Resident Assistants (RA's) are employed by Johnson University to serve as advisors 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. Occasional housing checks may take place to ensure health and safety of all residents and residences at the discretion of the Associate Dean of Students for Non-Traditional and Commuter students.**

Fire Prevention. Fire extinguishers and smoke alarms are furnished by the University. Batteries should not be removed from the smoke alarms. Replacement batteries for the smoke alarms are available in the 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. Johnson University carries structural fire and liability insurance on University owned housing units. To protect personal belongings, renters would need to take out their own renter's insurance from the agency of their choice. Please refer to your housing agreement.

Part 2. Families

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

Courtesy. Because most Non-Traditional Student living quarters are 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, bullying, name calling, or bad language. These are acts of misconduct that could lead to a revocation of playground privileges. Children should not be outside alone 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 Johnson University and by Tennessee law. BB guns, air soft guns, and tasers are included in the prohibition. Children of campus residents need to be made aware of this prohibition. Security and university personnel are authorized to confiscate any of these prohibited items. **See pages 19-20.**

Rules of the Road. Parents, please tell your children to respect the movement of traffic. Children on bicycles, scooters, or other mobile toys should be taught to obey the rules of the road while riding on campus and generally should stay on walking paths. 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. See additional guidelines on page 17 under “couples’ relationships.”

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 via the Johnson University [Campus Services Portal web page](#). Please ask your RA for assistance.

Part 5. Summer Guidelines

Swimming. Swimming pool guidelines and pool schedule for the Graham Center are located on the Johnson University Portal, under the Student Life Tab.

River and Ponds. The river and ponds are off-limits for swimming and rafting, which 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. 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. Construction sites are off-limits.

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 3.00;
4. Applicant must not be on chapel probation.

Seniors will be living in a housing area shared with families with children. Three to 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

1. Check-in procedure
 - a. Pickup housing packet and key at Campus Services office.
 - b. Complete Condition Report and return to Campus Services Office **within one week of moving in.**
2. Check-out procedure
 - a. Contact Campus 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, and 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. Doing so will result in disciplinary sanctions.
 - 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 should be placed in the dumpsters.
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, Wi-Fi, and weekly trash pick-up.
12. Network / phone
 - a. JU will provide wired and WiFi network connectivity.
 - b. Students may request a local-service landline phone from Student Life.
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, Direct TV) or streaming services (DirectTV Stream, Hulu Live, YouTube TV, etc.).
 - c. TV service packages must conform to JU student conduct guidelines as outlined in the student handbook.
 - d. No satellite dishes are permitted.
 - e. Residents MUST coordinate marking of utilities with Facilities Services one week PRIOR to installation of any cables or boxes.

- 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. Violations can result in disciplinary sanctions and fines levied to the occupant.
 - 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, but should be used an appropriate distance from buildings when in use.
 - 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 occupant.
 - 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 as soon as possible.
 - 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, boarders 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 Spring 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 Non-Traditional and Commuter Students 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 (age 23 or older) who live in a residence within 60 miles may request permission to live with and commute from that residence;
 - Parents, legal guardians, or siblings who are relocating to Tennessee from out-of-state are required to submit a valid local driver's license showing proof of residency.
- 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 Non-Traditional and Commuter Students for permission to live in non-traditional student housing, if available, or off-campus.

Students who are enrolled in online undergraduate 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 major school breaks (Thanksgiving, Christmas, and Spring Break). However, students who need housing during the breaks may make arrangements with their Resident Director to stay.

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 last 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 of the spring semester until the earlier of a) 24 hours after the student’s last final exam, or b) 9:00am on the Friday morning following final exams week. Graduating seniors have until 3:00pm on the Sunday following commencement to move out. Students who are working for the university or are participating in or attending graduation and make arrangements with their RAs have until 3:00pm on Sunday following graduation to move out.

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

Single students are not permitted to stay in married housing when 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 Johnson to (1) help cultivate 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.

Community Groups. Community Groups 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, and only if space is 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 Dean of Students.

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. If using your own mattress pad, store the University supplied one in a safe place in your room. The University supplied mattress pad must be on the mattress and in good condition upon move-out or you will be charged for a replacement.

Each residence hall room is furnished with two beds. If a room has two occupants, the two beds should not be joined together to make one bed.

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 (note: Johnson University is not liable for lost or stolen items or property). Loss of a room key will result in fees associated with replacements.

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. Visit the student portal for a list of suggested supplies.

Room Decor. Repairs, painting, and alterations of rooms must have the permission and supervision of the Resident Director and the Facilities Services Office. 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, nor can anything be hung from ceiling tiles and no decorations or lights may be hung from the ceiling tile grid. 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. Johnson 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 of the occupant. In consideration of others, music, 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. Music, television sets, computers, and gaming systems 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, gaming system, 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, gaming system, or TV in their room during their stay in the residence hall.

Television, Music, and Video. Students are expected to choose media that exhibits the values reflected in the Student Handbook. If sleep, study, roommate, and moral considerations are ignored, then students will be referred for a meeting with their Resident Director.

Curfew. Curfew is observed at 1:00 a.m. every night, until 5:30 a.m. All outside doors will be locked at curfew. Residence hall occupants may not open external doors after lock-up. Commuters should be off campus at curfew unless registered as guests. Curfew remains in effect in residence halls for all residents staying during university breaks (Fall Break, Thanksgiving, Christmas, Spring Break, etc.). Violation of curfew without permission is a disciplinary offense.

Late Permission. For any student who has curfew, late permission may be requested. Secure late permission in advance from your resident assistant or the resident director. If something unforeseen should delay you, contact your resident director or resident assistant. Sign in at the security booth on your return. Everyone in the vehicle should provide their student identification when signing in at the security booth.

Curfew Exemption. The following students may be exempted from the above curfew policy:

1. Students classified as seniors according to their official academic transcript (90+ earned credit hours; **NOTE:** students also must have attended college for at least 2 years post-high school),
2. Any students who are age 22 or older.

In order to foster a culture of safety and wellbeing, for any student who does not have curfew, it is still generally expected that they will return to their residence hall at reasonable times and inform their resident assistant or resident director of their whereabouts. With the absence of curfew comes responsibility and accountability. If students consistently ignore these expectations, they may be subject to disciplinary sanctions and loss of curfew-exemption privilege. Students who are exempt from curfew should exhibit good leadership and should not cause a student who does have curfew to be late.

Students who do not have curfew and are facing disciplinary probation or other disciplinary sanctions may have their curfew exemption revoked.

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 Thursday).

All students who leave the residence hall overnight Monday-Thursday must clear their absence with the resident director and sign out using the Residence Hall Sign Out Form. The link is below. Students who leave the residence hall for the weekend must complete the sign out form. The link is below:

[Residence Hall Sign Out Form](#)

Students are expected to return from weekend trips before curfew. If meeting the curfew causes a bona-

vide hardship, then late permission should be obtained in advance.

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. The Residence Halls at Johnson University are of significant quality and reputation. In addition to caring for the living spaces of the University, healthy and clean living environments can also be indicative of student wellbeing. 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 significant deficiencies in room cleanliness.

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 opening 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. Students will also be referred to the Dean of Students for disciplinary sanctions.

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 responsible for cleaning their room. Students need to bring cleaning supplies, including those for bathrooms, floors, mirrors, and windows. Students are encouraged to purchase a lightweight rechargeable sweeper for cleaning their own rooms. Showers must be cleaned with nonabrasive and bleach free cleaners. University 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 workstudy 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. Johnson University is not liable for lost or stolen items from the laundry rooms.

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. No items should be left on the stairs of block any exits. Propping open exterior doors is a disciplinary offense.

Stewardship of Energy. Electronics 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 that the animal is in the residence hall. 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 or fishbowls. Animals must be unable to survive outside of the underwater environment. Approval of all aquatic animals living in an underwater environment is required by the Resident Director.

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.

The residence halls will host “open dorms” wherein one weeknight per week students are allowed to visit in the residence hall of the opposite sex. Only one residence hall will participate each week. Resident assistants will be present during open dorms, all residence hall rooms entertaining guests must keep doors open at all times, and all students of the opposite sex are expected to leave the residence halls once open dorms has ended. “Open dorms” does not take place over school breaks.

Guests. All persons remaining overnight in the residence halls are to be registered with the hall RA’s or the resident director. RA’s will report all guests to the resident director. 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 who have guests that may need other housing are encouraged to find local area hotels or other off-campus accommodations.

Johnson 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 under the age of 18 as overnight guests in their rooms, unless the guest is a sibling or for a University approved event. Babysitting is not permitted in the residence halls.

Storage. During the academic year, limited storage is provided in the residence halls for luggage and large personal belongings not in use. Examples include golf clubs, kayaks, etc. (Bikes should be stored on the racks provided outdoors or in the student's room). All items, boxes, totes, 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 at the end of the semester or when the student is no longer enrolled.

Moving Out. All students must schedule an exit inspection with the resident assistant. Failure to do so will result in a fine (see page 74 for additional information under "Residence Halls Closing").

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 or donated to local charities.

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, to chapel, or to eat lunch in the dining hall.** 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. All students must register their vehicle. 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. Registration is free of charge.

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. All registered vehicles must have a decal adhered in the proper location.

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 Facilities Services Office. A parking map is included with each new registration decal. After 5pm, most parking lots become open parking to all students, excluding handicap parking spots.

Graham Center. The parking area at the Graham Center 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 Vice President for Student Life 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

Johnson University is registered with the state of Tennessee as a proprietary security organization and contracts with a security service to provide licensed security personnel.

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. There also will be a patrolman patrolling campus at all hours of the day. The gate at Bell Drive and Hodges Ferry Road and the gate at Weedman Way and Hodges Ferry Road will be locked from 10 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) driving 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 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Registration	\$30	\$30	\$30	Refer to Dean of Students for Disciplinary Action
Parking	\$50	\$75	\$100	Refer to Dean of Students for Disciplinary Action
Handicap Parking	\$200, plus up to five hours of community service	Refer to Dean of Students for Disciplinary Action		
Moving	\$35	\$75	Refer to Dean of Students for Disciplinary Action	

Appeals. The Student Government Association provides an avenue 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 or Registration offense, or after the first handicap 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.

APPENDIX E:

Johnson UNIVERSITY Campus Map



BUILDINGS

- 1 Alumni Memorial Chapel
- 2 Athletic & Recreation Complex
 - Baseball Field
 - Charles E. Atchley & Family Café
 - Cross Country Track
 - Fitness Center
 - Graham Center
 - Karnes Arena
 - Morgan Soccer Field
 - Softball Field
 - Swimming Pool
 - Tennis Court
 - Walking Track

- 3 Bell Hall
- 4 Brown Hall
- 5 Campus Services Building
 - Music and Worship Center
- 6 Clark Hall
- 7 Coleman Pavilion
- 8 Eubanks Activities Center
 - Administrative Offices
 - Admissions
 - Coffee Shop
 - River Grill
 - Student Life

- 9 Gally Commons
 - Campus Store
 - Dining Hall
 - Package Lockers
 - Post Office
- 10 Glass Memorial Library
- 11 Intramural Field
- 12 Johnson Hall
- 13 Multicultural Student Affairs Building
- 14 Old Gym/Pool

- 15 Old Main
- 16 Phillips-Welshimer Building
 - Welcome Center
- 17 Facilities Services
- 18 Richardson Hall
- 19 River View
- 20 Russell Preaching Center
- 21 University Counseling Center/Myrtle Hall
- 22 White House