

TTU

Tennessee Temple University
Chattanooga, Tennessee

Student Handbook
2014-2015

TTU

Tennessee Temple University
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Student Life Handbook

***Tennessee Temple University
is a distinctively Christian
liberal arts institution
of higher education
that prepares students
for lives of leadership and service.***

The student life handbook serves as a guide for the entire TTU family of Board members, administration, faculty, staff, and students in regard to ethical values and standards. It is regularly assessed and approved by the Board of Trustees to assure that its tenets are biblically based and support the university's mission. It is published annually by the Office of Student Development, Sharp Building (x4225).

WELCOME

President's Welcome

It is a great day at Tennessee Temple University! As your president, I am pleased to welcome you to campus for the 2014-2015 year. God's good plans are to bless you and give you a future and a hope (Jeremiah 29:11), but only His mind can comprehend the historical significance of this pivotal year at TTU. He is able to do exceeding abundantly above all that we ask or think, according to the power that works in us (Ephesians 3:20). And God wants to do some exceeding and great and awesome works through you.

It is going to be a great year at TTU!

Steven F. Echols, Ph.D.

President

Vice President of Student Development's Welcome

Welcome to the Temple family! I am so excited to have the privilege of getting to know you and investing my life into yours. I am asking the LORD to do great and mighty works, and I want to be a part of what HE is doing in you! Tennessee Temple University is not about a place, it is about PEOPLE. My prayer is that you will sense the TEMPLE difference the moment you set foot on this campus, because you will experience the love and grace of God's people serving you and your needs. So I invite you to join with our team of faculty and staff, and let's make a difference for eternity!

Joe Frejosky, M.Min.

II Tim. 2:2

Vice President of Student Development

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FAITH AND MISSION

MISSION STATEMENT

The mission of Tennessee Temple University is to provide Christ-centered higher education that transforms lives academically and spiritually for the glory of God. Through teaching and experiential learning that leads to certificate as well as undergraduate and graduate degrees, resident and distance education students will acquire the knowledge and skills for vocations, service, and leadership. In the name of Christ, Tennessee Temple University and its constituents will serve the needs of people both locally and globally.

Core Values:

Spiritual Transformation

We believe that spiritual transformation and growth are preeminent and foundational to the realization of the full potential of students in all areas of life.

Biblical Authority

We believe that the Bible is the inerrant Word of God. We believe its inspiration is plenary, verbal, unique, and without parallel. We submit to it as the supreme authority in all matters of doctrine and practice.

Characteristic Excellence

As we desire to glorify God in all things, we strive for excellence in everything that we do.

Kingdom Diversity

We gladly embrace the ethnic and cultural diversity of our urban environment as reflective of the inclusive reach of the Gospel.

Servant Leadership

We are committed to following the example of our Lord Jesus by leading through self-sacrifice and service to others.

STANDARD OF CONDUCT

Tennessee Temple University is committed to a standard of conduct that glorifies God and serves our spiritual and academic mission. As a community of believers, the board of trustees, administration, faculty and staff seek to model godly character and self-discipline and encourage the development of the same character in the lives of its students. The Student Life Handbook serves as a guide for the entire TTU family of Board members, administration, faculty, staff, and students in regard to ethical values and standards.

Its basic tenets encourage a life that is characterized by:

- Spirit control, holiness, integrity, respect
- moral purity, modest apparel, concern for physical fitness
- wholesome media choices
- wise stewardship of time, treasures, and talents
- faithfulness in church attendance, giving, and Christian service
- abstinence from alcohol, illegal drugs, tobacco, gambling, profanity, and illegal activity

Above all, a life characterized by godly love. The university community seeks to follow the greatest commandments proclaimed by Jesus in Matthew 22:37-40. Jesus said to him, "You shall love the LORD your God with all your heart, with all your soul, and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbor as yourself. On these two commandments hang all the Law and the Prophets."

STATEMENT OF FAITH

1. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation and God's plan and purpose in the ages.
2. We believe in God the Father, God the Son and God the Holy Spirit.
3. We believe in the deity, virgin birth, substitutionary atonement, and bodily resurrection of Jesus Christ.
4. We believe that salvation is "by grace," plus nothing and minus nothing. The conditions to salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. Justification establishes an eternal relationship that can never be broken.
6. We believe in the visible, personal and pre-millennial return of Jesus Christ.
7. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

Alma Mater

Through the halls of Temple U.,
Hear the Savior's call:
Send the gospel to all people;
Show them Christ is all.

Temple U., Standing true,
Colors red and white,
A distinctive Christian school,
Giving truth and light.

For our hearts in adoration,
Lift your praises high;
And your virtues to all nations;
Tell as years roll by.

Temple U., Standing true,
Colors red and white,
A distinctive Christian school,
Giving truth and light.

CAMPUS INFORMATION & SERVICES

Apparel Store

The campus apparel store offers a wide variety of TTU apparel, soft drinks, snacks, and TTU promotional items. The apparel store is located on the first floor of the Lee Roberson Center.

Bulletin Boards

All campus signs and advertisements must be approved through the Office of Student Development (Sharp building) and must be posted on the bulletin boards designated for student use.

Business Office (x4200)

The Business Office provides complete information concerning all areas of charges, fees and check cashing. The Business Office is located in the Temple Building on the first floor, located in Student Services. Hours are Monday – Friday, 8:00 a.m. – 5:00 p.m..

Campus Area

The following borders define the campus area:

North: Bailey Avenue

East: Beech Street

South: Anderson Avenue (except the Soccer Field)

West: Hickory Street

Campus Pastor (4388)

The University provides an experienced Campus Pastor who specializes in helping students with issues of spiritual discernment and growth, accountability, discipleship and other personal and emotional struggles.

Disabled Access

The University provides a number of special facilities and/or services for the physically disabled. Elevator services are available in the Lee Roberson Center.

Dining Hall (x4404)

Food Services

Pioneer College Caterers provides excellent food and service for students and campus visitors. Any on-campus student whose work necessitates missing cafeteria meals may make arrangements for carryout meals. Students should contact the Director of Food Service to make these arrangements. The Dining Hall is located on the southeast corner of Union Avenue and Orchard Knob Avenue.

Meal hours will be as follows:

Monday-Friday

Breakfast, 7:30 a.m. – 9:00 a.m.

Lunch, 11:30 a.m. – 1:00 p.m.

Dinner, 5:15 p.m. – 6:45 p.m.

Saturday

Brunch, 11:30a.m. -12:30 p.m.

Dinner, 5:00 p.m.- 6:00 p.m.

Sunday

Breakfast: 8:30a.m. - 9:15 a.m.

Lunch: 12:00 p.m.- 1:00 p.m.

Dinner: 4:45 p.m. - 5:45 p.m.

Electronic Communication (x4328)

E-mail is the principal means of communication for the University. Students are encouraged to use their campus e-mail and check it on a daily basis for important announcements and communication in our community. Student e-mail accounts consist of first name, period, last name, @ tntemple.edu (joe.student@tntemple.edu). The University's website is <http://www.tntemple.edu>. Faculty often post important class information on the Moodle website. Students are responsible for all such posted information.

Any misuse of the campus e-mail is prohibited. Mass mailings are not to be sent by students for any reason without permission from the Office of Student Development. Disciplinary points will be given to those that spam from/to the campus e-mail. A fine may apply for subsequent offences.

Financial Aid (x4200)

The Financial Aid Office is located in the Temple Building on the first floor. Their office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m. Financial aid is not automatically renewable; therefore students must reapply each academic year. To continue receiving aid, a student must maintain satisfactory academic progress as defined in the University catalog and must be enrolled in a certificate or degree program. All scholarships are awarded based on full-time enrollment (12+hours).

TTU reserves the right to modify financial aid awards at any time due to changes in financial aid eligibility or in the availability of funding. Students are required to notify the Financial Aid Office regarding any changes in their financial or academic status while attending Tennessee Temple University. Financial eligibility is adversely affected by: 1) private scholarships not listed in an award letter, and 2) a cumulative GPA below 2.0.

Job Opportunities

The Career Center, in coordination with the faculty advisors, provides career information for students. During the school year, job openings in the community are sent to Student Development. Students can find these opportunities by checking their student email and by looking at the job posting portion of the school website.

Laundry Facilities

Washers and dryers are available in the Halls for the use of residential students. Gene Lennon laundry rooms are on the first floor. DeMoss Hall laundry rooms are located on 1st floor west and on 2nd floor east. This service is included in Room and Board costs. Off-Campus students are not permitted to use laundry services, and will be fined \$25.00 every time they do so.

Library (x4251)

The mission of the Tennessee Temple Library, located on the first floor of the Lee Roberson Center, is to provide for its users an effective gateway to information, while developing information literacy, and supporting the University's curriculum. The library provides a quiet atmosphere for research and study, with the capable guidance of the library personnel. Library hours are posted onsite.

Post Office (x4358)

All services provided through the United States Post Office including the receiving of Fed-Ex and UPS packages are available to students in the Campus Post Office located in the Sharp Building. Please be aware that no outgoing shipping services are available. Campus Post Office hours are onsite.

Vehicle Registration

All on-campus and off-campus students who have motor vehicles must register such vehicles with Student Development. Vehicle registration forms can be filled out online or in person at the Office of Student

Development help desk located on the first floor of the Sharp Building . Students who do not have a vehicle on campus must fill out a registration form stating they do not own a vehicle. Vehicle registration is included in student fees. Students must display current sticker decals on the bottom corner of the driver's side front window. The fine for not registering or having a decal displayed is \$25.00. There is a fine of \$10.00 for replacing a lost window decal.

Vehicle registration must be completed by the first week of the school year or at the time a new vehicle is brought to campus. Returning students will be required to turn in a vehicle registration form to the Business Office before or at the time of bill payment. Students who do not comply with this policy will be subject to fines and will not be permitted to take mid-term or final exams. Questions regarding vehicle registration should be directed to the Office of Student Development.

All students must carry liability insurance on the vehicles they operate on campus. A fine of \$50.00 may apply for non-compliance. Tennessee Temple University is not responsible for any lost, stolen, or damaged personal property.

The following vehicles will be towed from TTU property: a car that is wrecked or is not in operating condition, a car left on campus during summer break, and a car with an out-of-date license, which will be considered as a car that does not work. "Students will be responsible for any and all charges associated with the vehicle being towed."

Parking

Vehicle parking tickets and other citations issued by the City Police including, but not limited to, thirty minute parking zones, parking in crosswalks, sidewalks, handicapped spaces, fire lanes, no parking zones (in front of "Road Closed" signs, near corners or intersections, etc.), loading zones and parking on streets against the flow of traffic will be paid directly to the City of Chattanooga, as these are violations of the City Ordinance.

Students must park in lots designated as "Student Parking." These lots are located behind DeMoss Dormitory, behind McGilvrary Gym, behind Gene Lennon, Ruby Alumni Building.

Campus Security enforces campus parking regulations. Parking violations include but are not limited to: parking in a reserved parking space for visitor or faculty, parking in a loading zone, parking in front of the girls' dorm for more than 10 minutes, parking in a handicap space without a handicap permit, parking in a crosswalk, parking in a no parking zone, parking on closed streets that are on campus

Parking tickets and other citations issued by TTU Security must be paid within forty-eight (48) hours at the Business Office. Unpaid fines will be added to the student's account. If a student wishes to contest a ticket, they should contact the Security Director within one day of receiving the ticket. Fines for parking violations are: handicap parking \$25.00, restricted parking \$20.00, loading zone \$20.00, improper parking \$20.00.

Students are expected to adhere to all directives from Campus Security Officers concerning safety and/or order. Notice of any failure to do so will be forwarded to Student Development. During all breaks, all cars left on campus must be parked between the Gene Lennon and RW Alumni Building.

Students will be ticketed for parking in any areas other than student parking lots, including, visitor parking areas, faculty/staff parking areas, and on the streets. In some cases student vehicles not parked in student parking lots may be towed at the owner's expense.

CAMPUS SAFETY & SECURITY ISSUES/PROCEDURES

Security (x8196)

The Campus Security Department of Tennessee Temple University is a licensed security department through the State of Tennessee Department of Commerce & Insurance Division of Regulatory Boards Private Protective Security Guards Services Section. The Security Department observes and follows all state and federal laws concerning college campuses. In compliance with the Cleary Act, a copy of the previous year's **Campus Crime Report is available on the TTU website at www.tntemple.edu**. Security is available 24 hours a day, 7 days a week.

Fleeing and Eluding Campus Safety or Police

Campus Security staff and local police care for the safety and security of our students and should be treated with respect and courtesy. Any student who engages in activities on or near campus that involve fleeing or eluding campus safety or police officials will be subject to appropriate disciplinary action and a \$75.00 fine. In addition, behavior that involves disorderly conduct, trespassing, defacing or tampering with property, or any other minor or major act of criminal activity may subject the student to possible criminal charges.

Health and Safety

In life threatening situations, Emergency Medical Services (EMS), an ambulance, and/or the police can be reached by dialing 9-911 through a campus line. After 911 has been contacted, Tennessee Temple Security should be notified as soon as possible through the dispatcher(x4100). This is crucial as it allows security to help the emergency vehicle find the exact location of the emergency quickly. There are a number of hospitals available to students in the event of an emergency. A list of hospitals and their phone numbers is in the "Community Phone Numbers" section of this handbook. If a student is in need of a physician, then he or she should consult his or her insurance company for a list of providers in this area.

The University has taken precautions to ensure the safety of our students. Security is available to ensure students' safety while on campus. However, nothing can replace the students' use of common sense

Bomb Threats

In the event of a bomb threat, please follow the list of safety precautions below:

- Remain calm.
- Discreetly contact or have someone contact 911 (Do not allow individual(s) to talk with you while on the phone with caller, and have supervisor contacted immediately. You do not want the caller thinking or knowing that you are talking with anyone else. You must give them your undivided attention.
- Listen carefully to the caller's voice: i.e. Cadence of voice, culture, possible regional background, etc..
- Do not interrupt the caller. (Let them finish each sentence)
- Try to keep the caller in conversation. (Keep the caller on the line as long as possible)
- Do not make the caller angry.
- Write down exactly what the caller says.
- Listen for background noises: cars, trains, people, words said in background, whispers from individuals in background.(NOTE: Do not let caller know you can hear the background noises.) Unless you cannot hear them clearly then inform them to repeat comment.
- Listen to the exact words of threat made.
- Document the details: i.e. Accurate location, time, and date of all calls

Questions for caller, could be as followed:

- Where is the device?
- What type of device is it
- Why did you place the device here?
- Why are you guys doing this? (This question could make the caller express more who is involved) Do not state the comment in parenthesis.
- Did you place the device and how many are there?
- Do you want to talk about this before you do this
- Where are you located?

**REMEMBER: KEEP THE CALLER ON THE PHONE LONG AS POSSIBLE!*

Active Shooter Procedure

In the event of an active shooter you should immediately evacuate the building if safe to do so. When evacuating a building you **MUST** have your hands up in the air, palms facing outward, and follow all commands of Police, Security, and other emergency personnel. This is to ensure your safety and emergency personnel's clarity that you are not the subjects committing the act of crimes.

If you are in a room, be sure to secure and lock your door, turn off your lights, silence your cell phone, stay away from windows, stay away from the door and call 911 if it is safe to do so. **REMEMBER:** The active shooter(s) can possibly hear you. Give the 911 operator your accurate location and what you have experienced.

Grab something to protect yourself: i.e. a chair, fire extinguisher you could spray in perpetrator's face, pen, pencil, etc. If the perpetrator enters your room and you have to defend yourself, be sure to use **ALL** of your energy with complete aggressiveness.

Medical Emergency Procedure

Remain calm.

Check the scene for safety. Check the victim for consciousness, breathing, pulse and severe bleeding. Assist the victims and remove them from hazards if injuries are minor and it is safe to do so. Do not move victims that are seriously injured unless they are in danger in the current area.

If you are not alone, direct someone nearby to call 911 and security (423) 883-5771.

Let the Emergency Medical Personnel and Security know if the victim:

- Appears to be alert
- Unconscious
- Bleeding
- Can provide any medical history
- Allergic to any medicines
- Any immediate family contacts and relationship

Have as much **ACCURATE** information as possible for emergency response teams regarding the incident. This will help emergency personnel.

If available, grab any emergency equipment that you know or feel is needed and be ready to assist emergency personnel

Missing Person(s) Procedure

If a student has been absent for at least 24 hours, and there has been no way to contact or communicate with the student, then the university officials within the Office of Student Development should be notified immediately.

If a student is ever thought to be in danger, the Office of Student Development, as well as campus security, should be contacted immediately.

Student Identification Card

Tennessee Temple University provides students with a photo identification card. ID cards are the property of Tennessee Temple University, and the University reserves the right to require that they be returned if they are misused in any way. Students use their ID cards daily to enter the dining hall, LRC, Dormitories, Gymnasium, to check out books at the library, to check into chapel and for identification purposes, such as when cashing checks in the area or entering Tennessee Temple University athletic events. Students should carry a current, validated Tennessee Temple University ID card with them at all times.

Students are expected to respectfully present their ID cards upon request by any staff, student staff, or faculty member, including campus safety personnel. Students who refuse to present their ID cards are subject to discipline. Using another student's ID card is an act of dishonesty. Student ID cards are only for the personal use of the student to whom the card was issued. Students using ID cards other than their own or who lend their ID cards to another student or non-food contract person or attempt to use a non-validated ID card will be issued a \$50.00 fine. Multiple abuses of this regulation may result in appropriate disciplinary action. A temporary ID card can be bought for \$1.00 which will be good for a week. If the card is not found, a new one will be issued. There will be a \$10.00 charge for a replacement ID.

Closing of Buildings

Closing hours of all campus buildings may vary each year and will be announced. Students found in unauthorized areas will be subject to fines. No student is to force entry into any locked room on campus or alter or tamper with a lock (this includes, but is not limited to, residence hall rooms). Violations will result in a suspension, probation, and/or fine.

Roofs / Defacing University Property

Students are prohibited from climbing on roofs. Students known to have been involved in defacing buildings and/or University property are subject to appropriate disciplinary action and monetary restitution and fines.

Emergency Evacuation

The activation of any fire alert device (such as horn and strobe units, etc.) in any academic building or residence hall is the signal for controlled, yet rapid, evacuation of the building through the nearest exit. Occupants should walk at least 100 feet from the building. The appropriate officials will inspect the buildings before allowing occupancy. Fire drills will not be held in academic buildings or administrative buildings due to the changing character of building occupancy and the fact that most students are already conditioned to the above procedure.

Failure to leave a building/residence hall in the event of a fire alarm/drill will result in a minimum of a \$100.00 fine. Refusal to leave a building/area after being directed to do so by a campus official will result in a minimum of a \$100.00 fine. Students should become familiar with any posted instructions relating to exits and exit procedures of each of the buildings they occupy over the course of the year.

Fire Alarms

Setting off a false fire alarm, or falsely reporting a fire in any other way, is a serious offense. It endangers fellow students and other members of our community, including police and fire officials. Falsely setting off an alarm or reporting a fire is a violation of state law. In addition to appropriate disciplinary action and a \$200 fine, students may face criminal prosecution as well.

Fire Equipment

Intentional tampering with smoke detectors, extinguishers, sprinklers / pipes, and other protection equipment is against state law and may result in a suspension or dismissal from the University and a \$100 fine plus cost of repair / replacement. Unintentional damage to fire equipment that results from horseplay will result in the student being charged the cost of repair / replacement plus a \$100 fine. Accidental damage to the above-mentioned fire equipment will result in the student being charged the cost of repair / replacement. Any type of lighting in corridors, on stairways, and outside of buildings is part of the system of protection. This includes exit signs, exit lights, and smoke alarms. The above penalties apply to these kinds of equipment as well.

Fire Code Compliance

The following is a list of important fire regulations that “must be maintained in all residence halls”. Each of the items listed are required by the Tennessee Fire Code or National Fire Protection Association and are enforced by the local fire department which has jurisdiction over the University. The campus safety department, in conjunction with the Chattanooga Fire Department, conducts regular fire inspections of all campus buildings and residence halls. All violations that are noted must be corrected immediately or the individual resident and the University may be subject to fines and penalties (up to \$1,000). Enforcement of these regulations is not intended to be punitive, but to help preserve safety and protection for those in the residence halls.

Door wedges are not permitted on any of the interior doors to stairwells, rest rooms, laundry rooms, or lounges; They are also not permitted on interior doors separating sections of the corridors. These doors are considered fire barriers and must be kept closed. Door wedges will be removed and discarded.

Absolutely nothing can be kept in hallways or corridors. This includes bikes, ironing boards / irons, boxes, boots and other miscellaneous footwear, furniture of any kind, etc. Decorations such as Roman-style pillars, shelving units, etc., cannot be placed at entrance doors to student rooms.

Absolutely nothing can be hung on or near resident room ceiling lights. This includes items such as blankets, paper decorations used to filter light, wooden lattice work, flags, etc. In addition, nothing that hangs down can be attached to the ceiling.

All items must maintain a required distance of 18 inches below the sprinkler heads in all offices, storerooms and resident rooms. In addition, shelves may not be placed over the entrance doors to residence hall rooms.

No fire suppression, fire detection, or life safety equipment should be blocked or obstructed visually in any way. This applies to sprinkler heads, fire extinguishers, smoke detectors, horn and strobe units, fire bells, exit lights, and emergency lights.

Ceiling tiles may not be removed, damaged, or defaced. They are considered smoke and fire barriers.

Bikes or combustible materials of any kind may not be stored under stairways. Passageways must be clear and accessible at all times.

Residence hall rooms cannot be divided by bookcases, wall structures, etc., that span from floor to ceiling or cover a substantial portion of the room. This condition impedes the ability of the sprinkler system to cover the entire room and increases the total fire load beyond the sprinkler's capabilities. In addition, it impedes entrance into and exit out of the room, creating a problem during emergency evacuation.

Extension cords that are not equipped with surge protection are not permitted for use (use power strips with surge protection). In addition, multi-plugged adaptors and the interconnection of extension cords are not permitted.

The burning or use of candles, potpourri, incense matches, lighters, etc., is prohibited in all residence halls and offices within the halls.

Firearms and Weapons

The possession of all firearms, live ammunition, explosive devices, pellet or BB guns, paint ball guns, air soft guns, bows and arrows, knives (having larger than a three-inch blade), wrist rocket type sling shots, etc., on campus or in the residence halls are not permitted at any time. Should any of these items be found, they will be confiscated and stored by Campus Security until the end of the school year or semester. Any student found in violation of this regulation is subject to appropriate disciplinary action and may be in violation of state law.

Fireworks and Explosives

The possession and use of fireworks / explosives in Hamilton County is in violation of state law. Any student violating this law is subject to a \$100 fine, and appropriate disciplinary action. If fireworks are discharged in / around residence halls or other campus buildings, creating a fire / safety hazard, a \$200 fine plus liability for all damages will be charged and appropriate disciplinary action taken.

Tornado Procedures

Tornadoes can occur during any month. Please note the difference between a tornado watch and a tornado warning.

- Watch means weather conditions are such that a tornado could form.
- Warning means a tornado has actually been sighted.

In the event of a tornado watch, the appropriate University officials will be alerted. In the event of a tornado warning, students will be alerted and requested to implement the tornado procedures.

Legal Issues

Notice of Non-Discrimination

Tennessee Temple University admits students of any race, color, or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the University. The University does not discriminate on the basis of race, color, sex, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs or athletic and other school-administered programs.

Family Educational Rights and Privacy Act (FERPA)

Each year, Tennessee Temple University is required to give notice of the various rights to students and to the parents of dependent students, as determined by law, pursuant to the Family Educational Rights and Privacy Act (FERPA). Students and such parents have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

- **Right to Inspect:** You have the right to review and inspect substantially all of your educational records maintained by or at this institution.
- **Right to Control Disclosures:** The provisions of FERPA permit the disclosure of only limited and basic information regarding students. With the exceptions of certain records which are excluded from the application of FERPA, it is the intent of this institution to restrict the disclosure of your educational records to only those instances when your prior written consent has been obtained.
- **Right to Request Amendment:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
- **Right to Complain to FERPA Office:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.
- **Right to Obtain Policy:** You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Academic Records Office, Tennessee Temple University, 1815 Union Avenue, Chattanooga, TN 37404

Information regarding FERPA can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Notification of Family

The University recognizes the concern of parents for the welfare of their sons and daughters. However, access to educational records by parents is limited to these circumstances: (a) the student is a dependent of his or her parents; or (b) the student has signed a form consenting to the release of his or her educational records. However, the University is permitted to notify parents concerning the following matters: (a) medical or psychiatric emergencies; (b) discontinuation, extended absence, or suspension/ dismissal from the University; or (c) violation of a University drug or alcohol policy.

Federal Campus Security Act

In compliance with the Federal Campus Security and Student Right-to-Know Act of 1990 and as amended in 1998, information relative to campus safety and security policies and procedures is available to all students. This information is available upon request from our campus security. The required reporting of certain on-campus crime statistics is included. Students can also obtain a hard copy of this information from Campus Security at any time during the year. Tennessee Temple also prepares an annual report on the participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. This report is done in accordance with the Equity in Athletics Disclosure Act. Both reports are available upon request by calling the Office of Admissions.

STUDENT RESOURCE CENTER – STUDENT ADVOCACY OFFICE

Grievance Policy & Procedures

The purpose of the Student Resource Center is to assist students through their college experience by providing education on university policies and procedures and by providing additional resources that aid in the student's success. We always encourage students to communicate clearly with staff and faculty so that any concerns can be dealt with before the problem escalates, and the Student Resource Center is here to aid in that process. Students are encouraged to work with the Student Advocacy Office to settle grievances informally through open dialogue with all parties involved.

Any student who has a complaint about any situation at Tennessee Temple is encouraged to first work with the other party or parties involved to come to a resolution. Should the student feel that the complaint is not being addressed, or is dissatisfied with the outcome, he or she may file a grievance with the Student Resource Center, through the Student Advocacy Office.

Types of Grievances

There are two types of grievances: academic and non-academic.

Academic Grievances

Any situation related to academic concerns, including, but not limited to, complaints regarding academic assignment, grades, problems with a faculty member, and grievances related to the records office.

Non-Academic Grievances

Non-academic grievances cover a wide range of situations. This type of grievance may include problems with another student, complaints against other TTU staff members other than faculty, grievances regarding the business office or student development and so forth. Any grievance not related to academics falls under this category.

NOTE: Should any situation arise in which a student fears for his or her safety or well-being, that student should not hesitate to involve other parties such as security or law enforcement. Student safety is a top priority.

Levels of Grievances

Two levels of grievances exist; informal and formal. Both levels are written complaints by the student, and records of the complaint will be maintained in the Student Advocacy Office for 5 years.

Informal Grievances

An informal grievance is taken seriously by the Student Advocacy office. The reason this first step is informal is because it may involve any of the following actions from the advocacy center:

1. Explaining university policies to students
2. Encouraging students to communicate directly and clearly to other parties
3. Helping students to consider their own role in the situation
4. Speaking to other parties involved (with the student's permission) to clarify misunderstandings by either party.
5. Other means of advocacy as needed.

In an informal grievance, the Student Resource Center will review the information provided and investigate the grievance with the relevant departments in a timely manner. All information will be confidential and used on a “need-to-know” basis. Upon completion of the investigation, the Student Resource Center will provide written notification to the student outlining the findings and any recommended resolution as required.

Formal Grievances

If an informal grievance has been filed and despite the efforts of the Student Advocacy Office, the student feels that there has not been a satisfactory resolution to the situation, he or she may request that the complaint be raised to the level of a formal grievance, which necessitates the convening of a committee to hear the complaint and reach a final decision. Students have the right to appear before the committee to state their case.

Grievances related to Academic Services are heard by the Admissions and Academic Policies Committee. This is a standing committee of Tennessee Temple University. If any faculty member on the standing committee is involved in the situation, he or she will not be a part of the committee hearing the case and will take no part in the review of the case.

Grievances related to non-academic matters require that the Student Advocacy Office convene a committee to hear the grievance. The committee will consist of a minimum of three members. One member is to be a faculty member, a second member is someone from the department against which the grievance is filed (if applicable) but NOT someone who is directly involved in the situation, and a third member who is another staff or faculty member. No one who is a close personal relation to the student may serve on the committee.

Once a student has filed a formal complaint, a committee will be convened within 21 days. Once the committee has met, they will have 7 days to respond to the student in writing with their final decision. A copy of the final decision will also be sent to any relevant party against whom a complaint has been made.

Committee decisions regarding grievances are the final decision on behalf of Tennessee Temple University. Should a student wish to appeal the decision further, he or she may send complaints to the appropriate state authorizing bodies or to the Transnational Association of Christian Colleges and Schools by which Tennessee Temple is accredited.

The TRACS complaint procedures are for the purpose of addressing any significant noncompliance by member institutions with TRACS’ Standards, policies, or procedures. The TRACS complaint policy is not designed to involve TRACS either as an arbiter in disputes between individuals and member institutions, or as a reviewing authority in individual matters concerning an institution’s normal role in the daily functioning of the institution including disciplinary matters or contractual rights. TRACS does not act as a grievance panel for cases where the outcome of a grievance is unsatisfactory to a complainant.

How to File a Complaint against an Institution Accredited by TRACS

1. An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints, at which time TRACS will direct the individual to the TRACS website (www.tracs.org) with instructions to download the packet containing the Policies and Procedures for Complaints against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. However, TRACS’ response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.

2. A formal complaint is one that is:
- a. Submitted in writing using the TRACS Complaint Processing Form (including answering fully all the questions and attaching all required supporting documentation),
 - b. Signed, and
 - c. Sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.
3. Two hard copies of the fully completed TRACS Complaint Processing Form and all supporting documents are to be sent to: President, Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest VA 24551. (not electronically nor through facsimile transmission).

TRACS Contact Info:
Phone: 434-525-9539
Email: info@tracs.org

How to file a Grievance

In order to file an informal grievance, the individual must provide a written and signed statement detailing the factors relating to the grievance. The informal grievance should be filed online using the form available under “Campus Life”/“Student Resource Center”/ ‘Student Advocacy”. The form will be received immediately by the Student Resource Center.

If the student is not satisfied with the outcome after an informal grievance has been filed, then the student must contact the Student Resource Center to file a formal grievance. The Student Resource Center will provide the necessary documentation for a formal grievance to be filed.

All matters related to grievances are confidential. Parties against whom grievances are made have the right to know the nature of grievances made against them.

Records of Grievances are maintained for 5 years in the Student Resources Center

If you wish to utilize the services of the Student Advocacy Office, please contact our office and we will be happy to assist you

Student Advocacy Office
Student Resource Center – LRC Office 136
johnsodk@tn temple.edu / 423-493-4417

Equal Opportunity

Tennessee Temple University is committed in policy, principle, and practice to maintain an environment which is divest of illegal discriminatory behavior and which provides equal opportunity for all persons regardless of race, sex, religion or national origin. This commitment is consistent with federal and state laws and University policy.

In addition, Tennessee Temple University specifically prohibits the differential treatment of students, and/or applicants for student status on the basis of political belief or affiliation, and membership or non-membership in any organization.

Sexual Harassment

Sexual harassment is a form of sex discrimination and therefore a violation of federal and state laws and University regulations. Sexual harassment is defined as:

Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work; 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

“There is neither Jew nor Greek, there is neither bond nor free, there is neither male nor female: for ye are all one in Christ Jesus.” - Galatians 3:28 KJV

OFFICE OF STUDENT DEVELOPMENT

Mission Statement

The primary focus of the Office of Student Development is to promote the spiritual, social, intellectual, emotional, and physical maturation of the students of Tennessee Temple University. The leadership team desires to be an example of Christ's humility and meekness in the exercise of our duty to encourage, comfort, admonish, and instruct the students in their pursuit of the will of God.

Philosophy

Students are expected to live according to a biblical world view. In light of this expectation, students are encouraged to make the greatest two commandments their guide.

It is our desire to see students grow spiritually and achieve academic success in an atmosphere that honors Christ. The Office of Student Development expects the students of TTU to glorify Christ in all aspects of their lives. It is recognized that each student is in the process of transitioning into adulthood. Mistakes will be made. It is the endeavor of Student Development to help each student grow into an effective disciple for the glory of God. Therefore, there are certain standards that must be established as a means of fulfilling the mission of TTU. This handbook outlines the standards that have been established.

The Office of Student Development will accept suggestions for changes to the student handbook in April. The suggestions should be submitted in writing with the student's name and contact information. All suggestions will be considered.

Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others.
Philippians 2:3-4

...that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work and increasing in the knowledge of God;
Colossians 1:10

Objectives

In support of its philosophy, The Office of Student Development seeks to provide services, programs, and activities for students that achieve the educational goals of the institution.

Specifically:

- Student Development continues to be the primary agency for consistent and fair policy enforcement.
- Student Development advocates the development of the whole person intellectually, physically, emotionally, socially, and spiritually.
- Student Development seeks to promote and sponsor programs and activities which instill a sense of personal responsibility toward other students, the institution and the community in which they live.
- Student Development promotes communication and establishes a rapport with students to increase the student's awareness of issues, services, student rights and responsibilities.

Within the student community, Student Development is committed to maximizing the learning value of a culturally diverse population. From that context, programming focuses upon the **spiritual, social, intellectual, emotional, and physical** growth of students.

Spiritual

The Office of Student Development seeks to develop a community conducive to spiritual maturation. Each individual is challenged, through people and programs, to develop a Christian world-view. This includes encouraging spiritual growth, personal integrity and social responsibility.

Social

The Office of Student Development endeavors to proactively introduce programs to students that develop competence, manage emotions, increase acceptance of cultural diversity, and nurture responsible autonomy.

Intellectual

The work of Student Development does not compete with and cannot be a substitute for the academic experience. As a partner in the educational enterprise, Student Development enhances and supports the academic mission.

Emotional

The office of Student Development, working with the Campus Pastors' Office and Counseling center, strives to offer services for students as they manage the developmental and relational struggles of life. These services provide a safe place for students to share their hurts and struggles and find a listening ear and caring heart.

Physical

The Office of Student Development provides a variety of recreational and social activities with the goal of providing physical exercise and social interaction.

Student Complaints

An individual may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints at the Student Development office.

Important Notices

Incidents and situations that are not addressed in the student handbook shall be dealt with on a case by case basis. All decisions regarding student conduct shall be decided on a case by case basis, after prayerful consideration of the facts surrounding the incident.

STUDENT OPPORTUNITIES

Athletics

Official NCCAA sports teams at TTU include track and field, cross country, men's soccer, basketball, and baseball; and women's soccer, basketball, softball and volleyball. Students are encouraged to show their school spirit and enjoy the fellowship while supporting the Crusaders in their competitions.

Chapel

Chapel is a defining part of a student's college experience. The chapel experience includes worship, preaching, testimonies, fellowship, prayer, and celebration. It is one of the most powerful factors in building a sense of community and family at Tennessee Temple University. All students must attend and participate in chapel services.

Students are expected to be attentive and respectful during chapel. Prohibited activities include sleeping, studying, and bringing in food or drink. Students are asked to turn off all electronic devices, and men are expected to remove hats as an expression of courtesy and respect.

Chapel Services are Tuesday and Thursdays at 11:00 a.m. Attendance is required for all students taking more than six credit hours (attendance is taken by scanning students IDs as they enter the auditorium). Doctor's appointments or exams should not be scheduled during the chapel hours.

Church

One of the qualities of Tennessee Temple University that distinguishes it from most other Christian universities is their emphasis on the importance of the local church. A list of like-minded local churches can be found in the Campus Pastors Office. We as a University strongly encourage our students to attend a local church that upholds the qualities that are foundational to Tennessee Temple University.

Christian Service / Ministry Teams

Christian Service at TTU is an opportunity for students to put their faith into practice and learn from experience. Project 1045 offers students the chance to go out into the community and serve. The Campus Pastors' office coordinates different options offered to students for Christian Service, and is available to assist students each semester. Ministry Teams are also great opportunities to students to represent TTU in various community outreach projects and ministry in local churches and missions trips. In addition to both of these, numerous Ministry Internships are available throughout the year.

Intramurals

The Student Government Association sponsors an Intramural program in which teams compete in sports, such as basketball, volleyball, flag football, ultimate Frisbee, and soccer as well as others. It is the desire of the University for students to enjoy competition, while at the same time building lasting friendships that will carry on throughout their time at TTU. Schedules for teams will be posted in advance and announced by Student Development.

Student Government

The Student Government is recognized by TTU as the governing body for students. It provides leadership and planning as well as execution of activities and all student functions in cooperation with Student Development. The following offices are elected by the student body each spring semester to serve the following year: President, Vice President, and Secretary.

2014-2015 Student Government Officers

Student Body President	Ricky Bailey
Activities Director	Lydia Lindsey
Asst. Activities Director	Josue Fernandez
Director of Student Life	Idorenyin Nsentip
Marketing and promotion	John Bennett
Intramurals Coordinator	Victoria Smith

STUDENT LIFE

Residential Student

The experience of living on campus in a residence hall is one of the most powerful parts of the college experience. The standards outlined below are designed to assist in carrying out our covenant to love God and to love each other. We try to address many of the common issues that come up in this type of community.

Above all, glorify God.

The highest objective of this community is to encourage one another to love God with all of our hearts, minds, and souls (Deuteronomy 6:4-7).

Next, love your neighbor as yourself.

For centuries the “Golden Rule” of loving others like we love ourselves has been one of the highest ethical standards. Jesus repeatedly singled out this rule as one of the two most important principles in the Bible (Mark 12:31).

Value community.

Community is the context in which we love, support, and encourage each other. We should avoid all behaviors which damage the community or threaten our unity.

Think about our testimony.

In addition to considering the effects of our actions on each other, we should always be mindful of their potential impact on the lives of people in our surrounding community, particularly those who are outside of the faith.

While living in the residential halls of Tennessee Temple University, students should contribute to the living environment through their consideration of others and by abiding by the following guidelines designed for the safety and well-being of all residential students.

“...In lowliness of mind let each esteem other better than themselves. Look not every man on his own things. Let this mind be in you, which was also in Christ Jesus” (Philippians 2:3-5)

Residence Life Staff

In addition to the Dean of Students, Dean of Men and Dean of Women, each dormitory has a full-time Resident Director (RD) who serves the students living there. Every hall is also served by a Resident Assistant (RA) (a fellow student leader) who lives in the hall. The residence life staff members serve as mentors and role models and provide a sense of accountability to the lifestyle standards of the University. They are responsible for maintaining an atmosphere that is conducive to spiritual growth and academic success. Their goal is to help students experience success spiritually, socially, and academically.

Roommate Selection

Most new students are matched with a roommate by residence life staff for their first year. We are usually able to accommodate students who have a preference for a specific roommate. New students are also allowed to request a specific residence hall, but they often do not get their first choice, as first choice goes to continuing students and upperclassmen. Students may contact the Student Development office with specific requests or questions.

Continuing students submit room/roommate requests each spring. While we attempt to honor as many requests as possible, final authority for room assignments rests with the Residence Director. Room changes will be considered and a fee of \$100.00 will be charged for any changes at the end of the fall semester. If granted the move must be completed before leaving for the Christmas break. Generally, students are not allowed to move or change roommates mid-semester.

Living With Your Roommate

For some students, this may be the first time they have ever had the opportunity to share a room. The quality of roommate relationships runs the gamut from delightful to disappointing, with most falling somewhere in

between. Even great roommates have conflicts occasionally. Here are some principles to help build a strong relationship.

1. Talk about your likes, dislikes, and frustrations.
2. If you have a problem, go to your roommate first. Don't talk to your RA or other friends until you have talked things out with your roommate.
3. Accept differences in tastes and preferences as a part of life.
4. Give it some time. Good friendships don't occur overnight, and some roommates never become friends.

If you continue to struggle in your relationship, get some help! Talk to your RA or RD about ways that we can provide you with some extra help.

Getting To Know Your Roommate

All good relationships require time, effort, and communication.

Here are a few suggested questions for new roommates.

What time do you prefer to go to sleep?

How quiet do you need it to be to sleep well?

How much noise can you tolerate in the morning?

What are your tastes in music? Do you mind the kind of music that I enjoy?

How often would you like to do things together as roommates?

How clean/neat do you prefer to keep our room?

How do you want me to let you know if something is bothering me?

If you're upset, how do you want me to respond?

Can you study with people in the room or do you need it pretty quiet?

How do you feel about borrowing things from each other?

What things irritate or annoy you?

Would you be open to praying together once a week and /or doing a Bible study together?

Moving In

Students may move in on August 13, 2014 for new or transferring students (under 30 credit hours). All returning students may move in on August 16-17, 2014. Students are asked not to arrive before this date; however, -special arrangements can be made for those coming early for university-related activities or those with unusual travel needs. Students who arrive early for any term without proper advance approval will be charged \$20.00 per night. Approval for early arrival should be requested in advance by contacting the Student Development office. Students who arrive early are subject to all university standards, including curfew hours.

Moving Out

When students move out of the residence hall at the end of the year, all personal property must be removed and an RD or RA must inspect the room. Charges are assessed for rooms that have been damaged and/or are not clean. Students are encouraged to promptly report damage that occurs during the semester to their resident assistant or resident director so that repairs can be made. Students must leave the residence halls by the end of final exams. Any student with unique travel needs who may need an extension should contact Student Development.

Check Out

Students will not be permitted to check out of the residence hall until the Resident Assistant has checked his or her room. All rooms must be thoroughly cleaned and all furniture must be in place at this time. The following fines are in place to insure that proper procedure is followed:

- (1) Failure to check out properly - \$75
- (2) Key not turned in - \$25
- (3) Dirty room - \$20 to \$50
- (4) Beds not properly assembled - \$20
- (6) Light cover - \$15
- (7) Mattress missing or damaged - \$10-\$100
- (8) Carpet damaged - \$10-\$150 (depends on damage)
- (9) Screens missing or damaged - \$200 (If applicable)

Computer Labs

Most residence hall floors are equipped with a mini-lab for student use. Those students doing homework will always have priority over those who are not. Students are asked to be particularly conscious of this during study and evening hours. All sound effects and computer music must either be disabled or listened to with headphones. It is the responsibility of the student to clean up any trash that accumulates while using the mini-lab. Violation of this policy could result in mini-lab privileges being revoked.

Computer use on campus is monitored. Students involved in accessing immoral or questionable websites will have their internet privileges revoked.

Curfew

Curfew times have been established to assist and protect our students. Because Tennessee Temple is primarily an educational institution, adequate sleep and study times are essential. Resident Assistants will do checks to see that students are present in their residence halls at curfew time. All residents returning to their residence hall after curfew **must** use the main door of their residence hall. If a student is unsure which door to use, they should check with the Resident Director of their dormitory. Each person must scan his/her ID card.

Curfew Times

Curfew Sunday through Thursday is 1:00 a.m. No Curfew on Friday and Saturday.

Disability

Reasonable support accommodations should be made for students with documented disabilities. Students must ask for accommodations and must document through medical confirmation that they have a particular disability. Documentation is to be presented to the Student Resource Center who will notify teachers of the reasonable accommodations they are expected to provide. These might include such allowances as having a note taker, or giving extended time for tests.

Extended Curfew

Permission to be out of a residence hall after curfew may be obtained **by securing a Resident Director's signature or approval from the Student Development office. Extended curfew will be granted only for extenuating circumstances.** Emergency situations will be handled on a case-by-case basis. Otherwise, normal requests for extended curfew should be submitted on a timely basis. Permission for these requests is NOT automatically granted.

Permission

Students are allowed to leave campus for overnights under a variety of circumstances. To keep track of students' location and safety, we ask students to fill out Travel Information forms on the TTU Intranet link on the TTU website, or with their Resident Director, for any time they will be away from campus overnight. We ask that students let us know where they are going and with whom. Students are discouraged from being off

campus overnight on Monday-Thursday, as this may be a hindrance to their studies. Permissions for Monday-Thursday may be limited if a student is gone a disproportionate amount of nights.

All permissions must be filled out, approved, picked up, and posted on the student's door (only when in use) in order to be valid. A permission slip not picked up by the time it is needed is considered invalid. Any misuse of permission will result in demerit points, disciplinary action, and / or fines.

Overnight permission may not be used as regular extended curfew.

All students (including late-night student workers, groups, etc.) must scan their own ID cards before entering the residence halls. The following discipline will be assessed for failure to follow established curfew guidelines:

**Leaving residence hall after curfew without permission: will be issued points and possible fines*

**Late for curfew: 1 point per minute late up to 30 minutes. After 30 minutes: Points and other appropriate discipline will be issued.*

**Returning after time indicated on form: Same as late for curfew*

**Not turning in the permission form to the correct place before 8PM Sunday - Saturday will not guarantee permission to travel.*

**Failure to obtain extended curfew/overnight permission: 1st offense— May result in a \$45 Fine; Subsequent offenses— Fines will be issued..*

Failure to sign in when returning to your residence hall **after curfew: The appropriate discipline will be issued.*

1st offense—Points will be issued; Subsequent offenses will lead to points and fines. .

**Using overnight permission as extended curfew: will result in the appropriate discipline*

It is important to remember that if someone other than the student requesting the permission completes the permission form, the student for whom permission is requested is responsible for its contents and will receive any penalties associated with it.

All campus buildings and recreational facilities are closed nightly by curfew.

Off-campus students must leave campus by scheduled curfew hours.

Occasionally individuals or groups of students will receive special permission from Student Development to return late after a concert or special out-of-town event. Permission for such events should always be arranged 24 hours in advance and is only considered under special circumstances.

Study/Quiet Hours

Study hours are designed to encourage the virtues of courtesy and respect for others and to help each student do his or her best academically. At all times, students should be sensitive to ways their behavior affects those around them. This is a practical way that we live out our commitment to love our neighbors.

We ask students to be especially attentive to noise levels from 9 p.m. to 7 a.m. During those hours noise should be confined to individual rooms and designated recreation areas. It should be quiet enough for those around you to sleep or study without interruption. At all times, students should respect the rights and needs of their fellow students and maintain an atmosphere that is conducive to study.

Visitors in Your Room

The university schedules supervised open house when co-ed students are allowed to visit their friends' rooms. These times are supervised by university staff, and doors must be fully open during this time. In addition, DeMoss Hall has a public lounge with posted hours for co-ed visitation.

Occasionally, students have guests of the same sex on campus who wish to stay overnight in their rooms. Overnight guests should be at least the age of 12. All visitors must sign in at the lobby desk when entering and sign out when leaving the dorm.

All overnight guests should register in advance with the office of Student Development. Guests who are registered appropriately may stay on campus for up to seven nights each semester and will be charged \$25 for every night over three. Students can be fined \$25 for failing to register a guest.

Babysitting in the residence halls is not allowed. Overnight guests are not allowed during the month of August or during the week of final exams.

Generally speaking, residential students are discouraged from staying overnight in another student's room on campus. When unique circumstances make it appropriate to stay in a friend's room, be sure to obtain advance approval from Student Development. Students are not to share the same bed.

Honors Floor

As long as there are enough students who meet the minimum requirements, one male and one female floor will be designated as an Honors Floor. Residents of this floor will have monthly room checks for cleanliness, no curfew, no nightly room checks, and will not have to complete travel permissions, but rather will use a sign-out system. Students interested in living on this floor must apply, and must meet the following requirements: TTU GPA of at least 3.0, have completed at least 30 hours at TTU, and be in good standing with the Office of Student Development. These floors will be filled on a first-come, first-served basis.

Emergency Procedures

The Resident Assistants will review emergency procedures with the students and post these procedures on the floor. Disciplinary action or fines will be administered in regard to any violations of safety practices.

Tampering with any part of the security system of a residence hall—including smoke alarms, fire extinguishers or security alarms—will result in a \$100 fine and disciplinary action.

Employment

If work hours cause the student to be out of the dorm after curfew, then he or she should inform his or her Resident Assistant and the Office of Student Development. As work information changes, Student Development should be made aware of these changes.

Students should not accept jobs that require them to work during Sunday services, to participate in the producing or dispensing of alcoholic beverages or that might compromise their personal testimony or the testimony of TTU.

Hall Meetings

Each Residence Hall will have mandatory meetings scheduled by the RA and the floor council. The meetings are designed to enhance the spiritual life of our community. The meetings will vary in that some will be structured and others will be open forum.

Liability

TTU has taken precautions to ensure the safety of its students and their possessions. However, TTU is not liable for theft of personal belongings. Students should be responsible to protect their possessions.

In the event of a catastrophe such as, but not limited to, fire, windstorm, tornado, hail, explosion, riot, attending a strike, civil commotion, aircraft, vehicles and smoke, TTU is not liable for damages to any personal belongings of students.

Lock Out

A student who has locked him/herself out of his/her room may be charged a fee to have the door opened. The following fees are payable to the TTU Business office:

\$1.00 if a RA from the student's floor unlocks the door

\$2.00 if a RA from another floor unlocks the door

\$5.00 if a RD, security officer or other staff member unlocks the door.

Regulations

TTU and all of its property are dedicated to God. Willful damage or destruction of property will not be tolerated. The student will be responsible for paying for any such damage and appropriate disciplinary action will also follow.

Care and caution should be exercised at all times concerning the use of electricity. The electrical outlets in the residence rooms are designed to be used for small appliances only, such as radios, fans, irons, hair dryers, curling irons, electric razors, very small microwaves and very small refrigerators. If windows are open, heat and air conditioning units should be turned off and the door should be closed. All windows and blinds must be closed after dark. Students will be required to pay for repairing a heater / air-conditioning unit damaged by spillage, abuse, etc. No contact paper is to be stuck to the heater / air-conditioning unit.

Changing oil on campus property is prohibited. Having a gun on campus is against federal and state law; this law includes a gun in a car on the street. Any student caught breaking into or attempting to break into a vehicle, dorm room, or campus building will be reported to Student Development and/or the Police Department by Security for appropriate disciplinary action, including possible fines.

Room Privacy

A student's residence hall room is their temporary home, and the University recognizes a student's rights and need for privacy. However, RD's and/or members of the administration may enter and search or inspect a room (preferably in the presence of the occupant) when there is reason to believe that the standards of the University are being violated. Individual students, computers, and students' cars may also be searched under similar circumstances. It may also be necessary for a member of maintenance to enter a room in response to a work request.

Room Security

The resident life staff issues room keys to resident students upon their arrival. To obtain or transfer keys, students must fill out a Key Request Form. These forms can be obtained by the residence life staff. Once a student is assigned a key, it becomes his/her responsibility. Students are advised to lock their rooms and carry their keys any time they leave the immediate area of their rooms. Tampering with any locking mechanism will result in a fine of at least \$25 and may be considered vandalism. Lost keys should be reported immediately to an RA. For a charge of \$25 a new key will be issued. Possession of a duplicate or unauthorized key is not permitted and may result in appropriate disciplinary action.

Room keys must be returned to the RA upon withdrawal, change of room, or end of the year. Failure to return a key will result in a lost key charge of \$25.00.

For safety and security reasons, exterior doors are not to be propped open or left unlocked. Leaving an exterior residence hall door unsecured will result in a \$25 fine.

Storage

The University **does not** provide summer storage.

Room Checks

Rooms are to be neat and clean (i.e., beds made, clothes hung up). Waste baskets are to be emptied regularly. Empty food or beverage containers should be promptly removed. Lounges, hallways and bathrooms should be kept reasonably neat and clean. Housekeeping staff clean bathrooms on a regular basis.

All rooms must be kept clean, neat and ready by 11:00 a.m. for Tuesday and Thursday room checks. Resident Assistants, Resident Directors, the Dean of Men and the Dean of Women will conduct room checks periodically. Each room should have a typed or neatly written list of names of the occupants posted on the outside of the door of the room. Individual students' names should also be placed on each bed. A list of room duties must be posted in each room. Points will be issued for infractions of room duties. (See "Demerit Points Correlation.") All materials hung in rooms must be affixed with sticky tack. No other products are acceptable (border, shelf paper and other decorative material).

Furniture and Furnishings

Each room is provided with furniture designed to meet the basic needs of residence hall living. This includes beds, mattresses, desk, chairs, chest of drawers, and closet(s). University-owned furniture or furnishings may not be removed from the room and must be used as the manufacturer intended. Furniture, other than that which is bolted down (such as closets, wardrobes, etc.), may be arranged within the room to suit personal tastes. However, all furniture must remain in the room and returned to its proper place before the student checks out at the end of the school term. Other than bunk beds, furniture may not be stacked. Beds may only be bunked/assembled in the fashion designed by the manufacturer. Very limited personal furniture is allowed and must be approved first by the RD.

Room Decorations

While individuality is encouraged, the university has established some guidelines relative to health and safety, economy, care of property, privacy, and testimony. The décor should leave no doubt that this is the room of a Christian university student. This simply means that all decorations, wall hangings, posters, computer screen-savers/backgrounds, etc., are to be in harmony with the standards of the university. This excludes pornographic literature; obscene, suggestive, irreverent, or sacrilegious slogans; or room decorations or other material not considered supportive of university policy. If a room has dry wall, tacks/pins/staples should be used. Do not use tape, nails, etc. If a room has cement block walls, nails are not to be used. Students may not paint or wallpaper their rooms. Because of fire safety precautions, no more than 25 percent of any wall in residence hall rooms may be covered with combustible materials (e.g., paper, cloth, or plastics. No double sided tape may be used. Traffic signs or traffic barricades/barrels/cones, street signs, safety lights, etc., may not be in residence hall rooms/units. (Possession of such items may constitute theft and will not be viewed as a prank.)

Blinds may not be removed or altered in any way and must be closed after dark. Metal hangers should not be placed over doors, hinges, frames, or walls behind doors. Objects may not be hung on or from the ceilings in any residence hall. Electrical fixtures are not to be altered in any way.

Windows/Screens

Screens are not to be removed from residence hall windows. A \$200.00 fine will be assessed for violations. Students should report damaged screens immediately to the RA. Cost of replacing missing screens will be assessed to students in the room. Students are not to exit/enter through windows. This action will result in a minimum \$200 fine and appropriate disciplinary action. In the interest of modesty and propriety, students may not approach the residence hall windows of students of the opposite sex and blinds should be closed after dark.

Pets

Students are not permitted to house pets within the residence halls. However, fish are allowed, if kept in clean aquariums.

Residence Hall Repairs

Students may report the need for repairs directly to the RA. Students are responsible to pay for repairing intentional or accidental damage to any residence hall. To prevent damage to sprinkler heads, smoke detectors, lights, and windows, students may not throw footballs, Frisbees, etc., inside the residence halls. Violations may result in five points and cost of any damage incurred.

Fire Hazards

Students are expected to be alert to fire hazards and to use good judgment when potential hazards exist. It is impossible to list all fire hazards, but the following represents an effort to address the basic safety regulations in the residence hall.

- Electrical appliances must be UL approved.
- Possession or use of candles, candle warmers, incense, kerosene lamps, combustible fuel, paint/oil, etc., is not permitted and is subject to a \$50 fine and confiscation of the item(s).
- Tampering with existing electrical equipment, lighting, wiring, hot water heaters, and switches is prohibited.

Some items constitute a serious fire hazard while others invite rodents or potential damage to the physical facilities. The following list provides some examples of appliances NOT permitted: halogen lamps without safety guards, toasters, potpourri burners, electric skillets/saucepans, hot plates, broiler oven, bread makers, crock pots, sandwich grills, heating devices, charcoal/gas grills, etc. Possession of such may result in a monetary fine and/or confiscation by residence hall staff and/or Campus Security.

Emergency Exits

Exiting/entering through emergency exits, which are marked and often alarmed, will result in a \$100 fine (other than in the case of an emergency).

Network Security

Proper use of the network begins with appropriate steps to safeguard your own account. Students may be held responsible for any online activity that occurs on their accounts, specifically:

Students are expected to take reasonable precautions to guard the privacy of their passwords. Students are responsible for any use of their accounts.

Residential students are responsible for any computer use or network access that occurs in their residence hall rooms (including e-mail or instant messages sent from their rooms).

We recommend that students:

- Do not leave any computer unattended while logged on.
- Be careful about who you allow to use the computer in your room.
- Change your password as necessary and avoid passwords which would be easy for others to guess.
- Be very careful about granting proxy access to your account.
- Do not share your password with anyone.

“I will set no wicked thing before mine eyes....”(Psalm 101:3)

Access to Pornographic or Obscene Web Sites

Within the Christian community, use of online pornography is a serious threat. Students are prohibited from accessing pornographic or obscene Web sites or creating links to such sites. We regularly conduct scans of all Internet activity to ensure that members of Tennessee Temple University are not using University computers or the University network to access this type of material. Repeated violations of viewing or accessing pornography may result in probation, suspension, or dismissal.

Use of Copyrighted Material

Inappropriate transfers of copyrighted material to or from one of our computers, or via the University network, violate our commitment to honesty and integrity. Such transfers violate state and federal law and are strictly forbidden. Examples of prohibited transfers/downloads include:

- Downloading copyrighted music without permission from an authorized distributor
- Copying another person’s files without his or her permission
- Installing software on a computer without first obtaining an appropriate license

Browsing and Unauthorized Use or Access

Students are expected to respect the privacy and property of others. Therefore, unauthorized browsing of data, files, or directories that belong to the University or to others is prohibited. It is also inappropriate to interfere with someone else’s legitimate computer use by corrupting his or her files or by introducing deviant software (worms, viruses, etc.). To protect the rights of all users, we strictly prohibit the possession of programs designed to breach security or gain unauthorized access.

Media

Music, Movies and Television

Entertainment plays a huge role in our culture and in the lives of most university students. Our choices in entertainment have the potential to both reflect and shape our character. We encourage students to think carefully about their entertainment choices in terms of content and in terms of the stewardship of their time and money.

Guidelines to Evaluate Media

We ask that students use the following specific questions to evaluate the potential impact of all media choices:

- Does the primary theme encourage or celebrate vices like sensuality, selfishness, or violence?
- Does the music, movie, or show help you to ask meaningful questions about life?
- Is sexual promiscuity promoted, encouraged, or used for the sake of humor?
- Does the message of this media show a respect for humanity and human life or is violence used gratuitously?
- Does it glorify the use of profane and demeaning language or include excessive crude or obscene language?
- Does it contain imagery which incites lustful or evil thoughts?

Scripture advocates modesty and protecting our eyes from images that promote lust. As Jesus said in Matthew 5:28, “But I tell you that anyone who looks at a woman lustfully has already committed adultery with her in his heart.”

Additional Guidelines for Music

Be considerate with volume. Possession of music labeled “Sexually Explicit” or “Parental Advisory” violates the spirit of the university and is inconsistent with our goal to embrace the virtue of moral purity. Music with these labels or other inappropriate content is not allowed on campus.

Attendance at concerts which violate the principles noted above is also inappropriate and will result in appropriate disciplinary action. Feel free to ask one of the deans or an RD about a specific concert before attending or purchasing tickets. All musical groups or other groups performing on campus must receive approval from the Office of the President before the program is scheduled.

Additional Guidelines for Movies

Students are expected to avoid movies which violate the principles noted above. Consider using a Web site such as www.plugedin.com to evaluate movies in advance.

Pornography represents a serious threat to the Christian community. It devalues beauty, sexuality, and humanity and victimizes men, women, and families. Attendance at pornographic movies, or possessing/watching them in the residence halls will result in appropriate disciplinary action. Subsequent offenses may result in dismissal.

Additional Guidelines for Video Games

Video/computer games with ratings of “M” (Mature) or “A” (Adults only) may not be used or possessed in the residence halls.

Television

Cable is provided in each of the dorm rooms in addition to designated television viewing areas in each residence hall. Public viewing areas are monitored under the direction of the Resident Director. The television viewing areas are provided for the students’ enjoyment; however, consideration must be given for others who are studying or trying to sleep. Loud disturbances will result in loss of television privileges. Television viewing areas must be kept neat and clean. All food and drinks must be cleaned up when leaving.

Commuter Students

TTU is a residential campus. Anyone desiring to live off-campus should make application for commuter status to the Office of Student Development before June 1. Consideration will be given to those who are at least 21 years of age, or have completed 90 credit hours, have a GPA of 2.5 or higher, and a clear behavioral record.

Off-Campus Student Regulations

Off-campus students are expected to maintain the same standards of personal conduct and appearance as on-campus students and must observe all sections of this handbook, excluding residence regulations.

Single off-campus students should never have a member of the opposite sex in their home unless another adult is present (See also the section on “Dating.”). The privilege of living off campus carries extra responsibility and students who live off-campus should recognize they represent Tennessee Temple University and most importantly, Jesus Christ.

STUDENT CONDUCT

Dating

Dating couples are reminded of our Lord's instructions to pursue moral purity. All behavior should reflect a desire to build each other up spiritually and honor Christ.

“Finally then, brethren, we urge and exhort in the Lord Jesus that you should abound more and more, just as you received from us how you ought to walk and to please God; for you know what commandments we gave you through the Lord Jesus. For this is the will of God, your sanctification: that you should abstain from sexual immorality; that each of you should know how to possess his own vessel in sanctification and honor, not in passion of lust, like the Gentiles who do not know God; that no one should take advantage of and defraud his brother in this matter, because the Lord is the avenger of all such, as we also forewarned you and testified. For God did not call us to uncleanness, but in holiness. Therefore he who rejects this does not reject man, but God, who has also given us His Holy Spirit.”

1 Thessalonians 4:1-8

Commitment to Purity

We are committed to healthy male/female relationships between all members of TTU University, including students, faculty, and staff. Affectionate or sexual behavior which is inconsistent with the Word of God and/or TTU University standards will not be tolerated, even though consensual. All behavior should reflect a desire to build each other up spiritually and honor Christ. In application of these principles, on campus public displays of affection, with the exception of a brief goodnight kiss or a hug, should not go beyond hand-holding and taking an escort's arm. Couples must refrain from resting arms, legs, etc. on one another. Hand-holding is not appropriate during chapel. Private displays of affection should follow the Biblical principles of chastity and purity which do not allow for actions such as petting, fondling, etc. Married couples are asked to use discretion with courtesy toward others.

In accordance with the clear Biblical teaching that sexual relationships are designed only in the context of a committed heterosexual marriage, sexual activity outside of the marriage relationship is prohibited.

- Couples should avoid extended time alone in any private area where there isn't a healthy level of accountability. For example, couples should not be in an off-campus apartment or home without a third party, nor should they ever be alone in an off-campus bedroom.
- Off-campus students who are visiting an apartment belonging to a person of the opposite sex must leave the apartment by curfew.
- Students may not spend the night in an off-campus apartment, hotel room, etc., with a member of the opposite sex, regardless of the number of students involved. Violating this standard will result in appropriate disciplinary action.
- Students should refrain from any sexual misconduct including sexual intercourse outside of marriage, homosexual acts, having an abortion or assisting in the arrangement of an abortion, sexual assault, and viewing or possessing pornographic or morally questionable literature or movies, including computer files that contain pornographic images.

What is Modesty?

Modesty means “orderly and decent.” Paul associates modesty with decency (1 Timothy 2:9). The modest person is one who voluntarily limits his or her own freedom as an expression of self-control and moderation. To be modest is to be a person of unearthly grace and dignity. It is synonymous with another Greek word which means “fits with holiness.” Modest dress is dress that reflects a commitment to a holy lifestyle, avoiding things like sensuality, pride, and materialism.

Above all, modesty is ultimately a reflection of the heart. Our outer appearance should reflect the inner reality of our relationship with Jesus Christ and our desire to honor Him.

Dress Code

TTU does not endorse dress standards that promote a certain “look” as a measure of Christian spirituality. However, as an educational institution, the University has established standards that are consistent with our

community and educational purposes. On the other hand, modesty and appropriateness are clearly proper standards that can be expected as a part of a Christian community. Dressing modestly encourages holiness and avoids sensuality. Appropriateness requires us to evaluate each situation and dress accordingly. Members of Temple faculty are professionals who regard the teaching learning process with respect. Dressing appropriately and avoiding extremes in grooming shows a sense of mutual respect for one another within the TTU community. Departments and programs may set standards within the University guidelines appropriate to their given purposes.

Therefore, students are expected to dress neatly, modestly and appropriately for the occasion. Realizing that these standards can be very subjective, each student is expected to submit to the judgment of University officials regarding interpretation of dress and grooming standards. When a student chooses to dress inappropriately and is asked to change, immediate cooperation will be expected.

General Guidelines

All clothing should be clean and modest; not tight-fitting or sheer; and worn in such a manner as to cover all undergarments. Any clothing with written or visual messages, advertisements, etc. deemed offensive or inappropriate by any University official may not be worn. Advertisements for tobacco products, alcoholic beverages, etc. are not permitted.

Shirts

*Any tank-style tops worn on campus at any time, must be modest, not tight fitting, and must NOT display any undergarments.

*Tank-style tops with oversized arm holes and t-shirts with oversized arm holes are permitted only during athletic practices and activities. If students practice in these shirts, they must change before going to meals or “hanging out” on campus.

*No short cropped shirt or bare midriffs are permitted.

*Necklines on all women’s tops and dresses must be modest.

*While in public areas, men must wear shirts at all times, with the exception of “shirts-and-skins” games in the gym or at the athletic fields.

Shorts

*It is recommended that all shorts, including those worn in practices and informal athletic events, have an inseam of at least four inches. The standard remains modesty in dress and appearance. This standard also applies to shorts worn with spandex or leggings. When determining if cutoff shorts are of appropriate length, the fringe should not be included in the measurement. All cut-offs must be reasonably neat with no trailing strings. As stated previously, students are expected to submit to the judgment of University officials regarding dress standards.

*Spandex and tight-fitting leggings are to be worn only when regulation length shorts or skirts are also being worn.

Skirts

*Women’s hemlines are to be no shorter than 2” above the top of the knee cap.

*Slits in skirts are to be no higher than 2” above the knee.

Jewelry

*Earrings or other extreme piercings are not permitted by men on campus or at University events.

*Extreme body piercings are not permitted for women on campus or at University events.

*For nose rings: no hoop jewelry or large stud jewelry is permitted.

Hair

Extremes in hairstyles must be avoided. Again, each student is expected to submit to the judgment of the University officials regarding the appropriateness of any particular style or appearance.

Church and Other Off-Campus Locations

Dress must be modest and appropriate to the occasion, not causing offense. Students should remember that they are representing both the Lord and TTU. Cultural and regional sensitivity should also be considered. Be particularly sensitive to the appropriate dress for the church you attend. Students are expected to adhere to campus dress guidelines when representing the University or attending University -sponsored events.

Classroom and Chapel Dress

Students should dress appropriately for all chapels and classes, day and evening, and all administrative buildings during business hours, 8:00 a.m. – 5:00 p.m. (with the exception of the first floor of the LRC, library, cafeteria, and gym.).

Athletic Shorts or “gym shorts,” pajama/lounge pants, and hats are not permitted.

Students wearing inappropriate apparel on campus will receive 3 points. This includes commuter students.

Formal Apparel

Certain events may call for more formal attire. The biblical admonition to modesty (I Timothy 2:9) is the overriding principle. For example, exposed midriff styles, plunging necklines/backlines, and hems or slits more than two inches above the knee are not allowed. Students who violate these guidelines may be denied entrance to the special event.

Drug/Alcohol Policy

Because TTU values the virtues of sobriety, self-control, and stewardship of our bodies, and because we recognize the harmful effects of substances like alcohol, tobacco, and inappropriately used drugs and medications, Tennessee Temple University prohibits the use or possession of alcoholic beverages, tobacco products, and all illegal drugs. Students are also prohibited from abusive use of otherwise legal substances such as some prescribed medications. These restrictions apply at any time and place.

Consistent with the rules and regulations of the University, all employees and / or students are forbidden to engage in the unlawful manufacture, distribution, or dispensing of controlled substances.

Tennessee Temple University does not currently provide drug / alcohol counseling, treatment or rehabilitation programs for students. Community treatment facilities are available and referrals may be made.

The use or possession of alcohol or illegal drugs by students will result in appropriate disciplinary action. Individuals involved in the sale or distribution of illegal drugs will receive the appropriate disciplinary action and be referred to the appropriate authorities for criminal prosecution.

Random drug testing of a student who is suspected of being involved in illegal drug use may be required by the Office of Student Development. If the student’s test is positive, they will be required to pay for the cost of testing and be subject to appropriate discipline action.

Gambling

The TTU family will not engage in any form of gambling at anytime. Gambling is addictive and ruins the lives of many people. Scripture teaches that if a behavior or action causes a brother to stumble, we should abstain from that action.

Honesty

Honesty and integrity should characterize the life of a follower of Christ; therefore all acts of dishonesty are prohibited. Examples of dishonesty would include lying, stealing, cheating, or covering someone else's dishonesty.

Honoring the Temple

Desiring to establish a pattern of healthy lifestyles in the TTU family, the University expects that all students will avoid abusive practices of the body such as gluttony, anorexia nervosa, bulimia, and should strive to maintain a healthy state of fitness. The Office of Student Development will encourage all students to maintain an active lifestyle.

Respect

Therefore, as we have opportunity, let us do good to all, especially to those who are of the household of faith. Galatians 6:10

Following Christ's example and as a testimony of God's love and kindness to others, students should show respect for all members of the TTU family, including roommates, classmates, staff members, and faculty members. Students should show similar respect to non-members of the TTU family when they visit the campus.

Students should refrain from using improper language, including, but not limited to: irreverent use of God's name, profanity, obscene language and vulgarity.

Pranks, Horseplay, Water Fights, etc.

Pranks have the potential to damage University or personal property, harm our testimony, and hurt potential victims. To prevent damage to property, water fights or disturbances involving other damaging substances are not permitted in or around the residence halls or other campus buildings. Students who participate will receive 10 points for the first offense and appropriate disciplinary action for subsequent violations. Students involved in any prank will be responsible financially for any damages that occur. Out of respect for one another, students should not interfere with, or alter in any way, another student's room or its contents. Tampering with another's personal possessions, including his / her automobile, is also inappropriate.

Racial Harassment

Tennessee Temple University affirms its belief that interpersonal relationships are to reflect the biblical principles that all people are made in God's image and are equal in value. Therefore, racial harassment (which includes, but is not limited to, racial / ethnic slurs and otherwise intimidating communication) or promotion of racist attitudes will not be tolerated. This includes, but is not limited to, electronic communication. Any violation of this policy is subject to appropriate disciplinary action.

Sexual Harassment

Though any University official who observes or knows of sexual harassment is required to report it according to the guidelines of the University Sexual Harassment Policy, reasonable effort will be made to protect the privacy of all parties involved. The University also maintains the right to discipline any individual who intentionally and knowingly files a false report of sexual harassment. Failure to prove an allegation of sexual harassment is not equivalent to filing a false allegation.

Any student who wishes to notify the University of an alleged incident of sexual harassment may contact the Dean of Students, or any associate dean. Students may also report allegations of sexual harassment to any other academic or administrative official at the university.

Sexual Harassment Policy

Tennessee Temple University is committed to providing a safe environment for its students free from coercion, intimidation and exploitation. Sexual harassment is a violation of the rights of a student as well as a violation of the biblical principles on which the University is based. Moreover, sexual harassment is a violation of the Federal and State of Tennessee laws, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the state of Tennessee Human Rights Act.

Any conduct of this nature, by any member of the University family, on or off campus, will not be tolerated. (University family members include faculty, students and non-faculty employees.) Acts considered to be sexual harassment include, but are not limited to: sexual innuendoes and comments, humor or jokes about sex or females / males in general, sexually suggestive sounds or gestures, pestering a person for dates or sexual behavior, touching, patting, pinching, stroking, tickling or brushing a person, and rating a person's sexuality or attractiveness, as on a scale from 1 to 10.

Sexual harassment may result in disciplinary action, up to dismissal from the University. Tennessee Temple will not tolerate sexual harassment from any non-family member that affects any member of the University family. Independent contractors, vendors and others who do business with the University are expected to comply with this policy. If they fail to comply with the policy, the University will take appropriate action.

Sexual Assault

Sexual assault is any unwanted sexual contact. It is an extreme form of sexual harassment and will be considered a serious offense by the University. Any use of threats or force to obtain such sexual contact is illegal and may be reported to the appropriate law enforcement officials. The University strongly encourages any person who has been sexually assaulted to contact a University counselor, the Dean of Students, or any of the student life deans.

Unlawful Activity

Violation of federal, state and local law, other than minor ones, should be reported to Student Development immediately. Violence and vandalism have no place in the TTU family. Students should not possess or use firearms, fireworks, illegal knives and martial arts weapons on campus or at campus sponsored events. Fighting is considered assault and those that participate in a fight may be charged criminally. The campus computer network is a tool for learning and no student should attempt to infiltrate with a virus or by hacking. Any attack against the computer network will be dealt with as a serious offense. Each member of the TTU family should respect the property rights of others. Incidents of misuse or tampering with University fire alarms, fire fighting equipment or safety equipment by students will be reported to the fire department for prosecution.

Discipline

Our goals as a university are high. As individuals we aspire to become increasingly like Jesus Christ. God uses community and relationships to bring this to pass. Correction and confrontation, carried out in a spirit of humility, can be an important part of the process. The discipline process that is in place at Tennessee Temple is designed to help maintain an environment that supports the spiritual development and academic success of our students.

Biblical Principles that Influence Our Approach to Discipline

At Tennessee Temple University, we seek to approach discipline in a way that reflects the spirit of these principles. Discipline is a normal and healthy part of Christian community. The degree to which we are willing to lovingly confront one another can be an indication of the degree to which we love each other and value our community

(Hebrews 12:7-10).

- Discipline should be carried out in a spirit of humility, gentleness, patience, and awareness of our own sinfulness (Galatians 6:2; Colossians 3:13-14).
- The tone of our discipline should fit the needs of the person being disciplined; warning some, encouraging others, but being patient and kind to all and vengeful toward none (I Thessalonians 5:14).
- Discipline should begin prayerfully and privately (I John 5:16; Matthew 18:15).
- Sharp rebukes, and even expulsion from the university, are sometimes necessary to bring a person to the point of repentance (Matthew 18:17; II Thessalonians 3:15; I Corinthians 5:11, 13).

Upholding our University standards

Students are expected not only to abide by the University standard themselves, but also to help their peers develop the virtues and discipline that are promoted. Responsibility for confronting students who violate these standards is shared by all members of the University.

Students Voluntarily Seeking Help

At times students wish to voluntarily seek help for a personal problem which involves the violation of a University standard. Because grace is so important to the Christian community, we have established the following guidelines, which apply when a student voluntarily confesses to an action of which the University has no other knowledge. Students may request confidential counseling from a University counselor, a willing faculty member, or the dean of students' office.

These individuals (faculty or staff) are neither obliged nor expected to share information about student's behavior with the Dean of Students' Office. However, students should know in advance that there may be certain situations where the behavior involved poses such a threat to the University that promises of confidentiality cannot be kept. Students must trust the discretion and discernment of the staff or faculty member. The student must cease all involvement in the activity that is in violation of University standards. Failure to do so negates all assumptions of confidentiality and may result in student discipline.

The student must take the necessary steps for restoration, as determined by the counselor or faculty member.

If the Dean of Students' Office becomes aware of student misconduct via the student, the student's voluntary act of repentance and acts of restoration will be taken into account by the Dean of Students, and if disciplinary steps are necessary, the Dean of Students may assign a penalty less severe than the penalty outlined in the student handbook. Any reduction in discipline must be approved by the dean of students.

Going to these offices/individuals does not void an investigation or discipline that may be on-going or that may be discovered via information received through other channels.

Philosophy

The Office of Student Development has established points, campus community service, and fine systems to monitor student conduct. The goal of this system is to encourage self-discipline. Violations of University policies or standards of conduct will result in points and/or fines based on the seriousness of the offence.

Policy does not require the University to impose the same discipline in all situations involving the same standard. However, the Office of Student Development will strive to be utterly consistent in its administration of the rules in this Handbook. Consideration will be given for the specifics of an incident and the record and previous behavior of the student(s) involved. Repeated violations of these standards may result in more serious disciplinary actions. A student may be placed on behavioral probation for any violation as well as for repeat offenses.

Levels of Discipline

The discipline system at Tennessee Temple University is redemptive in nature. The purpose of all penalties is to draw attention to behaviors and choices that violate university standards, threaten our unity, or damage the educational and spiritual ethos that we seek to maintain. Discipline is generally progressive in nature, starting with personal warnings and moving on to more serious sanctions, such as probation, suspension, or dismissal only if the student refuses to receive correction or engages in behaviors that threaten the safety and security of other members of the University.

Points and Fines

Points are given to students for various minor infractions. **Points are simply warnings** (unless a progressive accumulation continues). Listed below are many of the infractions for which students can receive points. Unless otherwise stated, students automatically will receive the number of points designated for each infraction.

*Room inspection infraction **1-5 Points**

*Quiet hour infraction **1-5 Points**

*Stereo/audio equipment or music violations **1-5 Points**

*Dress code violation **3 Points**

*Inappropriate public display of affection **3 Points**

*Disrespectful response to faculty, staff, administration **10 Points**

*Chapel misconduct (i.e. studying, sleeping, talking, slouching, etc.) **3-5 Points****

*Failure to register guest **3 Points**

*Use of profane, slanderous, sacrilegious, obscene or suggestive language **5 Points**

*Chapel and/or Church absence **10 Points**

**Chapel misconduct may also result in receiving chapel absence points.

Penalties & Excessive Point Accumulation are as Follows:

• First Accumulation / Level 1 - 40 Points

-An interview with the Resident Director resulting in a review of a student's points and verbal warning.

• Second Accumulation / Level 2 - 60 Points

-"No-Curfew" privileges (Friday-Saturday) are removed for a two week period.

A \$45.00 fine will be issued based on point accumulation and/or if a student does not arrive by curfew (1:00A.M. - Friday & Saturday).

• Third Accumulation / Level 3 - 100 Points:

-Removal of "No-Curfew" privileges (Friday-Saturday) for three weeks.

-A \$65.00 fine will also be issued as a result of accumulating 100 points.

• Fourth Accumulation / Level 4 - 130 Points:

-Removal of "No-Curfew" privileges (Friday-Saturday) for the remainder of the semester.

-Student will be placed on a disciplinary contract

-A \$85.00 fine will also be issued as a result of accumulating 130 points.

- **Fifth Accumulation / Level 5 - 150 Points:**

- Student is placed on Disciplinary Probation.

- *See below for details***

- **Sixth Accumulation / Level 6 - 170 Points**

- Suspension from the University

Search and Seizure

The University reserves the right to search students, their rooms, furnishings, personal property, and/or motor vehicles for forbidden items such as stolen property, illegal drugs, alcoholic beverages, tobacco, firearms, fireworks, pornographic material, etc. The University reserves the right to confiscate any forbidden or misused items.

Disciplinary Action Contract

In certain disciplinary situations, a student may be required to sign a disciplinary action contract. The terms of the contract will be established according to the situation and the needs of the student. In signing his or her individualized contract, the student agrees to be involved in counseling, accountability or any other appropriate disciplinary measures.

Disciplinary Caution

Disciplinary Caution is a stern warning given to a student whose conduct is unacceptable by community standards. A student who is placed on Disciplinary Caution may also be placed on a disciplinary action contract which could restrict his or her activities.

Disciplinary Caution will generally be accompanied by six work hours (or other appropriate measures) for first time offenses. Offenses for which a student may be placed on Disciplinary Caution include, but are not limited to:

- *Giving false information on a form (curfew, church attendance).

- *Failure to give truthful testimony.

- *Alcohol or tobacco use or possession.

- *Gambling.

- *Second accumulation of excessive points (31/41).

Disciplinary Probation

Short of suspension or dismissal, Disciplinary Probation is the most serious statement made by the University regarding a student's misconduct. ***While on Disciplinary Probation, a student may not represent the University in any manner. This includes participation in intercollegiate athletics, music and drama groups, elected offices, etc. Students involved in these activities should be aware that scholarship money may be affected.*** Parents may be notified of this probation.

Offenses for which a student may be placed on Disciplinary Probation include, but are not limited to:

- *Excessive chapel or church absences.

- *Sexual misconduct.

- *Alcohol use or drug use

- *Failure to give truthful testimony.

Point Appeals

Each student will receive a report of his or her point totals every week. The student should check the report for any errors and appeal within the two week time period. Points not appealed within the two week period will not be removed. If the student wishes to dispute any of his or her points, he or she must meet with his or her Resident Assistant, who will forward the appeal to the Resident Director. Any further appeals should be made to the Student Development Office.

Suspension/Expulsion

Our goal is that no student will ever be dismissed from Tennessee Temple University for disciplinary reasons. To this end, every effort will be made with each individual to encourage growth in character and spiritual maturity without dismissal. However, there may be times when the University is left with no choice, but to suspend or expel a student.

If a student is suspended or expelled, he or she should make arrangements for immediate departure from campus both in person and property. The student is expected to follow all student, financial and dismissal guidelines relating to leaving campus. The Resident Director will work closely with the student to insure proper check out from the residence hall. All items must be removed from the campus; nothing may be left in storage. All of the student's grades for the semester of dismissal will be recorded as "NC."

A suspended or expelled student must show just cause for readmission. The student will submit a letter stating his/her desire to return to TTU, future goals and God's leading in their life. The student must also provide a letter of recommendation from a pastor or counselor. The appeal should be made to the Dean of Students. An expelled student must follow the same processes as the suspended student but may only be readmitted by final action of the Student Development Appeals committee.

Fines

The following is a list of the monetary fines that may be assessed. This is not an exhaustive list, and the fines may be increased, reduced or coupled with further disciplinary action as the circumstances surrounding each violation are evaluated. Fines are to be paid by mid-terms and by final exams, and are payable to the TTU Business office.

**Absence from mandatory meetings \$35.00*

**Items taken out of University facilities \$10/item*

**Items in residence hallways \$15/item*

**Failure to complete work hours on time \$15/hour*

**Parking illegally \$20.00*

**Parking permit violation \$25.00 per week*

**Parking in visitor parking zone \$20.00*

**Parking in a handicapped parking zone \$25.00*

**Showing/watching unlicensed/non-approved videos in public areas \$35.00*

**Failure to complete end of year check out form \$75.00*

**Loss of room key/failure to turn key in to Student life at the end of they year \$25.00*

**Pets in the residence hall or any other building \$50.00 per day*

**Burning candles, incense, or other open flames \$50.00*

**Use of prohibited items in residence hall rooms (irons without automatic shut-off, hot plates/hot pots, toasters/toaster ovens, oil popcorn poppers, halogen lamps, any appliances with exposed coils) \$50.00*

**Roof walking or wall climbing on any on-campus building or structure \$50.00*

**Unauthorized possession or duplication of keys (including residence hall room keys) \$100*

**Possession and/or use of firearms, fireworks, weapons (including knives) \$250.00*

Notification of Parents

Tennessee Temple University recognizes the concern that parents have for their sons and daughters and seeks to involve them in the discipline process in helpful ways. At all levels of discipline, students are encouraged to notify their parents. The Family Educational Rights and Policy Act (FERPA) provides guidelines for releasing any information that is included in a student's educational record, including records of discipline. Tennessee Temple University assumes that students under the age of 21 are dependents, thus we reserve the right to notify the parents of such students of any disciplinary actions at the level of probation or above. Federal law also allows the University to notify parents any time that a university drug or alcohol policy is violated.

Proverbs on Discipline

Wisdom is a major theme in the book of Proverbs.

The presence of wisdom involves an interaction between truth that God has revealed and the character of the person to whom He reveals it. The presence or absence of wisdom often shows up in a person's response to temptation and discipline.

The Simple

The simple person (sometimes called foolish person) is gullible and easily led into mischief. Being naïve and morally irresponsible, this type of person often drifts into situations of sin or temptation. The simple person has a tendency to reject correction, but can benefit from being around godly examples. (Proverbs 1:22-29, 32; 7:1-27, 14:15; 19:25).

The Fool

The fool never considers the need for wisdom, freely expressing his or her own opinions and never learning from his or her mistakes. The fool's foolishness is often revealed in careless pranks and the practice of picking needless quarrels. This type of person is stubborn, impatient, and resistant to wisdom.

(Proverbs 1:7, 29; 10:8, 23; 12:15; 13:16; 14:8, 15:2, 5:2, 5; 17:10, 16; 18:6; 26:11).

The Mocker/Scoffer

The scoffer is a deliberate troublemaker who seeks to negatively influence impressionable followers. The scoffer's negative influence is readily apparent, but this person strongly dislikes and rejects all correction.

(Proverbs 9:7, 8; 13:1; 15:12; 19:25; 21:11, 24:22:10; 9:8).

The Wise

The wise person recognizes that truth about life comes from God and diligently seeks it. His or her search for truth leads to an aversion to evil and an intentional pursuit of things that are good and godly. This person has a spirit that is humble, teachable, and open to God's commands as well as to good advice from others. (Proverbs 2:1-6; 3:11; 8:13; 9:5-9; 10:8; 13:10; 17:10; 23:23).

ACADEMIC INFORMATION

Academic Advising

Upon admission, each student will be assigned to an academic advisor. The advisor helps students with academic decisions, including course, program selection and program progression. The advisor is also responsible for mentoring students who are on academic probation.

Academic Appeals

Any student placed on academic probation or who has been notified of pending academic suspension or dismissal may appeal to the Academic Appeals Committee. A student placed on academic suspension or dismissal must apply for readmission through the Academic Appeals Committee. Appeals letters to the committee should be sent to the Financial Aid Office

(<http://www.tntemple.edu/application/files/Financial/Academic-Financial%20Aid%20Suspension%20Appeal%20Request.pdf>).

Academic Suspension or Dismissal

If a student on academic probation fails to raise the cumulative GPA to acceptable levels by the end of two semesters, he may be placed on academic suspension for one semester. Any student allowed to return after a semester of academic suspension will be readmitted on academic probation and will be limited to thirteen credit hours including one RTRG. The student must achieve the acceptable GPA for the semester following his or her return and continue to demonstrate satisfactory qualitative academic progress in subsequent semesters. Failure to achieve the acceptable GPA may result in dismissal for a period of not less than two consecutive semesters.

<u>Academic Level</u>	<u>Required GPA</u>
0-23 credit hours	1.50 cumulative GPA
24-47 credit hours	1.65 cumulative GPA
48-59 credit hours	1.85 cumulative GPA
60+ credit hours	2.00 cumulative GPA

Change of Status

Any student experiencing a change of status (new address, marriage, parents moved) needs to report this information to the Records Office within 15 days.

Attendance and Punctuality Policy

Tennessee Temple University requires residential students to attend class. Regular class attendance has a positive effect on a student's performance while a lack of class attendance will have a negative impact on a student's performance and grade. Tennessee Temple further requires that a student be punctual to class and remain in class for the duration of the class meeting. Students are strongly advised to save absences for personal illness, emergencies and TTU required events.

Maximum Number of Absences Allowed for ANY Reason (excused absences, unexcused absences, tardies, and early departures):

MWF Class = 6 absences

T/TH Class = 4 absences

Modules = NO absences permitted

All others = 6 class hours

Excused Absences. Excused absences are those that occur because a student is taking part in a TTU sponsored event. *No other absences are considered excused.* These absences are approved when three conditions are met:

1. On a weekly basis, the Coach, Staff Advisor, or Faculty Advisor will send to all faculty a list of all students who will be absent that week; the list will include student names, dates and times of absence(s), and the nature of the absence.
2. Prior to each absence, students who will be absent must contact each of their professors to inform them of their absence and request assignments and their due dates.
3. Students must complete all work assigned on days missed, according to the specifications of the professor. Students should make every effort to complete assignments early, if possible.

Unexcused Absences. An unexcused absence is any absence other than those that occur because of TTU sponsored events. This includes illness and personal reasons. Students who miss more than 25% of a class meeting will be counted absent for the entire class.

Tardy/Early Departure. When a student is late to class 3 times and/or departs early three times, this will count as one absence.

Excessive Absences. Absence, for any reason, counts toward the total number of absences allowed.

If a student exceeds the allowed number of absences, his or her grade will be reduced by one letter grade for every absence over the limit.

Any appeal to the attendance grade penalty must be made in writing to the Office of Academic Services and accompanied by documentation for every absence. Professors may advocate for those students with unusual circumstances, and those students with excused absences will be given due consideration.

Professor’s Responsibility. Professors must take roll every class period and make the attendance record available to the students via the eCAMS student portal. The professor’s policy on tardiness and make-up work must be included in the syllabus.

Student’s Responsibility. Students, especially those involved in TTU athletic, music, or ministry teams, must inform professors prior to a scheduled absence and make arrangements for work to be made up at the professor’s discretion. Students should keep track of their own absences in each class, and resolve any discrepancies with the professor’s posted record of attendance as soon as possible. Students should not wait until the end of the semester to deal with any concerns about absences.

Required Events. Attendance is required at certain school events, such as Chapel, Academic Department Meetings, and Hall Meetings (for dormitory students). Absence from these events will result in points or fines.

Online Course Check-In and Participation Policy. Enrolled online students must check-in to courses, continue with assigned work or officially withdraw. Failure to check-in will result in administrative withdrawal from the course. Students who withdraw after the check-in period may receive a grade of “WP” or “WF.” Students who check-in to a course only or fail to maintain ongoing participation but do not officially withdraw will receive a grade of “F.”

Course Load

A normal load is 12-18 hours per semester. Special permission must be granted to exceed 18 hours per semester. (See the catalog for criteria). The maximum load allowed in one semester for students in undergraduate curricula is 21 semester hours. Any combination of residential, on-line or correspondence courses will count toward the 21 semester hours.

When a student must work in order to remain in school, experience has proven that he should take a reduced academic load in order to insure the student’s health, job efficiency and academic performance. The following is highly recommended as a maximum academic load in relation to working hours:

WORKING HOURS	ACADEMIC HOURS
36 and over	9
16-35	12
0-15	15

Drop-Add

During the first week of classes a student may adjust his or her schedule by dropping or adding courses. When courses are dropped or added, the student's department chair or advisor must approve the change. Students on academic probation or desiring a load of more than 18 hours must have permission from the Office of Academic Services. No course may be added after the Drop-Add period without written consent of the instructor, the student's advisors and department chair and the Vice President for Academic Services. A Drop-Add fee is assessed in the Business Office to process a Drop-Add form submitted after the last day of the Drop-Add period. For summer school and modular classes Drop-Adds must be made on the first day of class.

Grades

Credit is granted in semester hours. The definition of a semester hour in a normal lecture class is meeting one fifty-minute class period per week for a semester. Normally, if a lecture class meets three times per week, students get three (3) hours credit. Those that meet two times per week get two (2) hours credit. There are some exceptions to this, such as Physical Education, which meets twice a week for one (1) hour credit, and music groups, which meet five times a week and get one (1) hour credit.

Incomplete Grades

In extenuating circumstances, a student may request an extension for a course at the close of the semester which allows the student thirty (30) days from the last day of final examinations to complete the requirements. Online students may be granted a twenty (20) day extension, dating from the final day of the course. The professor will assign the grade which the student has earned up to that point in time. When the requirements are completed, the grade will be replaced with the earned grade. If the student does not complete the work by the end of the thirty day (or twenty day) period, the assigned grade will become the permanent grade for the course.

Instructors must submit a grade change to the Registrar before the end of the next term or the grade will become permanent on the transcript.

Only in the case of an extreme situation will the Vice President for Academic Services permit an extension. The maximum extension is an additional sixty days. Incomplete grades in certain internships and practicums may be carried over a maximum of two subsequent semesters with permission from the department chair and the Vice President for Academic Services.

Grade Scale

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Grade Points per Credit Hour</u>
A	91-100	4.00
B	81-90	3.00
C	71-80	2.00
D	61-70	1.00
F	60 or below	0.00
WF	Withdrawal while failing	0.00

Withdrawal from Courses

Students who have completed registration for any classes are considered enrolled and are expected to attend all classes until they submit properly processed Course Withdrawal Forms to the Records Office. This policy includes all classroom courses for credit, independent studies for credit and personal enrichments (audit) courses. The student's advisor and the registrar must approve all withdrawals.

The last opportunity to withdraw with a "W" grade is on Friday of the first week of classes following the week of mid-semester examinations. The last day to withdraw with a "WP" grade or "WF" grade is the last school

day before the final examination week. Failure to withdraw officially within two weeks after the last date of class attendance will result in a grade of “F.”

Withdrawal from University

Students withdrawing should understand their financial and academic responsibilities before formally withdrawing. When it becomes necessary to totally withdraw from Tennessee Temple, students are to obtain a University Exit Process form from the Registrar’s Office. Before leaving the campus the student must submit this form in person to the appropriate individuals and offices. Any student living in the dormitory should turn in keys and his or her ID card when checking out with the RD or RA. Any off-campus student must turn in any keys and the ID card to Student Development before departure.

The last day to withdraw with a “W” grade is on Friday of the first week of classes following the week of mid-semester examinations. The last day to withdraw with a “WP” grade or “WF” grade is the last class day before final examinations. Failure to withdraw officially within two weeks after the last day of class attendance will result in a grade of “F.”

CAMPUS PHONE DIRECTORY

While on campus, you can reach each office by dialing the extension from a campus phone. However, you will have to dial (423) 493-ext. number from any phone that is not on campus.

Academic Services	4260
Admissions	4326
Athletic Department	4220
Business Office	4413
Campus Pastor	4388
Computer Lab	4316
Data Center	4328
Dining Hall	4409
Distance Education	4267
Education Department	4474
English Department	4325
Financial Aid	4207
Graduate Studies	4474
Institutional Effectiveness	4373
Library	4250
Post Office	4358
President's Office	4134
Psychology Department	4350
Records Office	4216
Security	8354
Sign Language Dept.	4439
Student Development	4170
Student Government	4229

COMMUNITY PHONE NUMBERS

<p>Attractions Battles for Chatt. Museum 821-2812 1110 E. Brow Rd, Lookout Mtn. Chattanooga Zoo 697-7688 1101 McCallie Ave. IMAX 3D Theater 266-4629 201 Chestnut St. Lookout Mtn. Incline RR 821-9444 827 E. Brow Rd, Lookout Mtn. Rock City 820-2531 1400 Patten Rd, Lookout Mtn. Ruby Falls 821-2544 1720 S Scenic Hwy Tennessee Aquarium 265-0695 One Broad St.</p> <p>Banks FSGBank 302-2000 817 Broad St Regions Bank 265-0746 721 Broad St Suntrust (800) 786-8787 736 Market St 3535 Brainerd Rd</p> <p>Bowling Holiday Bowl 899-2695 5518 Brainerd Rd</p> <p>Car Rental Avis 855-2232 Airport Budget 629-1290 2308 E. 23rd St Enterprise 267-9500 2627 South Broad St Hertz 855-8131 1101 Airport Rd Thrifty 855-2277 1624 Shepherd Rd</p> <p>Doughnuts Krispy Kreme 894-0243 5609 Brainerd Rd</p>	<p>Hospitals Erlanger Medical Center 778-7000 975 E. 3rd St Memorial Hospital 495-2525 2525 De Sales Ave Parkridge Medical Center 698-6061 2333 McCallie Ave</p> <p>Libraries Chattanooga-Hamilton 757-5310 1001 Broad St UTC 425-4501</p> <p>Malls Eastgate Town Center 894-9199 5600 Brainerd Rd. Hamilton Place Mall 894-7177 I-75 at Shallowford Rd Northgate Mall 870-9521 Hwy 153 & Hixson Pike Warehouse Row 267-1111 1110 Market St</p> <p>Miniature Golf Sir Gooney's Family Fun 892-5922 5918 Brainerd Rd</p> <p>Pizza Domino's 267-3000 Chuck E Cheese's 870-3215 22 Northgate Park Lupi's Pizza Pies 266-5874 406-A Broad St Mellow Mushroom 266-5564 205 Broad St Papa John's 855-0606 5210 Brainerd Rd</p> <p>Printers FedEx Kinko's 899-2679 5646 Brainerd Rd</p> <p>Skating Rink Hamilton Skate Place 899-1788 7414 Goodwin Rd.</p>
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