



Samford University

Cumberland School of Law



Student Handbook
2022-2023

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This handbook may be modified periodically and is subject to change by Cumberland School of Law and/or Samford University.

Academic Calendar

2022 Fall Semester

August 8-11	1L Orientation
August 15	Fall classes begin
August 23	Last Day to drop/add a course
September 5	Labor Day; no classes meet
October 25-28	Registration for Spring 2022 term
November 21	Fall classes end
November 22	Study Day
November 23-25	Thanksgiving Holidays; no classes meet
Nov 28 - Dec 9	Final Examinations
December 17	Commencement

2023 Spring Semester

January 3	Spring classes begin
January 4	Constructive Monday; Wed classes cancelled; Mon classes meet
January 11	Last day to drop/add a course
January 16	Martin Luther King Jr. Day; no classes meet
January 17	Constructive Monday; Tues classes cancelled; Mon classes meet
March 6-10	Spring holiday; no classes meet
March 21-24	Registration for Fall 2022 term
April 4	Summer School Registration begins
April 10	Easter Monday holiday; no classes meet
April 19	Spring classes end
April 20	Study Day
April 21-May 3	Final Examinations
April 29	Commencement (exact time TBD)

Academic Programs

Juris Doctor Degree

Cumberland's proud tradition dates to its founding in 1847 in Lebanon, Tennessee. During the next six decades, Cumberland produced a long list of distinguished graduates, including two Supreme Court justices, several governors and a U.S. Secretary of State known as the Father of the United Nations. In 1961, Cumberland came to Birmingham as part of Howard College, now Samford University. The Cumberland School of Law is accredited by the American Bar Association and is a member of the Association of American Law Schools.

Cumberland's curriculum reflects its commitment to providing each student with a comprehensive legal education. Required courses in the first year focus on fundamentals, with special emphasis on legal research and writing. The second and third years offer more flexibility, allowing students the freedom to choose from a broad range of elective courses.

Degree Requirements

Degree requirements for each student are as stated in the student handbook in effect at the time of enrollment. Students should retain the handbook and use it during registration and course selection periods. The current requirements are:

- Completion of courses totaling at least 90 semester credit hours with a passing grade ("D-" or better)
- Completion with a passing grade of the required curriculum, including
 - Mandatory first-year curriculum
 - Constitutional Law I and II (must be taken in the second year)
 - Secured Transactions
 - Business Organizations (must be taken by the end of the fourth semester)
 - Wills, Trusts, & Estates (must be taken by the end of the fifth semester)
 - Professional Responsibilities
 - Criminal Procedure I
- Achievement of 2.0 cumulative grade point average on all graded work attempted
- Satisfaction of the upper level Writing Requirement
- Completion of six hours of experiential learning



Course Progression Schedule

The curriculum for first-year students is prescribed by the faculty and generally must be completed prior to registration for elective courses. Students are required to take Constitutional Law I in the third semester and will continue in the same section for Constitutional Law II in the fourth semester. Students are required to complete Business Organizations by the end of the fourth semester and Wills, Trusts and Estates by the end of the fifth semester. Secured Transactions, Professional Responsibilities and Criminal Procedure I may be taken any time during the second or third year. Elective courses may be chosen from any area, subject only to prerequisites. It is recommended that students select a variety of courses to ensure broad exposure.

Course	Course Number	Credits
<i>First Semester</i>		
Torts	Law 502	4
Contracts I	Law 506	3
Criminal Law	Law 510	3
Civil Procedure I	Law 508	2
Lawyering and Legal Reasoning I	Law 512	3
<i>Second Semester</i>		
Contracts II	Law 507	2
Real Property	Law 505	4
Civil Procedure II	Law 509	3
Evidence	Law 524	3
Lawyering and Legal Reasoning II	Law 513	3

Academic Programs

Summer

No required courses

Third Semester

Constitutional Law I	Law 522	2
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Fourth Semester

Constitutional Law II	Law 523	3
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The following courses must be taken as follows:

By the end of the Fourth Semester

Business Organizations	Law 526	4
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By the end of the Fifth Semester

Secured Transactions	Law 533	3
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Wills, Trusts, & Estates	Law 540	3
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By the end of the Sixth Semester

Professional Responsibilities	Law 546	2
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Criminal Procedure I	Law 665	3
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Upper Level Writing Requirement

After attaining 30-credit hours, each student must complete a supervised rigorous writing experience prior to graduation. To satisfy this requirement, each student must complete a course or seminar that is designated by the associate dean as satisfying the requirement.

A course or seminar will satisfy the writing requirement only if:



- It is for academic credit and graded (pass/fail courses do not qualify);
- It is taught by a member of the law school faculty;
- It contains a rigorous writing component that constitutes a substantial part of the grade in the course; and either
- The professor provides substantial individualized feedback on multiple iterations of a substantial, graded writing project, including feedback on at least one complete draft prior to the student's submitting the final draft of the project, or
- The professor provides substantial individualized feedback on multiple graded writing projects assigned during the semester.

The associate dean shall determine each semester which courses and seminars meet the above requirements and thus will qualify as courses that satisfy the upper level writing requirement. In making that determination, the associate dean shall consider the number and nature of writing projects assigned; the opportunities a student has to meet with a writing instructor for purposes of individualized assessment of the student's written products; the number of drafts that a student must produce of any writing project; and the form of assessment used by the writing instructor. Courses that satisfy the requirement then will be designated on the course schedule and other records with the designation "R" in their course numbers.

The writing requirement cannot be satisfied through any of the following:

- Skills or experiential learning courses where grading is primarily based upon performance simulations;
- Externships;
- Courses that mimic the law firm clerking experience; and
- Directed Research, except with the permission of the Associate Dean.

Academic Programs

Beginning with the class of 2022, students must satisfy the upper level writing requirement no later than the semester prior to the semester in which the student is slated to graduate.

Experiential Learning Requirement

Students must complete at least six hours of experiential learning courses.

Courses that satisfy this experiential learning courses requirement currently include:

- Jury Selection (712)
- Alabama Criminal Practice and Procedure (799)
- Advanced Domestic Relations (769)
- Deposition Skills and Technology (714)
- Business Drafting (746)
- E-Discovery (743)
- Basic Skills in Trial Advocacy (800)
- Negotiation (801)
- Advanced Skills in Trial Advocacy (804)
- Mediator Practice (805)
- Appellate Advocacy (820)
- Pretrial Practice (824)
- Law Office Practice & Management (829)
- Estate & Trust Administration (641)
- Contract Drafting (799CDE)
- National Trial Team (840)
- National Moot Court Team (844)
- Externships (905 – 917)
- Clinics

Other courses may be added to the schedule from time to time that also may satisfy the experiential learning requirement. Courses that satisfy the experiential learning requirement are designated on the class schedule by an “E” in the course section.

Course Selection and Registration

Course selection and registration is done online. The associate dean for academic affairs

Academic Programs

will have at least one general student meeting about course selection and curricular planning in the Fall and the Spring semesters. Students are encouraged to:

- Begin taking the remaining six required courses in the third semester of study; do not leave all requirements for the third year.
- Think about and research possible areas of practice.
- Talk to Student Records, faculty, and lawyers.
- Participate in an externship or volunteer placement to explore work environments and areas of practice.
- Take courses of personal interest.

Seminars and Advanced Courses

Seminars provide students the opportunity for close study and research under the supervision of a faculty member. Enrollment is limited in these courses. Students may produce a paper to satisfy the writing requirement through enrollment in a seminar provided the seminar is designated as a course that would satisfy the writing requirement. Seminars are offered each year on a broad spectrum of topics.

Advanced courses create opportunities for sequential learning, complex problem solving and improvement of writing skills in particular areas.

Writing Courses

The strong writing skills that are so crucial to lawyering are taught and practiced through the required courses, Lawyering and Legal Reasoning I and II. The writing requirement enhances the student's researching and writing skills. Courses that meet the writing requirement are designated with the letter "R" on the course section of the semester class schedule.

Academic Programs

Trial Advocacy Courses

Cumberland's Trial Advocacy Program is recognized as one of the best in the nation. The core course is Basic Skills in Trial Advocacy, in which students learn the skills for all aspects of a trial including opening statements, direct and cross-examination, evidentiary motions, and closing arguments. Students practice in model



courtrooms with all performances recorded for review. Advanced Skills in Trial Advocacy provides twelve students each semester with the opportunity to hone their skills further with twice weekly simulations in the state-of-the-art Hare Wynn Newell & Newton Advanced Advocacy Courtroom. In this course students learn to use all the latest technology, acquiring a skill that even many experienced litigators have not mastered.

Skills Training

To provide students with the practical skills necessary to practice law, Cumberland offers four opportunities for training: 1) courses, 2) externships, 3) intramural and national mock-trial competition, and 4) volunteer placements. Externships are coordinated by the Cumberland Center for Advocacy and Clinical Education, located in Robinson Hall Suite 201. Intramural and national mock trial competitions are coordinated by the Cumberland Trial Advocacy Board and the Cumberland Moot Court Board. Public interest volunteer placements are coordinated by the director of the Cumberland Public Interest Project. The school encourages students to experience aspects of law practice by participating in one or all of these opportunities.

Cumberland provides skills courses in a host of additional areas so that all students can graduate ready to step into practice. These additional skills offerings include, among others:

- Advanced Skills in Trial Advocacy
- Advanced Writing Skills for Lawyers
- Alternate Dispute Resolution
- Appellate Advocacy
- Basic Skills in Trial Advocacy
- Business Drafting

Academic Programs

Business of Law
Deposition Skills and Technology
Estate & Trust Administration
Jury Selection
Law Office Practice and Management
Mediation Advocacy
Mediator Practice
Negotiation
Pretrial Practice Procedure

Externships.

Skills honed in the classroom come into sharper focus when put into practice in real legal workplaces. Through Cumberland's extensive externship program, second- and third-year students may earn academic credit for work performed in a wide range of legal settings. Students may earn from three to five credits while developing skills, making important career connections and sampling different types of legal jobs. Students may receive academic credit for up to two externship placements. Because placements are often with governmental agencies, legal aid or public interest organizations, students also provide valuable community service. A semester externship requires 120 hours at the placement. Students take the one credit Externship Seminar Law 906, concurrently with a first externship. Examples of common externships are shown below.

Law 906 Externship Seminar I

1 hour graded credit

Students enrolled in their first externship must also enroll in this class component. This externship class meets once each week. This class addresses professionalism and ethical issues; communication with supervisors, clients and others; bias in the legal profession, work-life integration and networking.

Law 908/909 Judicial Externship I and II

2 hours P/F credit

Students work with a federal and/or state court judge. Membership on *American Journal of Trial Advocacy* or *Cumberland Law Review* or other evidence of superior writing skills is required to extern with a federal judge.

Academic Programs

Law 910/911 Corporate Externship I and II

2 hours P/F credit

Corporate placements seek to place students with in-house counsel in a variety of industries, including banking, construction, insurance, and health compliance.

Law 912/913 Litigation Externship I and II

2 hours P/F credit

The Litigation Externship encompasses placements in private law offices.

Law 914/915 Government Agency Externship I and II

2 hours P/F credit

Government placements can be at both the federal and state level. The U.S. Attorney's office, State District Attorneys' offices, Internal Revenue Service, National Labor Relations Board, the Equal Employment Opportunity Commission, Federal and State Public Defenders' Offices, and other comparable federal and state agencies are examples of government externships that may be available.

Law 916/917 Public Interest Externship I and II

2 hours P/F credit

Public interest externships include organizations such as Volunteer Lawyers Birmingham, YWCA Domestic Violence Clinic, the Department of Human Resources, the Legal Aid Society, Legal Services of Metro Birmingham, and other similar non-profits.

Third Year Practice Card.

Many states permit law students to practice law under the supervision of a licensed attorney before the students have taken the bar exam. The rules for each state differ. Cumberland's certification for student practice in Alabama requires:

- Successful completion of 54 semester hours, including Criminal Law, Civil Procedure I and Civil Procedure II
- Basic Skills in Trial Advocacy
- Registration with the Alabama Bar and clearance with Character & Fitness

Academic Programs

All certifications must be processed through the associate dean's office in Suite 231. Clinical Education Office, Suite 201.

Intramural Competition

Cumberland has two organizations that allow students to gain experience in advocacy. Cumberland's Moot Court Board and Trial Advocacy Board sponsor in-house competitions for freshmen as well as for second- and third-year students. Both boards also hold competitions to select national teams. National teams compete against teams from other law schools in regional and national appellate and trial competitions.

- The Henry Upson Sims Moot Court competitions simulate *appellate* arguments. Competitions are held each semester and in the summer term.
- The Trial Advocacy Board competitions simulate the *trial process*. The Trial Advocacy Board also sponsors competitions in *client counseling, negotiation, mediation and arbitration*.

Board membership is based on a student's performance in various trial competitions held throughout the year.

Students and student organizations may represent Cumberland School of Law in academic or legal skills competitions only if the teams and competitors are selected through established vetting processes. Moot Court and other appellate advocacy teams shall be selected through the Henry Upson Sims Moot Court Board's Saad Competition held each fall semester. Arbitration, client counseling, mediation, negotiation, and trial advocacy teams shall be selected through intramural competitions hosted by the Trial Advocacy Board.



Students and student organizations may attend conferences or other functions on behalf of Cumberland School of Law only with the written approval of the appropriate organization's faculty advisor and the Director of Student Services. Students and student organizations may not sign any contract or agreement that obligates Cumberland School of Law or Samford University to pay any funds. Students and student organizations

Academic Programs

seeking law school funding for appropriate activities must submit requests to the Director of Operations, who will consult the Director of Student Services, faculty advisors, and others as appropriate.

The Cumberland Public Interest Program

Both the Model Rules of Professional Conduct and the ABA Standards for Accredited Law Schools stress the importance of early recognition that being a lawyer is a service profession. Democracy rests on the idea that the judicial process is available to all citizens. Unfortunately, there are many under-represented and under-served groups who do not have access to the justice system or other basic civil liberties. The Cumberland Public Interest Program:

- generates and fills volunteer placements where students work on public interest and pro bono law projects under the supervision of an attorney
- qualifies Cumberland students to receive the Alabama State Bar Volunteer Lawyers Program Student Award
- coordinates community service efforts within the law school community.

Placement sites have included Legal Aid Corporation, Internal Revenue Service, Alabama Department of Human Resources, Family Court, the Non-Profit Resource Council of Alabama and private law firms.

It is the school's goal that every student participates in at least one volunteer placement through the Cumberland Public Interest Program. Informational meetings and placement sign-ups continue throughout the school year, but several placements are competitive and are assigned in the fall.

Joint Degrees

In a society where rapid change is a way of life, keeping legal education relevant means offering more than one traditional law degree. To help students prepare for careers in special fields and to broaden their thinking, Cumberland offers nine different joint degrees.

The joint degree program is a credit-sharing arrangement between the Cumberland School of Law and Samford University's School of Business, Beeson School of Divinity, and

Academic Programs

Howard College of Arts and Sciences, the University of Alabama at Birmingham's graduate schools, and Albany Medical College. The programs allow students to combine their legal studies with graduate work, resulting in two degrees earned in less time than it would take to earn the degrees separately. However, participation in a joint degree program may lengthen a student's time in law school beyond three years.

Students spend their first year as a full-time law student and make application to the secondary school in the spring semester of their first year. Candidates must make separate application to the secondary program. The application process often requires the student to take the GMAT or the GRE. In addition to being accepted into both degree programs, students must pick up a Joint Degree Enrollment Verification Form from the Office of Law Student Records and return the completed form to that Office. Students earn a separate grade point average for each degree and must graduate with both degrees in the same term. Only credits and not actual letter grades apply from one program to another. Law school class rank is based on the student's law school GPA. Students in these programs may be subject to a different maximum credit limit. (See Academic Standard 201.)

The following joint degree programs are currently available:

- Juris Doctor/Master of Accountancy, offered in conjunction with Samford University Brock School of Business
- Juris Doctor/Master of Business Administration, offered in conjunction with Samford University Brock School of Business
- Juris Doctor/Master of Divinity, offered in conjunction with Samford University Beeson School of Divinity
- Juris Doctor/Master of Arts in Theological Studies, offered in conjunction with Samford University Beeson School of Divinity
- Juris Doctor/Master of Science in Environmental Management, offered in conjunction with the Samford University Howard College of Arts and Sciences
- Juris Doctor/Master of Public Administration, offered in conjunction with the University of Alabama at Birmingham School of Social and Behavioral Sciences
- Juris Doctor/Master of Public Health, offered in conjunction with the University of Alabama at Birmingham School of Public Health
- Juris Doctor/Master of Science in Bioethics, offered in conjunction with the Albany Medical College

Academic Programs

- Juris Doctor/Master of Laws with available concentrations in financial services regulatory compliance, health law and policy, higher education law and compliance, and legal project management.

Graduate Programs

Cumberland School of Law offers a variety of programs for individuals interested in the study of law in furtherance of their professional goals, but who are not interested in a course of study that will qualify them to practice law. These programs do not satisfy the educational requirements to be admitted to the bar. The following concentrations are available for both degree options: financial services regulatory compliance, health law and policy, higher education law and compliance, and legal project management.

- Master of Studies in Law (M.S.L.) - The Master of Studies in Law (M.S.L.) program is a fully online, thirty-six-hour master's degree program offered by Cumberland School of Law. The program is designed primarily for nonlawyers interested in pursuing a graduate degree that will position them for advancement in their current field.
- Master of Laws (LL.M.) - The Master of Laws (LL.M.) program is a fully online, thirty-hour master's degree program offered by Cumberland School of Law. The program is designed primarily for lawyers interested in pursuing a graduate degree that complements their current practice or opens doors to a new area of practice. The LL.M. is also available as a joint-degree option to current Cumberland students seeking their J.D. degree. (**See Joint Degrees.**)

International Programs

As the international dimensions of law expand, law students need exposure to and experience in the legal systems of other nations and cultures. The Cumberland School of Law offers opportunities for students to study abroad during the summer semester and facilitates opportunities for study abroad after completing the J.D. degree. Cumberland also regularly brings students to the Samford campus from other countries, providing opportunities for Cumberland JD students to learn from citizens of other countries without leaving the U.S. The goal of Cumberland's international programs is to develop each participant's grasp of the global aspects of law. The study-abroad programs offer the additional enrichment of spending time on another continent.

Academic Programs

Cumberland-at-Cambridge, England (International and Comparative Law for JD Students)

Located at Sidney Sussex College in downtown Cambridge, this summer program takes place each July. The curriculum includes a one-week comparative overview of the English legal system and the European Union, followed by two elective courses focused on international and comparative law. A field trip takes participants to the English Parliament and Inns of Court in London. Weekends provide opportunities for additional travel in the UK or on the Continent.



Exchange Program with Norwich Law School

This program is designed for British LLB Students and Cumberland JD Graduates. Under a cooperative arrangement between Cumberland and The Norwich Law School at the University of East Anglia in Norwich, England, British law students have the opportunity to study in the U.S., and Cumberland graduates have the opportunity to study in the UK. Participating Norwich LLB students spend a year at Cumberland as part of their work to earn their law degree from Norwich. Two Cumberland JD graduates each year are awarded full-tuition scholarships, and additional half-tuition scholarships are available, for studies toward an LLM degree at Norwich.

Centers, Institutes and Programs

Alabama Center for Law and Civic Education

The Alabama Center for Law and Civic Education was formed in 1990 and is the state law-related and civic education resource center for Alabama. It provides in-school programs, community programs, access to resources, training for teachers and other youth leaders, special programs for at-risk youth and juvenile offenders, and the coordination of law and civic education among educational, legal, community, and governmental agencies in Alabama. It sponsors the Cumberland Street Law, *Project Citizen*, and the *We the People: The Citizen and the Constitution* mentoring programs involving Cumberland Law School students as volunteers in local schools. The center is a nonprofit organization.

The Center for Children, Law and Ethics

The Center for Children, Law and Ethics combines the interest and involvement of law students, local, national and international advisers, and the well-known scholarship of Director David Smolin. The Center facilitates the production of meaningful, influential scholarship, projects and advice, in the field of children’s issues, including:

- | | |
|-------------------------|---------------------------------|
| Adoption | Family Law |
| Child Abuse and Neglect | Juvenile Justice |
| Child Labor | Orphans and Vulnerable Children |
| Child Trafficking | Pediatric Bioethics |
| Children’s Rights | Reproductive Bioethics |
| Education | |

The activities of the Center include:

- Advocating for children and families
- Consulting on best practices concerning children
- Training tomorrow’s child advocates
- Producing cutting-edge scholarship and media on children’s issues
- Proposing policy and practice changes that will benefit children and families

Persons or organizations seeking assistance, or interested in partnering with or assisting the center can contact Director David Smolin at dmsmolin@samford.edu or at c-center@samford.edu.

Continuing Legal Education

For over 30 years, the Office of Continuing Legal Education (CLE) has been a statewide leader in providing continuing legal education for the legal profession and other professionals. In most jurisdictions, once admitted to the bar, lawyers must complete a minimum number of mandatory CLE credits, typically either annually or biennially. Attorneys and judges come from across Alabama and the country to give presentations at Cumberland CLE seminars. Cumberland CLE works with Cumberland law students on their symposiums and the students may attend CLE programs complimentary, leading to increased knowledge and contacts within the legal community. Cumberland CLE hosts the Jere F. White, Jr., Trial Advocacy Institute with the proceeds flowing to the

Academic Programs

Jere F. White, Jr. Fellowship, the law school's premier entering first-year student fellowship. Cumberland CLE helps attorneys to continue their education and improve their attorney performance once graduated from law school.

Cumberland Community Mediation Center

In 2005, the Cumberland Community Mediation Center [CCMC] was established to provide cost-free and confidential mediation services to the Greater Birmingham area and to support community mediation initiatives throughout Alabama. The goal for the CCMC is to provide mediation services to help resolve disputes between organizations and parties who cannot afford the services of a paid mediator while greatly expanding the mediation training of Cumberland students. The CCMC accepts case referrals from area judges, attorneys, community organizations and individuals. The mediation services provided are conducted by volunteer law students, attorneys and community members. By recruiting and training volunteer mediators and making mediation services available to the community free of charge, the CCMC is supporting community mediation initiatives in Alabama. Additionally, the CCMC provides an opportunity for Cumberland law students to develop additional practical skills, render a much needed service to the community and exercise professionalism while working with parties.

The CCMC outreach has been suspended indefinitely due to the pandemic and will resume activities at a future date.

The Lucille Stewart Beeson Law Library

The Lucille Stewart Beeson Law Library contains 16 conference rooms, 474 study spaces, carrels with electrical and data connections, lighted study tables and comfortable seating.

Wireless Internet is available throughout the law library. Two computer labs house 24 computers equipped with CD/DVD drives, headphones, a variety of software, and one scanner. Three Scannx scan stations are also available. Students may check out Dell and Mac laptops when needed.

Students have access to several law-related databases - including Bloomberg, LexisNexis, Westlaw, HeinOnline, and more.

A microform and audiovisual room provides access to the microfiche equivalent of 100,000 volumes, and the audiovisual collection.

The Beeson Law Library book collection contains more than 210,000 volumes, including all federal and state judicial opinions and statutory codes, regulatory documents, U.S. Hearings and Reports, selected foreign common law rulings and Congressional documents.

Seven professional librarians with master of library science degrees, three of whom with additional law degrees, as well as nine support staff members, are available to assist students.

Cordell Hull Speakers Forum

Named for the 1891 Cumberland graduate and Nobel Peace Prize winner who is known as the Father of the United Nations, the student-run Cordell Hull Speakers Forum attracts nationally renowned scholars in the fields of law, business, media and politics. Speakers have included former Presidents George Bush and Ronald Reagan, U.S. Attorney General Janet Reno, U.S. Supreme Court Justices Anthony Kennedy and Clarence Thomas, author John Grisham and ACLU President Nadine Strossen.



Thurgood Marshall Symposium

Sponsored by the Black Law Students Association [BLSA], this annual event includes a lecture by a distinguished guest or panel of guests, and networking opportunities for students and practicing attorneys. Speakers have included Senior U.S. District Judge for the Southern District of New York Constance Baker Motley and Tuskegee attorney Fred D. Gray, who litigated many of the key cases in the civil rights struggle.

Current and Emerging Issues in Litigation Annual Symposium

Each year, the student staff of the *American Journal of Trial Advocacy* and the *Cumberland Law Review* host symposia designed to highlight the Cumberland School of Law's reputation for practical scholarship. The annual events are tailored to address the most relevant issues faced by legal professionals in the daily practice of law. Local and national experts are brought in to speak and address questions. The events are open to the public at no charge and offers free CLE credit. The symposia provide content for publication in either or both of Cumberland's scholarly journals.



Academic Policies

Academic affairs at the Cumberland School of Law are governed by the Faculty Policies on Academic Standards. The Academic Standards appear in their entirety as Appendix A. For the convenience of the students, certain topics are summarized in this section. Please refer to the complete standard for guidance on a specific topic.

Admission Policies (See Academic Standard 201):

Requirements for Admission:

1. Possess a bachelor's degree or participate in an approved 3+3 program from a regionally accredited college or university prior to entering law school.
2. Take the Law School Admission Test (LSAT) within the last five years.
3. Register with the Law School Admission Council (LSAC) and register for the Credential Assembly Service (CAS) at www.lsac.org. Make arrangements for LSAC to receive and compile at least two letters of recommendation, transcripts from all the colleges and universities attended, and LSAT score in a CAS report.
 - a. If a student's bachelor's degree was conferred after applying to Cumberland, the student must submit an updated Official Final Transcript to LSAC. It must clearly show the date and the degree conferred. If a student takes summer classes to complete his or her degree before entering law school in the fall, please inform the Office of Admission and request that your transcript be sent to LSAC as soon as possible after your degree is conferred. All final transcripts must be received by the Office of Admission by Orientation. If a final transcript is not on file by October 15 of the entering year, the student will be administratively withdrawn.
4. Complete Cumberland School of Law's official application and all that is entailed in the application instructions by the required deadlines. A completed application includes a personal statement, a résumé, any required Character & Fitness addendum(s), and a CAS report.
 - a. In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Academic Policies

5. The Cumberland School of Law will not accept an application for admission from an academically dismissed law student.

Maximum and Minimum Loads (See Academic Standard 201 (c).)

Students must be enrolled in at least 13 and no more than 16 credit hours each fall or spring semester. With approval of the associate dean for academic affairs, for good cause shown, students may register for less than 13 or up to 17 credit hours.

There is no minimum load requirement for the summer term. The maximum load for a summer term is eight credits. With approval of the associate dean for academic affairs, for good cause shown, students may take up to nine credits.

In exercising discretion for an increased load, the associate dean shall consider the student's ability to successfully complete a heavy course load and the necessity for a heavy load to enable the student to graduate. In keeping with accreditation standards, a petition for a reduced load cannot be granted for the purpose of enabling students to hold part-time employment. If students wish to work part-time, Cumberland offers an option designed to give entering students a flexible schedule. A limited number of students will be enrolled in the flex program, which allows them a maximum of five years to complete their studies. Students must take a minimum of eight credit hours each semester. (See the associate dean for academics regarding this program.)

Attendance (See Academic Standard 207.)

ABA standards require regular and punctual class attendance. To facilitate compliance with this standard, the school uses an attendance policy under which *students may not miss more than 20 percent of the scheduled class meetings for any course.*

At the beginning of each semester or term of classes, the associate dean of academic affairs will calculate and post the maximum number of absences that will be permitted in every course. Any student with absences in excess of the maximum number will receive a



Academic Policies

mandatory grade reduction to the next lower grade. Additional absences may result in further grade reductions at the discretion of the faculty member after consultation with the associate dean of academic affairs. Individual faculty members may impose more stringent class attendance policies as they deem appropriate, but in no event shall any faculty member adopt an attendance policy that is less stringent than the rule set forth herein. For purposes of applying this rule, *all student absences from any course for whatever reason will be considered unexcused*. It is each student's sole responsibility to record his or her own class attendance in the manner specified by each individual faculty member and to monitor his or her own class absences in all law school courses. Any modification to the attendance policy for the COVID pandemic will be included in the class syllabi and communicated to students via email each semester affected by a modification to the 20 percent rule established above.

Absences Due to Illness

Cumberland School of Law uses an attendance policy where students may miss up to 20 percent of scheduled classes without an excuse. Absences due to illness are counted as one or more of these absences. Students should use their "free" absences with caution. Absences outside of the limit, even if due to illness or circumstances beyond the student's control, will expose students to a grade penalty. (See Academic Standard 207.)

Constructive Class Days

When classes are not held due to holidays, it is sometimes necessary to meet on "constructive" dates to equally distribute class meeting days. For example, classes that meet on Mondays might be held on a Wednesday. Hence, it may be a calendar Wednesday, but a constructive Monday. Such constructive days are included on the law school calendar in order to allow students the opportunity to plan accordingly.

Transient Credits (See Academic Standard 204.)

Students may petition the associate dean for academic affairs to take summer or regular semester credits on a transient basis. Approval of transient credit for a regular semester of study is limited to circumstances of extreme hardship (i.e., reasons beyond personal convenience or financial considerations). Students requesting regular semester transient credit must have a cumulative GPA of at least 2.3. Students requesting summer semester transient credit must have a cumulative GPA of at least 2.0.

Computing and Information Technology Values and Policies

Samford University recognizes the vital importance of computing and information technology resources. The university has chosen to extend the privilege of using these resources to every member of the Samford community. Those who accept this privilege agree to abide by the Computing and Information Technology Values and Policies as outlined in Appendix G.

All students are required to obey laws and legal agreements governing software use and copyrighted material in addition to the regulations set forward by the University. Disciplinary action will be taken against students violating the Computing and Information Technology Values and Policies and/or federal and state laws.

Drop/Add Policies (See Academic Standard 202.)

Prior to the commencement of classes students may make changes to their schedules online. Once classes have commenced, students may drop and add courses through the last day of the Drop/Add period (See Academic Calendar) in the Office of Law Student Records. Please note that some courses may not be dropped after classes commence. Courses that may not be dropped once classes have commenced generally include: Advanced Skills in Trial Advocacy, Basic Skills in Trial Advocacy, Negotiation, and Law Office Practice and Management.

After the Drop/Add period ends, but before the last day of classes, a student may drop a class only with approval from the faculty member teaching the course and the associate dean for academic affairs. A student who drops a course with approval after the end of the Drop/Add period will receive a "W" (Withdrawn) on their official transcript. W carries no academic penalty. Under normal circumstances, students are not allowed to drop first-year required courses. Students may not take less than 13 hours without approval from the associate dean for academic affairs.

Refund Policies

Drop and Add: Drop/Add are changes in a schedule that do not involve complete withdrawal from school.

- If a schedule change made during the Drop/Add Period results in a reduction of

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the student's total hours to less than full-time, tuition may be adjusted within 30 days. Any reduction in a student's course load may result in an adjustment to the student's financial aid.

- After the last day of the Drop/Add Period of any term, dropping a class will not result in a reduction of charges for tuition or fees unless it results in withdrawal from the University, in which case, the refund and withdrawal policies apply.

Student Withdrawal: Under certain circumstances, refunds may be available to students who officially withdraw from the University. Refunds are made according to the Refund Schedule found in the University Financial Policies. The Financial Policies are available online at <http://www.samford.edu/admin/bursar/policy.html>.

Grading System (See Academic Standard 208.)

Grades are recorded by the Office of Law Student Records.

Students are graded in academic achievements according to a system of letter grades with quality points assigned as follows:

A	4.0	A-	3.7	B+	3.3
B	3.0	B-	2.7	C+	2.3
C	2.0	C-	1.7	D+	1.3
D	1.0	D-	0.7	F	0.0

INC Incomplete

IP In Progress (limited to M.C.L. students)

P Pass

F Fail

W Withdrew

The grade point average [GPA] is determined by dividing the total number of earned quality points by the total number of GPA hours. Credit hours earned in courses graded on a "Pass/Fail" basis are not considered GPA hours and are not included in calculating GPA; a grade designation of "Fail" is calculated at 0.00 quality points per credit. Transient credit hours are not considered GPA hours and are not included in calculating GPA. Transient credit is recorded as "Pass."

Academic Policies

An incomplete grade (INC) may be assigned at the discretion of the faculty member as an interim grade. It is the responsibility of the student receiving an incomplete grade to initiate contact with the appropriate faculty member and complete work required to change the INC to an earned grade. An INC becomes an F if the student does not complete and submit all course work to the faculty member by the last day of classes of the next regular semester (fall or spring) or earlier date as the professor may require.

Grading and Examinations (See Academic Standard 206.)

Except for seminars and skills courses, the primary basis for a grade in a course is a final written examination. The faculty member may take into consideration interim examinations, research papers, class participation, class attendance and other factors deemed relevant, including conduct related to the class or the examination.

Each student entering Cumberland is assigned an anonymous test number to be used on exams and some written papers. Students will receive a new anonymous number at the beginning of each fall and spring semester. Students taking summer classes will use their Spring anonymous number for purposes of exams or written papers in summer classes. The Office of Law Student Records is responsible for distributing anonymous numbers and maintaining their confidentiality. All numbers are kept on file in the records office for confirmation purposes.

Degree with Honors (See Academic Standard 205.)

The Juris Doctor degree may be awarded with honors:

- *summa cum laude* if the student's final cumulative GPA at the law school ranks the student in the top one percent of the graduating class
- *magna cum laude* if the student's final cumulative GPA at the law school ranks the student in the top five percent of the graduating class
- *cum laude* if the student's final cumulative GPA at the law school ranks the student in the top 15 percent of the graduating class

Delay in Taking Examinations (See Academic Standard 206.)

Students are expected to take an examination at the scheduled time and to submit research papers on due dates. Students may be excused from taking an examination at the scheduled time or meeting a due date relating to a research paper *only for good cause*

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as determined by the faculty member teaching the course or, if the faculty member is unavailable, the associate dean for academic affairs. Requests to take an examination at a time other than the scheduled time **requires** the approval of the associate dean. Unless a failure to notify is beyond the reasonable control of the student, a student must provide notice *prior to* the scheduled examination date or research paper due date that the student cannot take the examination at the scheduled time or submit the paper at the established due date. The student will receive a grade of F in the course if the student fails to have a good cause for the delay or fails to give the required notification. If the student has good cause and has notified the appropriate faculty member of failure to take an examination or to complete a research paper on time, the student shall be responsible for contacting the professor to reschedule the examination or set a new due date for the paper. Such student shall receive an Incomplete [INC] grade until the work is completed. An INC grade becomes an F if not cleared prior to the last day of classes of the following regular semester or earlier date set by the faculty member.

This procedure applies in the case of illness on the day of an exam. A student who is ill on the day of an exam should contact the associate dean for academic affairs prior to the scheduled examination time. Medical documentation may be required for the delay to be granted.

Repeating Courses (See Academic Standard 206 (c).)

A student may not retake a course for academic credit in which a grade of D- or higher was received. A student may not retake an examination on which a failing grade was received.

Grade Changes (See Academic Standard 208 (d).)

A faculty member may submit a grade change only to correct a clerical error or arithmetic error, or to change a prior Incomplete grade. A faculty member may not submit a grade change based upon any form of regrading.

Accommodations (See Academic Standard 206 (e).)

Reasonable accommodations are available to students with disabilities. Students seeking such accommodations are required to self-identify by registering with Disability Resources. Students should initiate the Disability Resources registration process by

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completing an application and submitting documentation of their disability (for more information visit www.samford.edu/dr). Disability Resources will review this information and meet with the student to determine reasonable accommodations, then make recommendations to the law school. The Director of Student Services and ADA Compliance for the law school shall arrange such reasonable accommodations as recommended by Disability Resources. For students with approved exam accommodations, an accommodation letter must be provided to the Director of Student Services and ADA Compliance no later than 30 days prior to the end of classes. Because the process of evaluating and documenting a student's need for accommodations can be time consuming, students are encouraged to contact Disability Resources early in the semester in order to ensure the completion of all necessary paperwork by the deadline. Accommodations received after the deadline will be processed for the following semester.

Taking Exams by Computer



Students may use computers on exams unless the professor of the course has disallowed the use of computers. Faculty may 1) elect not to allow the use of computers on the exam; 2) allow the use of computers on an open hard drive basis (i.e., allowing students full access to their hard drive during the exam); and/or 3) allow access to the internet on exams.

Toward the end of the semester, faculty should announce in each class whether students may use computers on the exam for that class and provide to the associate dean the name of the course(s) in which they will not permit students to use a computer for taking their exam. It is the responsibility of students to confirm that their professors have authorized the use of computers on exams.

Students will be given instructions about downloading examination software. Students should download the examination software and practice with the program well prior to the start of an exam period.

Departure and Re-entry (See Academic Standard 202 (b).)

Withdrawal: Students may withdraw from or discontinue studies at the law school by

Academic Policies

notifying the associate dean for academic affairs in writing that they are withdrawing. If a student officially withdraws from the law school, the student's permanent record will show a W [Withdrew] in each course in which the student was registered that semester. W carries no academic penalty. A student who withdraws from school without notifying the associate dean for academic affairs in writing will receive an F in each course in which the student was registered that semester.

Readmission after Withdrawal: Students who withdraw or discontinue studies at the law school shall have no right to return to the law school. If the associate dean for academic affairs and the dean of the law school determine in their sole discretion that the circumstances occasioning a student's withdrawal were such that readmission is appropriate, and the time since the student last attended classes at the law school is no longer than is reasonable under the circumstances, the associate dean shall readmit the student. Any student readmitted will be bound by all regulations and requirements in effect at the time of readmission. Readmission can also be conditioned upon additional requirements specific to the student seeking readmission as deemed necessary or appropriate by the associate dean.

Leave of Absence: Students may take a leave of absence for no more than two semesters by notifying the associate dean for academic affairs in writing that they are taking a leave of absence. This notice must be given before the date of registration for the first semester a student takes a leave of absence and, unless arrangements are otherwise made with the associate dean, before the registration of the second semester (excluding summer semesters). If an event necessitates a student taking a leave of absence during a semester, the student shall notify the associate dean in writing that the student is taking a leave of absence beginning during the semester. That semester shall be deemed the first of the two allowable semesters. The student's permanent record will show a W [Withdrew] in each course in which the student was registered that semester.

Absent permission from the associate dean, students must graduate within four years of beginning their law studies. Permission to extend the time to graduate after the four year period is rarely granted and then only in exceptional circumstances.

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Academic Dismissal and Probation (See Academic Standard 302, 303 and 304.)

Students whose GPA is below 2.0 at the end of a semester or term *may* qualify to continue on probation. (See Academic Standard 302 (a-c).) If a student does not qualify to continue on probation under Standard 302, the student will be academically dismissed.

A student who has been academically dismissed may petition to be readmitted for continued study on probation. (See Academic Standard 303.)



Departments and Organizations

Career Development Office

The Career Development Office partners with students and alumni to prepare students for the legal job market and help them meet their career goals. Throughout the year, the Career Development Office offers students individual coaching sessions and educational programming for professional development.

Career Development connects students with employers seeking students for full-time and part-time internships via an online recruitment database and through the on-campus interviewing program. Fall and Spring On-Campus Interviewing is an opportunity for law firms, government entities, and other organizations to interview students on campus for job opportunities.

All first-year students participate in the Called to the Bar Program, which is co-taught by the Career Development Office. Career Development's Called to the Bar workshops focus on teaching students about legal employment environments and markets, developing a resume, sharpening interview skills, and building professional networks. Career Development sponsors events, programs and panels throughout the year as well as provides valuable resources to assist students in their search for legal employment such as

- Fall and Spring On-Campus Interviewing
- Access to the in-house job board, *12Twenty*, and the BYU Job Bank
- Individual coaching
- Mock Interview Program
- Called to the Bar's Career Development Series
- Programs and panels featuring attorneys, judges, and recruitment professionals

Departments and Organizations



- Internal Career Fairs: Government Fair, Criminal Law Career Fair, Alternative Careers Fair, and the Public Interest Career Fair
- External Career Fairs: Southeastern Minority Job Fair, Southeastern Intellectual Property Fair, and the Loyola Patent Fair

Office of Student Services

The Office of Student Services coordinates campus services for law students and provides special services for the law community. The Office of Student Services is committed to providing a supportive environment that enables law students to grow and succeed as students, people, and professionals.

The Office of Student Services provides or coordinates a variety of services, including:

- General information services
- Advisement for student organizations
- Joint degree counseling in coordination with the associate dean for academics
- Personal growth and communications programs
- Mentoring programs
- Exam administration in coordination with the associate dean for academics
- Recognition of awards and achievements

Departments and Organizations

- Coordination of disability services
- Organization of commencement exercises
- Publication of various handbooks, manuals, and directories

Cumberland Public Interest Program

The Cumberland Public Interest Program [CPIP] seeks to develop in students' sensitivity to the needs and concerns of people, an understanding of a lawyer's duty to serve, and the will to be responsible leaders in the community by providing volunteer placements with organizations that serve under-represented or economically disadvantaged groups. The responsibility to perform pro bono services and to safeguard every citizen's access to justice sets the legal profession apart from other societal roles.



In furtherance of these goals, the CPIP:

1. Provides student volunteers to public interest providers, i.e. organizations that provide legal advocacy on behalf of under-represented or economically disadvantaged groups and organizations that study and work on issues related to access of the indigent to justice
2. Educates Cumberland students and the community about the current state of access of the indigent to the legal system and what can be done to increase the efficacy of current delivery systems
3. Partners with other Cumberland student groups to serve the community through specific service projects and initiatives
4. Manages recognition programs for students who volunteer either as legal volunteers or as community servants
5. Through the generosity of alumni donations and grant foundation funding, CPIP provides a limited number of Public Interest Stipends to students who commit to 6-10 weeks of uncompensated public interest/public service legal work during the summer.

Departments and Organizations

While there is no coherent body of law known per se as "public interest law," the following areas are generally considered areas of public interest law: children's issues, civil rights, consumer protection, death penalty appeals, disability-related issues, elder law, environmental law, housing, immigration, indigent criminal defense, and public health.



Nonprofit organizations that provide legal services to individuals, legal services organizations, state or county public defender officers and civil rights organizations are the most common public interest providers.

It is the school's hope that all students will participate in Cumberland Public Interest Program work.

Office of Alumni Relations

Since 1847, Cumberland School of Law has trained and prepared more than 13,000 law graduates, many of whom have significantly distinguished themselves in the legal profession. Being a "Cumberland lawyer" is a title our graduates wear with pride. Every Cumberland lawyer is a member of our National Alumni Association, with over 8500 members in nearly every state in our country and many foreign countries. Alumni not only practice law, but serve as judges and elected representatives, teach, speak to crowds, perform research, and in countless other ways, bring honor to their profession and law school.



Cumberland graduates also support the law school in many ways. Alumni not only make financial gifts, but also assist with continuing legal education and career development programs, assist with advocacy and clinical education activities, serving on advisory boards, chairing class reunions, hosting receptions and other events, and mentoring students. At class reunions in Birmingham and alumni gatherings in cities throughout the Southeast and beyond, Cumberland lawyers stay in touch personally and professionally.

Departments and Organizations

Office of Law Student Records

The Office of Law Student Records maintains all law students' records, updates the student database, and coordinates all phases of course registration. The Office of Law Student Records promotes a professional and supportive atmosphere while providing knowledgeable and exceptional academic assistance to our students.

The Office of Law Student Records provides the following services:

- Registration assistance, including dropping and adding of courses
- Advising students on course selection and graduation requirements
- Class schedule and academic calendar maintenance and postings
- Program changes and registration for joint degree students
- Degree completion checklists
- Dean's Certification
- Graduation Certification to Bar
- Degree Verification
- Class ranks, Dean's List, and Graduate Honors
- Loan Deferment Processing
- Bar Study Loan Certification

Upon written request or with student authorization and release forms and in accordance with FERPA guidelines, this office provides documents and transcripts to students, employers and/or bar associations.

Student Organizations

Cumberland law students make a positive difference on campus and in the community. Participation in law school organizations allows students to develop valuable skills that will serve them well after graduation and make contacts with attorneys in areas of law that are of particular interest.

Cocurricular Activities: Students can earn up to two academic credits and gain experience by participating in one of Cumberland's two cocurricular activities. Membership is based on academic achievement and writing skills.

- The *Cumberland Law Review* includes articles by legal scholars and works by

Departments and Organizations

students. The review focuses on theoretical analysis of the body of the law. Students who are in the top 15 percent of the first-year class at the end of the year are invited to participate in a writing program to earn membership over the summer.

- The *American Journal of Trial Advocacy* is a law review founded in 1977 by the late Cumberland Dean Donald E. Corley. The journal offers scholarly analysis of practical litigation issues relevant to the daily practice of law. Students in the top one-third of their class are invited to write for membership after their second and third semesters.

Extracurricular Activities: Students can make friends and pursue common interests through participation in one of Cumberland's numerous extracurricular organizations. Many national organizations have prominent chapters. An organizational fair is held in the fall, when students can learn about the existing groups and their activities. Below are some of Cumberland's current organizations.

Air and Space Law Society
Alabama Bar Association Law Student Division
Alabama Defense Lawyers Association
American Bar Association/Law Student Division
American Constitution Society
Asian Law Student Association
Association of Trial Lawyers
Black Law Student Association [BLSA]
The Carolina Student Bar Association
Catholic Law Student Association
Christian Legal Society [CLS]
Cumberland Active Barristers Association
Cumberland Center for Law and Entrepreneurship
Cumberland Democrats
Cumberland Environmental Law Society
Cumberland Independents



Departments and Organizations

Cumberland International Law Students Association [CILSA]
Cumberland Public Interest and Community Service Organization
Cumberland Republicans
Cumberland Second Amendment Appreciation Society
Cumberland Society of the Arts
Cumberland Student Animal Legal Defense Fund
Federalist Society
Florida Student Bar Association
Georgia Student Bar Association
Hispanic Interest Law Students Association [HILSA]
Intellectual Property Society
Joint Degree Students of Cumberland
Law, Science & Technology Society
Military Justice Society
Mississippi Student Bar Association
Native American Law Student Association
Phi Alpha Delta Service Fraternity
South Carolina Student Bar Association
Sports and Entertainment Law Society
Student Health Lawyers Association
Tennessee Student Bar Association
Women in Law



Departments and Organizations

Student Bar Association: The Student Bar Association [SBA] functions as the first professional association of a law student's career. SBA officers are elected to represent the student body to the dean and faculty. The SBA organizes Law Week and other social functions throughout the school year. SBA also assigns carrels, lockers and office space to student organizations.

State Student Bar Associations: Many students plan to practice in other states upon graduation from Cumberland. Students have organized State Student Bar Associations to facilitate outreach and build communication with the legal communities of other states. Often, State Student Bars assist members with the Bar Exam application process.



Awards, Scholarships and Recognition

Cumberland recognizes students who have excelled in their academic pursuits. Scholars of Merit and Who's Who recipients are published on the Cumberland Web site, and students receive certificates suitable for framing. An awards day is held annually in the spring to recognize students who have been awarded special honors and scholarships. You can find descriptions of some of the scholarships and awards [here](#).



Financial Information

Statement of Financial Responsibility

One of a lawyer's professional obligations is full and fair financial dealing. This obligation begins the first day of law school. Cumberland School of Law expects all students to be conscientious in the satisfaction of the financial obligations of a legal education.

Tuition must be paid by the tuition payment deadline. If a student does not pay tuition by the tuition payment deadline, the student will be charged a late fee.

Students may not register for future terms, receive grades or transcripts, or participate in graduation ceremonies until paid in full.

Students relying on federal financial aid should file a Free Application for Federal Student Aid [FAFSA]. The FAFSA may be completed online at www.FAFSA.ed.gov. Samford's federal school code is 001036. Students may be eligible for a Stafford, Perkins, or

Financial Information

Graduate Plus loan (federal programs.) The FAFSA is also used by private lending institutions to determine need and eligibility. Students should file the FAFSA by the stated deadline so any money awarded is available to be disbursed on the day tuition is due. If a student is relying on private funds to pay tuition, the student should make sure that the funds are available by the tuition payment deadline. Failure to file a FAFSA by the deadline or other instances of poor planning are usually not considered exigent circumstances.

Basic tuition for law students during the 2022 - 2023 academic year is \$21,831 per semester. A complete list of fees, including additional charges for online courses, may be found at <https://www.samford.edu/cumberlandlaw/tuition-and-fees>. E-bill notification will be sent via the Samford University e-mail system.

All first-semester charges for first-year students are due and payable on September 2, 2022. Otherwise, all student charges are due and payable on or before the first day of each semester. For payment schedules, go to <https://www.samford.edu/departments/financial-services>.

To make a payment use the e-bill link at:

https://www.samford.edu/departments/files/Financial_Services/How-to-enroll-in-Payment-Plan.pdf.

Complete details regarding billing, payment options and direct deposit are located on the Student Financial Services homepage at <https://www.samford.edu/departments/financial-services>.

Financial Aid

Every student admitted to Cumberland is considered for available scholarships (except flex students). Those students found most deserving by the dean and the Scholarship Committee are offered aid in the form of merit scholarships when available. Second- and third-year students may be eligible to receive need-based, merit or leadership scholarships. (See Awards section.) Students who do not immediately receive a scholarship should complete a FAFSA as soon as possible by going to this link for the form: [Free Application for Federal Student Aid \(FAFSA\) form](#).

All scholarship, federal and usually private loan funds are sent directly to the institution to be applied to the student accounts. Samford applies received funds to a student's account, and the overage is disbursed to the student. Financial aid disbursement is tied

Campus Services

directly to a student's timeliness in making financial aid arrangements. All students should file the FAFSA as early as possible in the financial aid cycle.

A student's charges and any associated monies as well as a student's financial aid file (FAFSA, etc.) are managed by the Financial Aid Office which is located on the first floor of Ingalls Hall.

Campus Services

Cumberland is proud to be part of Samford University and benefits from being part of a larger community. The campus has more than 2,084 graduate students participating in full-time day programs or part-time evening programs. Samford has graduate programs in law, pharmacy, divinity, business, environmental management, nursing, music and education. There are approximately 5,619 combined undergraduate and graduate students studying in a variety of areas.

Cumberland recognizes that the needs of adult graduate students are different from those of residential under-graduate students. Some services that law students need are provided through the law school, and some services are provided by a Samford University office.

There are many kinds of students who attend Samford, and everyone is expected to be sensitive to the diversity of students who share the campus and the University's resources.

The Samford Card and Bulldog Bucks

All students are required to have an official Samford University photo ID (Samford Card), made and recorded by the Department of Public Safety and Emergency Management. These IDs offer students a convenient, safe and easy way to make purchases and utilize campus services. It is used as an identification card, library card, for meal purchases and for access to certain facilities. With activation of Bulldog Bucks, the Samford Card can be used to make purchases on campus, as well as at local retailers and restaurants. Bulldog Bucks work similarly to a debit card in that deposited funds are debited each time purchases are made.

GET™ will allow students, parents and employees to deposit money into Bulldog Bucks or Additional Dining Dollars. Using the link <https://bulldogbucks.samford.edu>, cardholders

Campus Services

can budget their account by tracking spending and report a lost or stolen card at any time. Please note that Dining Dollars apply to the current academic year and will expire at the end of that time. Bulldog Bucks will roll over to the next academic year.

The HUB

The HUB serves as the 24/7 service center for the University. Questions regarding campus services, suggestions for improvement and after hour needs may be directed to the HUB at 205-726-2407.

Campus Portal

Samford University subscribes to an information management system, campus portal. This secure site provides students, faculty and administrative staff with Intranet and Internet services. By logging into the portal on the Samford University home page at www.samford.edu, students may access the following information and services:

- grades
- schedules
- unofficial transcripts
- financial information
- online tuition payment
- online Drop/Add (restricted to certain timeframes)
- Samford Bulldog Mail system
- personal organizational tools (online calendar, e-mail address books, etc.)

The campus portal is a secure service. Students use a user ID and password provided prior to enrollment. Please see the Office of Technology Services, located in the lower level of the Davis Library, for password issues.

E-mail Communication

E-mail is a means of official communication at Samford University, and some communication will be sent only via e-mail. All students, faculty and staff are assigned a Samford e-mail account with an address of the form: username@samford.edu. Individuals are responsible for reading mail sent to these accounts and are expected to check their accounts regularly. Individuals are responsible for maintaining their accounts through

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routine deletion of old mail, etc. to ensure that the accounts always have sufficient space to allow for the delivery of new mail. Samford is not responsible for mail that does not reach recipients when lack of attention to a recipient mailbox prevents message delivery. While Samford may allow the use of other e-mail accounts for some purposes, official communication will be sent only to the samford.edu account. Individuals who choose to automatically forward samford.edu mail to another e-mail account (e.g. gmail, Hotmail, etc.) do so at their own risk and are responsible to assure that all mail is properly forwarded. Samford University takes no responsibility for e-mail delivery beyond the assigned samford.edu account. Students may access their Samford e-mail accounts from home with an Internet connection through the campus portal (see Campus Portal section).

School Mailboxes

Mailboxes for all enrolled students are located in the student lounge. These mailboxes are also accessible to other groups, such as student organizations, Westlaw, Lexis, etc. Students should empty their Cumberland mailbox daily. Mailboxes may be administratively purged following each semester.

Contact Information



Samford requires students to provide various types of contact information so that they can be good partners in the communications process. It is very important that students maintain current information. Contact information may be changed via the Samford website at <https://www.samford.edu>. Students may sign into the portal, click the Banner tab and then choose "Personal Information" to update the following information:

Local address: The law school may send students information via U.S. mail. If the mailing is designed for the student, i.e. it deals with an event or issue happening during the regular semester, the school will use the addresses students list as local.

Permanent address: Financial and other information is sent to a permanent address, which generally is that of a parent. If a student wishes to receive all mail from the school throughout the year at only one address, the student

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should enter the local address as a permanent address as well.

Emergency Contact: Students must provide emergency contact information so that the university may assist students and their families in an emergency.

Phone Number: Students should provide local, permanent and mobile phone numbers. It is critical that students maintain accurate contact information. Updates may be made online via self-service options. Please note: FERPA [The Family Educational Rights and Privacy Act] strictly regulates access to a student's personal information. A student's information is not released to a third party without the student's consent.

University Bookstore

The University Bookstore is located in the Beeson Student Center. It is open Monday, Tuesday, Wednesday, and Thursday, 7:45 a.m.-5:30 p.m.; Friday, 7:45 a.m.-4:30 p.m.; Saturday, 10:00 a.m.-3:00 p.m.; and special hours during registration and select weekends.

Textbooks, study aids (commercial outlines, flashcards, etc.), computer software and accessories, Cumberland logo items (clothing, cards, car tags and stickers, etc.), greeting cards, gifts, drinks, and snacks are available. The bookstore accepts cash, checks, credit cards and the Samford Card.

Check Cashing

Cumberland students may cash personal checks up to \$50 per day by showing their Samford Card at the bookstore or the Office of the Bursar.

Technology

Because of the possibility of a student needing to participate in a course virtually at some point during the year, all students should have the following technology available to them:

- A Windows 10 or Macintosh desktop or laptop computer; although Chromebooks and mobile devices are capable of accessing the Canvas learning

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management system, they may not be compatible with certain third-party software.

- A web cam (built into most modern laptops)
- A microphone and speakers, headphones, or earbuds (also built into most modern laptops)
- The most recent version of the Chrome or Firefox Web browser; the Safari browser can be particularly problematic when accessing online courses.
- A stable Internet connection capable of at least 2 Mbps upstream and 5 Mbps downstream. Students may test the speed of their connection at <http://speedtest.net>

The law school provides regular computer access for all law students through two computer labs in the law library, as well as 16 other labs on campus. The law library labs hold Macs and PCs equipped with CD/DVD drives, headphones, and a variety of software. Three Scannx stations and six laser printers are also available within the law library. Students may check out laptops when needed. Multimedia equipment such as LCD TVs, Apple TV, and projectors are all available for student use. Each of the 144 carrels and 15 conference rooms in the law library and classrooms in the law school are equipped for laptop use. Wireless access is available throughout the law school and law library. The Information Technology Librarian is also available to law students for all their technology needs - data recovery, repairs, setup, and more. The law library also provides access to a wide variety of databases - including HeinOnline, BNA Premier, and LegalTrac.

On-Campus Dining

The Cumberland Student Bar Association provides a single-cup coffee dispenser in the Student Lounge. Snacks and beverages are available via vending machines. Vending machines accept cash and credit cards. Proceeds fund law student activities. Food and drinks are not allowed in any of the classrooms.

The Dining Hall or CAF is open 7:00 a.m. – 8:00 p.m. Monday through Friday and is located on the second floor of the Beeson University Center. On Saturday and Sunday brunch is served 10:45 a.m. – 1:30 p.m. and dinner is served 5:00 p.m. – 8:00 p.m.

The Dining Hall or CAF serves a wide variety of healthy proteins and vegetables. There

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are traditional entrée selections as well as specialty stations. In addition to that, there is an assortment of beverages and desserts on an all-you-can-eat basis. Students may pay cash at the Dining Hall or use the Samford Card. For those who wish to dine regularly, the University offers pre-paid meal plan options.

The Food Court is located on the first floor of the Beeson University Center and offers a variety of meals, snacks and beverages to provide students another option to the CAF. The Food Court is open for more extended hours for your convenience.

Additional dining opportunities are found at Einstein's in the Davis Library and Freshens at the College of Health Science.

University Health Services

UHS provides outpatient health-care services to students attending the University. Staffed by a full-time nurse practitioner, the clinic provides primary medical care services, including acute care for illness and injuries, health maintenance, and management of stable, chronic conditions. Located on the east side of F. Page Seibert Hall, the clinic is equipped with radiology and an on-site CLIA certified lab. Hours of operation are Monday – Friday, 8:00 a.m. – 4:30 p.m. UHS is closed each day from 12:00 p.m. – 1:00 p.m. for lunch. Contact the office, for hours during breaks and summer semesters. Patients are seen by appointment and appointments can be made by calling (205)726-2835 or by visiting the UHS website here: <https://www.samford.edu/departments/health-services>. Additional information is also available at this site.

Walk-in patients will be seen as the schedule permits. You may also send an email to SUhealth@samford.edu for more assistance.

Pre-Matriculation Immunization and Medical Requirements

All incoming students are required to submit immunization records through Med+Proctor before the first day of Orientation. The form must be signed by a doctor OR accompanied by official immunization records showing dates for the most recent Tuberculosis screening, MMR, and Tetanus inoculations. Tetanus immunization date must be within the last ten (10) years.

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Med+Proctor will email instructions to the student's Samford email for creating an account and providing health information. Instructions and a link to the Med+Proctor website may be found on the Cumberland First Year Student website or obtained from Med+Proctor. Questions regarding immunization forms or waivers thereof must be directed to Med+Proctor at help@medproctor.com or through live chat at <https://support.medproctor.com>. All required documents must be received in their entirety no later than one week prior to the first day of class. Failure to do so will result in a non-refundable \$150+ fine and a registration hold on the student's record.

International students are required to submit the International Student Immunization Record and International Student Medical Evaluation to the Cumberland Office of Graduate and International Programs prior to arrival on campus. Upon arrival, international students, regardless of country of origin, must visit University Health Services for a tuberculosis risk assessment.

Confidentiality

Students have the right to privacy and confidentiality as it pertains to their health information. Protected health information is released in accordance with FERPA and HIPPA guidelines. In most instances, written authorization from the student is required.

Payment for Health Services

Payment is required after services are provided and may be paid by Visa or MasterCard. Co-pays can be posted to the student's Banner account through the bursar's office. Primary and secondary insurance providers are billed when an assignment of benefits is received. The patient is responsible for any balances not paid by insurance carriers. Questions concerning benefits must be directed to your insurance company. Referrals, deductibles, non-covered services and co-pays are the patient's responsibility. UHS is a participating provider with a number of health insurance providers. A complete list of participating providers can be viewed at <https://www.samford.edu/departments/health-services>.

Emergencies and Serious Illness

The university is closely located to local hospitals and acute-care facilities. In the event of a medical emergency, individuals should call 911 for assistance. There are no inpatient

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facilities on campus, and the university believes students with a serious illness or contagious disease are best served at home or in the hospital.

Counseling Services & Wellness Programs

Counseling Services & Wellness Programs provides comprehensive services to enrolled Samford students at no extra charge in a safe and confidential environment. The staff is committed to meeting the needs of Samford students from diverse backgrounds by helping them lead effective, empowered and healthy lives. Counseling Services & Wellness Programs can assist with managing test anxiety, depressed symptoms, family issues, etc. Services also include assisting with adjustment to the university environment, locating community resources, evaluative psychotherapy in individual and/or group settings, educational programs, workshops, and lectures. Counseling Services & Wellness Programs is open Monday through Friday 8 a.m. to 4:30 p.m. and is located within the University Health Services clinic in Dwight Beeson Hall (DBH) room 203. For more information, or to make an appointment, email counseling@samford.edu or call (205) 726-4083.

Parking

Law students are eligible to purchase a commuter decal. Students with commuter decals may park in any lot zoned Commuter. Zoned parking is in effect from 7:00 a.m. to 4:30 p.m. Most law students park in the two-story northeast deck immediately adjacent to the law school. The deck is zoned commuter, and anyone with a commuter decal may park there. The north parking deck located across from the freshman dorms and adjacent to the northeast deck is available to law students as well. Overflow parking for all faculty, staff and students is located in the lots south of the Wright Center and south of the football field.

It is most difficult to park Monday-Wednesday, 9:00 a.m.-12:00 p.m. Students should allocate enough time to find a parking place and get to class.

Parking tickets are most commonly issued when students park in noncommuter spaces or when students do not park in official parking spaces (on grass, etc.). Ticket fines are placed on student accounts, and students may not receive official documents such as grades, transcripts or diplomas until an account is clear. Funds from tickets paid by law students do not accrue to the law school. (See "Motor Vehicle Registration and Operation"

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in Appendix D for complete information on decal parking, parking fines and other driving regulations.)

Do not park in the faculty/staff spaces on Riley Road or behind Dwight Beeson Hall. Never park in a handicapped space without an official OMV placard. You WILL get a ticket. Please note the fines listed in Appendix D for all violations.

Department of Public Safety and Emergency Management

The Department of Public Safety and Emergency Management enforces the rules and regulations of the university on university property and has jurisdiction to enforce state and federal laws. Department of Public Safety and Emergency Management officers patrol the campus and provide services 24 hours a day. The Department of Public Safety and Emergency Management is located on the third floor of Seibert Hall and the general number is 726-2020. The ultimate responsibility for personal security rests with each individual. Students should be aware of their surroundings and potential risks to personal safety, exercise caution and take reasonable actions for protection, walk with friends in lighted areas at night, lock doors, do not prop open outer doors, know building evacuation procedures, know how to contact proper authorities (726-2020, or use 911 for emergencies), drive defensively and report suspicious activity to the Department of Public Safety and Emergency Management.

A safety escort service is available for all students during the day or night. Escorts are provided to any destination on campus. The escort service is provided for safety-related reasons only. Because there is safety in numbers, groups of three or more students are encouraged to walk to their destination. The escort is given by either foot or vehicular patrol. An escort may be requested by calling 205-726-2020 or stopping by the PSEM office located on the third floor of Seibert Hall.

Access to the campus is subject to control at all times. During regular business hours, vehicles may access the campus through the main entrance or the southwest gate. Except for special events, the front gate is closed at 10 p.m. and controlled access is established at the southwest entrance from 10 p.m. until 6 a.m. People entering or departing the campus are subject to security checks for valid identification, campus destination or other relevant information.

Department of Public Safety and Emergency Management officers may be able to help

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students with automobile emergencies, such as a dead battery or keys locked in a car.

Lost and Found is located in the Office of Public Safety and Emergency Management, third floor, Seibert Hall.

Intercollegiate Athletics

The mission of the Department of Athletics is to uphold the mission of Samford University within the context of a continually improving, competitive, diverse and NCAA-certified athletics program. The Samford University Department of Athletics is responsible for the administration and implementation of an intercollegiate sports program that competes in NCAA Division 1. Samford is a member of the Southern Conference, which is the nation's fifth oldest NCAA Division I collegiate athletic association.

Athletic Facilities

There are multiple Athletics facilities where our games/matches/meets are held. They are Seibert Stadium for football, Pete Hanna Center that houses the Thomas E. and Marla H. Corts Arena for men's and women's basketball and volleyball, Joe Lee Griffin Field for baseball, Samford Softball Stadium for softball, the Samford Tennis Center which includes the Pat M Courington Tennis Pavillion and the Darwin C. Hardison Courts, for men's and women's tennis, and Samford University Track and Soccer Stadium for men's and women's outdoor track and women's soccer.

The 17 intercollegiate sports sponsored by Samford University are:

Men:

Basketball	Football	Tennis
Baseball	Golf	Outdoor Track & Field
Cross-Country	Indoor Track & Field	

Women:

Basketball	Indoor Track & Field	Softball
Cross-Country	Tennis	Soccer
Golf	Outdoor Track & Field	Volleyball

Schedules: Schedules for all sports are distributed across campus and posted on the

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Web site at www.samfordsports.com. All times are Central Standard Time. All dates and times are subject to change. For the most up-to-date information about game times, promotions, weather delays, and any game-day activities, please visit www.samfordsports.com contact the Samford Athletics Ticket Office at (205) 726-DOGS, or follow us on twitter at @samford_sports.

Ticket Information/Procedures: All currently enrolled Samford students (including currently enrolled students in graduate programs) may receive one ticket to each home regular season athletic event. **Present your valid Samford student ID at the ticket booth on the day of the event to receive your ticket.** For information, call 726-DOGS (3647) or go to <https://www.samfordsports.com>.

Campus Recreation

The Department of Campus Recreation offers competitive and recreational intramural activities, open recreation, outdoor activities, club sports and fitness programs for a wide variety of students. All information on programs and facilities can be viewed on the Campus Recreation website at <https://www.samford.edu/campus-recreation>.



There are multiple recreational facilities for students, faculty, staff and immediate family members to use throughout the day. The facilities are Seibert Hall (gym floor, pool, cardio area, game room, dance room and class rooms), Bashinsky Fieldhouse (gym floor, indoor track and racquetball courts), Pete Hanna Fitness Center (free weights, machine weights and cardio equipment) and the outdoor complexes (two grass fields, basketball/tennis court, sand volleyball court and picnic pavilion) which is across the street. Some facilities might be closed due to Campus

REC activities or athletic practices. For a schedule of specific hours please visit the Campus Recreation website at <https://www.samford.edu/campus-recreation>, come to the Campus Recreation office in Seibert Hall 302, or call 726-2194. Reservations for indoor or outdoor space are also made through the Campus Recreation office.

Samford University ID cards are required to use all facilities during open hours or to participate in Campus Recreation programs. Random inspections of ID cards are made

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to ensure that only Samford students, faculty, staff or immediate family members are using the facilities. Individuals without active Samford identification will be asked to leave the facility.

Intramural sports offered include: flag football, volleyball, basketball, softball, ultimate Frisbee, soccer, dodgeball, table tennis, billiards and tennis. More competitive players are encouraged to check out Campus Recreation's club sports teams. Club sports teams include soccer, bass fishing, crew, men's lacrosse, women's lacrosse, men's ultimate Frisbee, women's ultimate Frisbee, outdoor adventure, rugby, golf, and swimming.

Fitness classes are offered Monday – Thursday in Seibert Hall Rooms 106 or 409. Fitness classes are free on a first-come basis.

The Alpine Tower and Carolina Climbing Wall are 500-foot structures offering more than 30 different climbing routes with varying degrees of challenge involved. The outdoor facilities are open by appointment only and are available for Student Organizations, departmental faculty/staff or other groups interested in team building, improving communication and enhancing self-esteem. Contact the Campus Recreation office for information and reservations.

Participation in Campus Recreation activities at Samford is purely voluntary and individuals participate at their own risk. Participants should understand that they are responsible for all costs arising out of injury or property damage sustained through participation. It is strongly urged that participants obtain sufficient health insurance coverage whether it is through the university or a private source.

Emergency Notification

Rave Alert Wireless Short Message Service

All Samford students and employees are automatically enrolled to receive Rave Alert on their Samford e-mail addresses and cannot be removed from that list. Students and employees also may opt to receive text messages to their mobile phones by registering a mobile phone number online. (Mobile service plans may charge for the delivery of text messages.) If contact information needs to be updated, follow the steps below:

1. Go to the Samford Portal and log in with your Samford-issued user name and

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password (the same user name and password for e-mail and other Samford services).

2. Scroll down to Emergency Information (at the top right of the page) and click on "update my RAVE information."
3. New users will be prompted to enter a mobile phone number. Return users should click the "Edit" link in the box for a mobile number.
4. Enter a mobile phone number in the space provided and proceed to the confirmation steps.
5. The Rave Alert system will send a test message to your mobile phone. The message will contain a code for you to enter on the website to confirm receipt of the message and complete the registration process.

The Rave Alert system allows users to add two more e-mail addresses and three mobile phones to receive notices. This allows one to add a parent, spouse or other party interested in receiving university emergency notices.

Use of the Rave Alert system is restricted to emergencies. Information supplied to the Rave Alert system will not be used to send general university announcements or other nonemergency communications.

If an emergency situation exists, the carillon (bell tower) atop Davis Library may ring a single bell for five minutes. Check for e-mail or text messages that contain additional information.

Severe Weather

In the event of inclement weather, students will receive an advisory e-mail from the University. In addition, the University has established a weather hotline at 205-726-4636. The HUB is also a point of contact and information during inclement weather. Should you have questions about your local road conditions, you can find information at <https://www.fhwa.dot.gov/trafficinfo/al.htm>.

The most likely emergencies are weather related. Public Safety and Emergency Management personnel monitor the National Weather Service for warnings specific to the campus and surrounding area. Emergency notification systems are activated only when there is a direct threat to the Samford campus. Jefferson County emergency sirens are sounded when there is a tornado warning for any part of the county and may be

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audible even though Samford has not activated its emergency notification system. However, take cover until you have assurance the warning does not include the Samford campus.



Honor Code and Code of Values

Cumberland School of Law Honor Code

[The Cumberland School of Law Honor Code](#) establishes the principles by which the students of Cumberland School of Law will govern their conduct. This code is intended to provide fair protection to the members of the student body from the unethical activities of fellow students and to protect the rights of all students accused of such activities. Students should familiarize themselves with the conduct that is expected from them and the procedures associated with the Honor Code.

Students are asked to access the online version of the Cumberland School of Law Honor Code prior to orientation. Students sign a pledge that they have read and understand the Cumberland School of Law Honor Code at orientation.

Student Rights and Responsibilities

Samford University has a Code of Values found in Appendix C that affirms the value of a peaceful and purposeful community. The Code of Values outlines the principles that underlie the rights and responsibilities of members of the University community. Included in the Code of Values are definitions of inappropriate behaviors (value violations), a description of the process that ensues when a student is charged with such behavior and the sanctions that may be imposed if a student is found guilty of such behavior.

While the Cumberland School of Law Honor Code governs academic wrongdoing, the Samford University Code of Values governs other inappropriate behavior. ***This code is shared by all students who attend Samford University and applies to law students, even emancipated adults.*** Students should familiarize themselves with the Code of Values and refrain from participating in behavior that has been deemed actionable by the university.

Appendix A: Academic Standards

The complete Academic Standards may be viewed at

https://www.samford.edu/cumberlandlaw/files/academic_standards.pdf



Appendix B: Student Rights and Responsibilities

Students are expected to know regulations and policies found in the current university catalog website and student handbook website. Keeping abreast of the school calendar, critical deadlines and all university mail received in one's university mailbox and/or electronic mail is also the student's responsibility.

Student Bill of Rights

The Core Values of Samford University express the ethos of a community that guarantees students an academic environment that encourages inquiry and integrity, promotes personal empowerment and civic engagement, requires accountability, and stimulates the development of Christian character. Enrolled students are entitled to:

- Actively participate in the academic environment without discrimination as to race, disability, age, color, national or ethnic origin, sex, or military status
- Participate in respectful inquires and exchanges of ideas
- Information adequate to understand the requirements of a selected major
- Personal privacy in accordance with university policies and applicable law including the Family Educational Rights & Privacy Act (FERPA)
- Be timely informed of changes to university policies and procedures, catalog, and student handbook
- Be treated with dignity and courtesy in relation to all university services

Student Identification

Each student is required to have a current student ID card—a picture identification card issued by Samford University. The card is issued the first semester students are enrolled and is automatically validated each semester thereafter. A replacement card can be issued at One Stop in Ingalls Hall. **Students must show their ID cards upon the request of a faculty member, staff member, administrative official, transportation official, or public safety officer.**

Behavioral Expectations

A committee of faculty, staff and students was formed to identify the values that provide a foundation for student behavior expectations within the Samford community. The

Appendix B: Student Rights and Responsibilities

Christian faith is a primary source for most of these values. The committee also identified specific inappropriate behaviors that would violate these values. Finally, it recommended the minimum sanction students would receive whenever they are responsible for a values violation. The results of the efforts of the committee provide students with a clear understanding of what is expected of a contributing member of the community at Samford University. All who work, study and learn at Samford do so voluntarily. As is the case with all communities, reasonable expectations (rules and regulations) are identified that contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism often must give way to what is best for a caring, orderly and just community. The information that follows is intended to communicate values, expectations, rights and responsibilities of students who voluntarily join the Samford community.

Appendix C: Code of Values

The complete Code of Values may be viewed beginning at page 68 of the Samford University 2022-2023 Student Handbook which can be found at:

<https://www.samford.edu/files/Student-Handbook.pdf>.

Appendix D: Motor Vehicle Registration and Operation

Driving Regulations on Campus

Standard rules of the road from the city, county, and state, as well as directive signs and instructions by officers directing traffic, will be observed on campus.

All motor vehicle operators must have in their possession a valid operator's license and produce this item when requested by a Transportation Services official or Public Safety officer. The speed limit on campus is 25 mph; however, any speed not safe for the conditions of the road, including vehicle and pedestrian congestion, will be enforced. Please observe no passing on campus.

Vehicle Parking Permit Registration:

Drivers

All motor vehicles operated on campus must be registered with the Department of Transportation Services, in the Transportation Services menu in self-service Banner at <https://portal.samford.edu>. The appropriate vehicle registration permit shall be affixed to the inside lower left corner of the front windshield, on the driver's side. Permits will be affixed by the adhesive on the permit and may not be affixed with tape or any other temporary means. No more than one permit shall be affixed to any vehicle. The method of affixing permits on motorcycles will be determined on a case by-case basis. Providing false information concerning the registration of a vehicle will subject the violator to disciplinary action.

Non-Drivers

All students are required to register their driving status in Banner, regardless of their possession or operation of a vehicle on campus. If a student is a Non-Driver, he or she is required to submit their status as a Non-Driver in the Transportation Services menu in self-service Banner at <https://portal.samford.edu>. A Non-Driver is identified as a current student, enrolled in classes, who is not in possession of a vehicle on campus, and does not drive a vehicle on campus. This includes borrowing, and sharing of vehicles. If a student is borrowing or sharing a vehicle with another person, he/she is not considered a Non-Driver.

Appendix D: Motor Vehicle Registration and Operation

Cost

Student permits annual cost is \$60.00 for "All Year" permits. "Fall Only" permits are \$30.00. Replacement permits cost \$10.00 each. Permits are not pro-rated and are not refundable once they have been issued to the student. Charges will be placed on the student's account immediately upon registration in the student's self-service Banner account. All vehicle registration permits expire yearly on August 31st.

Parking Zones

Parking is enforced Monday through Friday, 7:00 a.m. to 4:30 p.m. Students are required to park in the lot designated by the parking permit issued.

Jan Term and Summer Term parking is enforced in all Faculty/Staff lots for employee permits. Commuter and residence hall lots are open parking for any permit type during Jan Term and Summer Term. During these terms, students may park in any student lot, but are not allowed to park in faculty/staff lots.

Reserved, Fire Lane, and Handicap are enforced 24 hours a day, seven days a week, 365 days a year. Parking for students is permitted only in the specific permit color zone issued by student's housing assignment. If a student's housing assignment changes, the student is required to complete the registration process again in Banner for their new permit assignment. Vehicles must be parked in a legal valid space between white lines. Parking on grass, cross-hatched areas, islands or any other un-marked area is prohibited.

Parking permits and zones are designated by color:

1. **Gray:** Full-time faculty and staff, part-time faculty and staff who are not students
2. **Orange:** Contract employees
3. **Blue:** Commuter
4. **Purple:** Central Campus
5. **Green:** Beeson Woods
6. **Yellow:** West Campus and West Village

Appendix D: Motor Vehicle Registration and Operation

Visitor/Temporary Parking

Temporary parking permits, for periods of less than seven days and visitor parking permits are available at Transportation Services in the Facilities Building Room 207. Recreational vehicles are not allowed to park on campus at any time.

Disability and Limited Mobility Parking

Handicap accessible parking spaces are available throughout campus and are mandated by the City of Homewood and the State of Alabama. For instances where mobility issues are present, students should call the Public Safety office at (205) 726-2020 for a transport on campus. For instances where a long-term mobility issue exists, students should contact the Department of Transportation Services for a temporary parking permit, before parking in an unauthorized area.

Violations:

Traffic Violations

\$50 Violation

- Speeding
- Running a stop sign
- Failing to stop for pedestrians
- Wrong way on a one way street
- Blocking or obstructing traffic
- Driving/Parking on grass or sidewalk
- Making illegal turn

\$30 Violation

- Unsafe vehicle operation

Parking Citations

Parking violators are issued citations by the Department of Transportation Services. Parking violations consist of the following actions:

Appendix D: Motor Vehicle Registration and Operation

\$100 Violation

- Parking in Handicap Accessible Space
- Parking in Fire Lane

Handicap Accessible and Fire Lane parking violations are non-appealable, \$100 fines. Regulations are mandated by the City of Homewood and the State of Alabama; they are not at the discretion of any department on campus to be voided at any time.

\$50 Violation

- No decal
- Blocking trash dumpster
- Blocking or obstructing traffic
- Parking on grass or sidewalk
- Parking in reserved space
- Parking in unauthorized color zone
- Parking in unmarked area
- Parking on yellow curb

\$25 Violation

- Parking in loading/service zone
- Visitor/15-minute zone

\$20 Violation

- Improperly Displayed Decal

\$15 Violation

- Parking on street
- Double parking street/lot
- Mutilated or defaced decal

Appendix D: Motor Vehicle Registration and Operation

Fines and Payment

Irrespective of the operator of the vehicle, the person in whose name the vehicle is registered is responsible for all parking and traffic violations. Student fines will be posted to the registrant's account. A hold will place on the student's account for all outstanding fines.

Payment options include the following:

1. Pay in person at the Bursar's office.
2. Pay online via e-bill link on Banner.

Additional Disciplinary Action

Students receiving numerous traffic or parking citations may face disciplinary action through the Values process and sanctions could include additional fines, community service, parking restrictions, or revocation of parking privileges on campus.

Parking Citation Appeal Process

The Student Government Association, Student Judiciary Council reviews and resolves parking appeals submitted by students.

To appeal a citation using the student portal (<https://portal.samford.edu>), students must complete an online appeal request within 10 calendar days of the citation being posted to their Banner account.

1. Student appeals citation in his/her Banner account.
2. Appeal is sent to Student Judiciary Council.
3. Student Judiciary Council reviews appeal, determines whether to grant, reduce or deny the appeal.
4. The student will be notified via Samford e-mail of the Student Judiciary Council's decision.
5. The student's account will automatically be adjusted according to the decision provided.

Appendix D: Motor Vehicle Registration and Operation

The decision of the Student Judiciary Council appeals process is final. The student is fully responsible for payment of the citation regardless of the appeal decision, or the student's decision not to appeal his/her citation.

Student Judiciary Council Appeal Guidelines

The Student Judiciary Council does not recognize the following as reasonable excuses for violating the parking policies of the University:

1. Lack of knowledge of parking policies on campus
2. Late to class, appointments, practice, or other events on campus
3. Parking illegally for a short amount of time
4. Parking illegally because other vehicles were doing the same
5. There was not enough parking available
6. Financial hardship

Towing/Immobilization of Vehicles

Samford University is private property and reserves the right to have unauthorized vehicles, abandoned vehicles or vehicles operated in violation of Samford University rules and regulations towed from the campus property at the owner's expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces, parking on yellow curbs, parking in loading zones or abandoned vehicles. Vehicles in persistent violation of parking or traffic regulations are subject to towing and/or immobilization (wheel lock), as described above.

Appendix D: Motor Vehicle Registration and Operation

Extended Parking

Samford University provides vehicle parking for students attending the University. In recognition that some students, due to the distance from their homes, may have to leave their vehicles on campus during holiday and summer breaks. For that reason, Samford University allows students to leave vehicles on campus for an extended period of time **with the proper authorization. Please contact Transportation Services for information regarding vehicles being left on campus for an extended period of time.** Recreational vehicles are not allowed to park on campus at any time. Vehicles left on campus without proper authorization, may be subject to towing at the owner's expense.

Transportation Services Contact Information

Website: <http://www.samford.edu/departments/transportation>

E-mail: parking@samford.edu

Phone: 205-726-4146

Research Activities Policy

Any individual student or student organization desiring to conduct a research project involving human subjects is required to obtain approval of the study from the Samford University Institutional Review Board for Human Subject Research (IRB). Full explanation of procedures to be implemented as well as necessary forms are available online at <http://www.samford.edu/IRB>. Any student planning to conduct research involving human subjects should meet with a faculty adviser as soon as possible so that there will be no delay in obtaining approval and meeting course requirement deadlines.

Family and Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, popularly known as “FERPA”, was enacted by Congress to give a measure of control to education records. In general terms, FERPA gives college students the rights to (1) control the disclosure of their education records to others, (2) inspect and review their own education records and (3) request that their education records be amended. These rights are personal to the student and not to the student’s parents or legal guardians. Moreover, the rights granted by FERPA continue until the earlier of the student’s death or the destruction of the subject records.

Central to the scope of FERPA is the definition of “education records,” which consists of records that are directly related to a student and are maintained by the University or by another person or entity acting for the University. Students who wish to review their education records must schedule an appointment with the University Registrar.

The school may disclose education records without consent in a variety of circumstances. These include, without limitation, disclosures to school officials who have a legitimate need to know the information, to other schools to which a student is transferring, to parents if the student is considered a dependent of the parents for federal income tax purposes, in response to a judicial order or lawfully issued subpoena, to parents of a student who is under 21 in connection with a violation of drugs or alcohols policies, to persons who need to know in connection with a health or safety emergency, in connection with a student’s application for financial aid, and to accrediting organizations. **Students that do not want directory information to be disclosed without their prior written consent must notify the University Registrar no later than the last day to drop or add courses without financial penalty in a particular academic semester or term.** This election may be made at <http://www.samford.edu/departments/registrar/ferpa/>.

Appendix E: General Policies

Should a student believe that his or her education records are inaccurate, misleading or include information that violates the privacy rights of the student, the student may request that the University amend the student's records. A decision on the request will be made within a reasonable period of time after it is received by the University Registrar. If the request is denied, the student will be advised of his or her right to a hearing.

Equal Opportunity

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services.

Inquiries concerning Samford's nondiscrimination policy or applicable civil rights laws may be directed to the Vice President for Business and Financial Affairs or general counsel, Office of Business and Financial Affairs, Samford Hall 200, Birmingham, AL 35229, 205-726-2811. This notice is available in alternative formats upon request.

Equity in Athletics Disclosure Act

In accordance with the Equity in Athletics Disclosure Act, all students have the right to request a copy of the Report on Athletic Program Participation Rates and Financial Support Data. These requests should be submitted to the Director of Athletics.

Drug and Alcohol Policy

To comply with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, 20 U.S.C., Section 1145q, and the Drug Free Workplace Act of 1988, 41 U.S.C., Section 701, et. seq, Samford University hereby adopts the following Drug and Alcohol Policy.

Policy

Samford University seeks to foster the development of Christian character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Samford University is committed to maintaining a drug- and alcohol-free campus. To this end, Samford University is committed to providing drug and alcohol education, information and assistance to its faculty, staff and students. It is the policy of Samford University that the use of illicit drugs or alcohol by faculty, staff or students on campus or in connection with or affecting any school-related activity is strictly prohibited. Violations of this policy will result in the imposition of disciplinary sanctions up to and including termination of faculty and staff, and expulsion of students.

Standards of Conduct

- The use, consumption or possession of alcoholic beverages and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs by any faculty member, staff member, student or any other individual on campus or off campus in connection with or affecting any school-related activity is strictly prohibited.
- Containers (bottles, cans, boxes, etc.) that have contained or are designed to contain alcoholic beverages or the presence of such containers on campus (including residence halls) is also prohibited.
- The term "staff" includes all non-faculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.
- The term "illicit drugs" includes any controlled substances listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in Ala Code Section 20-2-22 through Section 20-2-32, and any "legal drugs" which are not prescribed by a licensed physician.

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- The term “school-related activity” includes but is not limited to any academic, athletic, extracurricular, social, administrative, work-related or other activity that takes place on the campus of Samford University or on any premises owned by Samford University or that takes place off campus and is sponsored by any Samford University organization.
- Samford students while studying abroad must abide by this drug and alcohol policy while representing Samford University, regardless of age and laws of the host country. Students representing Samford while in other countries must follow the guidelines of what is considered to be a school-related activity. Sponsored school-related activities will be noted in a schedule prior to the trip.
- Any faculty member, staff member or student violating this policy will be subject to disciplinary procedures, up to and including termination or expulsion, and may be required to participate in a drug and/or alcohol abuse, assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- Samford University does not differentiate between drug users and drug pushers or dealers. Any faculty member, staff member or student who gives or in any way transfers drugs to another person, or sells or manufactures drugs on campus or off campus in connection with or affecting any school-related activity, is subject to discipline.
- In addition to subjecting faculty members, staff members and students to its internal disciplinary procedures, Samford University may refer those individuals who violate federal, state or local illicit drug and alcohol laws to the appropriate federal, state or local law enforcement agencies for prosecution.

Search Policy

Samford University respects a student’s right to privacy and guards against arbitrary and unnecessary intrusion. If there is probable and reasonable cause to believe that health, safety or welfare activities are taking place that are detrimental to the University community, or if there is probable and reasonable cause to believe that contraband is present or activities are occurring that would constitute a Values Violation and inappropriate behavior, the University will use the following procedures in a search.

Searches must be approved in writing using a Samford University authorization form, except when verbal permission to search is given by the occupant of the room being searched. Only the director of Public Safety or a Public Safety supervisor, the Assistant

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Vice President for Residential Services, Assistant Director of Residence Life, a Residence Life Coordinator, a Residence Manager, the Assistant Vice President for Student Development and Values Advocate, or the Vice President for Student Affairs and Enrollment Management can authorize a search, which will be conducted by at least two University employees, one or more of whom may be resident assistants. Reasonable effort will be made to make the search in the presence of an occupant of the room or the person who registered the vehicle on campus. In situations where it is deemed that a delay to obtain authorization constitutes a danger to individuals or property or destruction or disposal of contraband, the room or vehicle will be entered and searched without authorization. Searches can be conducted without authorization when an official is in pursuit, the student gives permission or contraband is in plain view.

A list of objects/items taken as the result of a search will be signed by all individuals involved in the search and witnesses. A copy of the list will be left with an occupant of the room; or in the event no occupant was present during the search, a copy will be left in the room. Any occupant present during the search will be asked to sign the authorization form with a listing of objects/items being removed, not as an admission of guilt, but to confirm the items taken.

Inclusive Language

Language—how it is used and what it implies—plays a crucial role in Samford University’s mission to nurture persons. Because verbal constructions create realities, inclusive language can uphold or affirm those whom the University seeks to nurture, while exclusive language can damage or defeat them. Samford University therefore actively seeks a discourse in its university community that supports the equal dignity and participation of men and women; the University seeks to avoid verbal constructions that diminish the equal dignity of all individuals. It is an affirmative—and affirming—part of Samford University’s mission to educate students, staff and faculty in the creation of a community of equality and respect through language.

Title IX Sexual Misconduct Policy

Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”. Sexual violence is a form of sexual harassment prohibited by Title IX.

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In addition to the 1972 definition of discrimination on the basis of sex, Federal legislation of 2001 and 2006 identify sexual assault and sexual harassment as policy violations which are to be specifically dealt with by universities receiving any Federal funding.

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services. Further Title IX information may be found at <https://www.samford.edu/students/title-ix/>.

Samford University is a Christian institution of higher education that has a moral commitment to the worth and dignity of all individuals. Samford's policy of opposition to sexual harassment and sexual assault is not only a legal responsibility and practical utility, but stems from the University's profound commitment to Christian and moral values as expressed in its mission and purpose. Samford University sexual harassment policy made be found at

<https://www.samford.edu/files/Sexual-Discrimination-and-Misconduct-Policy.pdf>.

Definitions:

Family Educational Rights and Privacy Act (FERPA) is a federal law that provides guidance related to the dissemination of students' educational records. FERPA applies to all educational institutions that receive any type of federal funding administered by the United States Department of Education. In accordance with FERPA guidance, the Samford University may disclose the final results of a disciplinary proceedings if the institution determines a student violated the University's policy related to sexual misconduct.

Complainant refers to the person who alleges a Title IX violation occurred.

Confidential resource refers to University employee who is not required to disclose information related to a crime, unless there is a threat of safety to a person or

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property. See additional handbook information in the section entitled "*Confidential Resources*".

Consent means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be gained by force, by coercion, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation. Intoxication is not an excuse for failure to obtain consent. Consent is also lacking when the activity in question exceeds the scope of consent previously given.

Domestic violence is defined as intentional intimidation, physical assault, sexual assault and/or other abusive behavior conducted as a systematic pattern of behavior committed against another. A consistent element of domestic violence is one partner's attempt to maintain control or power over another.

Force is defined as the use of physical violence or physical imposition against another to gain sexual access or cause one to act or submit to an act against their will. In addition to physical acts, force can be displayed in the form of threats, intimidation and/or coercion.

Hostile Environment exists when unwelcomed conduct of a sexual or gender based nature is significantly present to deny or limit a student's ability to participate in or benefit from the University's educational activities or programs.

Incapacitation means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts and flashbacks. Where an intoxicant is involved, incapacitation is a state of intoxication where the intoxicant consumed impairs a person's decision-making capacity, awareness of consequences and ability to make fully informed judgments. Incapacitation may be due to a person's mental ability or age. In the state of Alabama, a person under the age of 16 cannot agree to engage in sexual behavior.

Non-consensual sexual contact is defined as intentional sexual contact, however slight with any object by a person upon another without consent and/or by force.

Respondent refers to the person accused of a Title IX violation.

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Responsible employee refers to university personnel who are required to report any act of relationship violence to which he/she has knowledge.

Sexual Assault is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual assault, including but not limited to rape, fondling, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX.

Sexual Coercion is defined as the act of using unreasonable pressure to gain consent for sexual activity, using alcohol and drugs to lower another's inhibitions, or the use of force to have sexual contact with someone against his or will. Such behavior includes but is not limited to verbal pressure, emotional pressure, threats, lying, blackmailing, use of alcohol or drugs to take advantage of another, use of guilt, use of his/her position of authority over another.

Sexual Contact means the deliberate touching of a person's intimate body parts, or using force or coercion to cause a person to touch his or her own or another person's intimate parts.

Sexual Exploitation means taking sexual advantage of another person without consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person; electronically recording, photographing or transmitting intimate sounds or images of another person; and/or allowing third parties to observe sexual acts.

Sexual Harassment is conduct, including physical contact, advances and comments in person and/or via phone, text message, email or other electronic medium that is (1) unwelcome, (2) based on sex or gender stereotypes and (3) is so severe or pervasive that it unreasonably interferes with a person's academic performance or equal opportunity to participate in or benefit from University programs or activities. Sexual Harassment may include, depending upon the facts, persistent and unwelcome efforts to develop a romantic or sexual relationship; persistent and unwelcome commentary about an individual's body or sexual activities; threatening to engage in the commission of a sexual act with another person; stalking or cyber stalking; and

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engaging in indecent exposure. Title IX and this Policy prohibit gender-based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on gender, even if those acts do not involve conduct of a sexual nature.

Sexual Misconduct of any kind is inconsistent with the University's values and incompatible with the safe, healthy, Christian environment that the Samford University community expects. Sexual misconduct prohibited by this policy encompasses sexual harassment, sexual assault, nonconsensual sexual contact and sexual exploitation.

Stalking is defined as any repeated behavior that reasonably and/or seriously alarms, torments, or terrorizes another person to be fearful of harm or danger to themselves or others close to them. Examples include spying on a person; waiting or showing up at locations; following or pursuing another person; vandalism; gathering of information about a person from others; non-consensual communication and physical contact.

Reporting Sexual Misconduct

In agreement with the university Title IX policy, any member of the Samford community can report a complaint of sexual misconduct against a "Samford student". A "Samford student" is an individual who is registered or enrolled at the University (a) at the time of the alleged sexual misconduct (including sexual misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of such student's continued enrollment at the university), and (b) at the time that a formal complaint against such student is received by the university Title IX coordinator. This policy applies to any allegation of sexual misconduct against a Samford student, regardless of where the alleged violation occurred; there is no geographical limitation to invoking this policy.

Reporting an incident of sexual misconduct is a difficult decision. It is important to understand that filing a report of sexual misconduct can be a beginning to the healing process. Reporting or pressing charges can prevent an offender from harming another person.

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How To Report

Acts of sexual violence that occurs off campus can be reported to the local police department by calling 911.

Sexual misconduct/violence that occur on campus can be reported to Public Safety by calling 911 or 205-726-2020. Filing a report with the Public Safety office does not automatically indicate criminal charges will be forth coming. Reporting an incident to Public Safety provide a complainant an opportunity to better understand options available with the police department.

In addition to reporting to a law enforcement agency, an individual who has been subjected to or has knowledge of an act sexual misconduct is urged to report the incident to the university Title IX coordinator. Individuals can file a report with the Title IX coordinator by either of the following:

- Report Relationship Violence form
- Values Violation Report
- Calling 205-726-2764

Sexual Misconduct Resources

Samford University is concerned about the health, safety and well-being of all members of the University community. A student who has been subject to an act of sexual misconduct is encouraged to seek immediate assistance. The following chart provides information related to where students can obtain assistance.

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Resource	Contact	Phone #	Availability
Police Department	Off-Campus	#911	24/7
Public Safety Department	On-Campus	205-726-2020	24/7
AVP Student Affairs/Title IX Coordinator	Student Affairs University Center 110 glatkins@samford.edu	205-726-2763 205-726-2020 after hours	8 a.m.–4:30 p.m. weekdays
University Counselors	University Health Services	205-726-2065 or 2835	8 a.m.–4:30 p.m. weekdays
Ministers to Students	Office of Spiritual Life	205-726-2825	8 a.m. – 4:30 p.m. weekdays
Crisis Center Rape response hotline	Birmingham Rape Response	205-323-7273 or 1-888-323-7273	24/7

Confidential Resources

Confidential resources are provided to offer individuals a safe space to discuss options, learn about resources and discuss any concerns before deciding to take next steps. Individuals who consult with a confidential resource are advised their discussions are not considered reports of sexual misconduct, sexual harassment or sexual violence. Without additional action by the individual, discussions with the confidential resource will not result in any action by the University to resolve their concern. Unless there is an immediate risk of harm or danger, confidential resources cannot share information without a person’s express consent.

Confidential, non-reporting resources are:

- University Health Services
 - Mrs. Leslie Canfield, Nurse Practitioner, 205-726-2835
- Office of Spiritual Life, specifically:
 - Mrs. Renee Pitts, Minister to Students, 205-726-2927
 - Mr. Brian Pitts, Minister to Students, 205-726-2927

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- Office of Counseling Services:
 - Mr. Richard Yoakum, Director of Counseling Services, 205-726-2065
 - Ms. Lyndsay Clark, University Counselor, 205-726- 4077

Confidential resources do not have any formal authority to render decisions about issues brought to their attention, and they do not participate in formal disciplinary hearings or processes.

Title IX Policy Enforcement

Amnesty statement—Samford’s goal is to encourage the reporting of incidents of sexual misconduct so those affected can receive the support and resources needed. Therefore, Values Violations by a complainant may be exempt from disciplinary action in situations where the reported sexual misconduct or harassment also occurred, provided that such violations did not jeopardize the health or safety of others.

Disciplinary actions for students—Sexual misconduct is a violation of Samford University’s Code of Values. Investigation of sexual misconduct will be conducted by the deputy Title IX Coordinator for Student, the Title IX Coordinator, or the Public Safety Department. A student’s determination of responsibility for a Title IX violation will be made by the Title IX Review Committee. Sanctions for students found responsible for such violation range from probation to expulsion from the University. In some instances, while an incident of sexual misconduct is being investigated, the University may implement interim measures as discussed more fully below.

Faculty and Staff Title IX violation—Policy violations attributed to faculty and staff violations of the university Title IX policy are indicated in the human resources policy manual.

Retaliation

It is a violation of University policy to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of alleged acts of sexual misconduct. Certain retaliatory acts may also subject the perpetrator to criminal prosecution. Retaliation includes but is not limited to intimidation, threats or harassment against any complainant or third party. Individuals who are alleged to engage in retaliatory tactics may face disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct. Retaliation should be reported promptly to the appropriate Title IX Coordinator.

Effect of Criminal Proceedings

Because sexual assault may constitute both a violation of University policy and criminal activity, the University encourages students to report alleged sexual assault promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether sexual assault, for purposes of this policy, has occurred. The filing of a complaint of sexual assault under this policy is independent of any criminal investigation or proceeding, and (except that the University's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the University may not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and may take interim measures to protect the complainant and the University, if necessary.

Complainant does not wish to pursue a Formal Hearing or Requests Anonymity

If the complainant does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, Title IX nevertheless requires the University to investigate and take reasonable action in response to the complainant's report. The Assistant Vice President for Student Services will inform the complainant the University's ability to respond may be limited if the complainant is not a participant in the investigation. In such cases, Title IX requires the University to evaluate the complainant's request that the complaint not be subject to a formal hearing or remain anonymous in the context of the University's commitment to provide a reasonably safe and non-discriminatory environment for all students. Even if the University cannot take disciplinary

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action against the responder student, because the complainant insists on anonymity or that the complaint not be subject to formal review, Title IX nonetheless requires the University to take prompt and effective action to limit the effects of the alleged sexual assault or harassment and to prevent its recurrence.

Interim Measures

In all cases of alleged sexual misconduct, regardless of whether the complainant wishes to pursue a formal hearing, the University will undertake an appropriate inquiry and take prompt and effective action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. The Title IX Coordinator may impose a no-contact order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation. The Title IX Coordinator may take other protective action deemed appropriate, including, without limitation, directing appropriate University officials to alter the students' academic schedule, University housing and/or University employment arrangement.

Incident Review

The information below provides guidance of how a typical sexual misconduct violation will be managed. However circumstances may arise which dictate modification of indicated procedures until such time that statuses permit processes proceed.

When a complainant reports an alleged act of sexual misconduct, the Title IX coordinator will initiate an investigation into the incident within 48 hours. A typical investigation will be completed within 60 days, if not sooner. The Title IX coordinator will prepare a written report that will be distributed concurrently to both parties and, in a case where the responder is a student, to the Title IX review committee.

The Title IX review committee assigned to review Title IX violations consist of a five member panel chosen from a pool of campus employees who are trained to review such violations. The panel will be composed of a faculty chair, two faculty members and two staff members. All members of the panel will vote by secret ballot. In addition to council members, individuals allowed in the hearing room will be the Title IX coordinator, complainant, respondent and students' selected or appointed advisors. Approved witnesses will be called into the hearing room at the discretion of the faculty chair. The

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Title IX coordinator will have the responsibility of assuring hearing procedures follow guidelines stipulated by Title IX policies and procedures, and that the rights of the complainant and the respondent are protected.

The complainant may choose to participate in the hearing in an on-campus location separate from the respondent. If there is a separate location for the complainant, the Title IX coordinator will arrange for:

- Audio participation for the complainant; video participation will be made when available.
- A committee member to be present with the complainant and his/her advisor.
- Supplies that can be used to follow review hearing procedures. The committee member assigned to the separate location will:
 - Make sure committee hearing procedures are followed
 - No one other than the complainant and his/her advisor are in the hearing location
 - Read all questions submitted by the complainant that are to be directed to the chair/respondent

Students Rights in the Review Process

A student charged with a Title IX violation will be granted these rights to assure fundamental fairness in the review process:

Notice: To be informed of the alleged violation and the nature of his/her involvement.

Procedures: To be provided oral or written explanation of the procedures used to review the allegation and to be provided an explanation of possible outcomes.

Hearing: To have an opportunity to respond to the allegation(s) before a decision of responsibility is made.

Evidence: To know the information that supports the alleged violation and to be able to challenge the information in question in the presence of an independent review group/person.

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Witnesses: To be able to challenge an allegation by having material or others speak on his behalf. It is the respondent's responsibility to arrange for witnesses to attend a hearing. The Title IX coordinator should be notified in advance of any witnesses who will be attending.

Adviser: To have a person of his/her choice attend a hearing with them.

Written decision: To have a written response reporting the outcome of the hearing.

Appeal: To appeal the outcome of a Title IX review hearing in accordance with guidelines outlined in the procedures to review a policy violations.

Title IX Review Process

The following procedures guide the review of alleged Title IX violations. While the procedures are a guide, the guidelines may be abbreviated or modified due to the nature of the allegations, calendar conflicts related to council members or students availability, external criminal investigation, or the security of the campus environment.

In all cases a **preponderance of the evidence standard** (i.e. it is more likely than not that the sexual misconduct will be used to determine if a policy has been violated).

- I. Any member of the Samford community can file a complaint of sexual misconduct against a Samford student by filing an incident report with the Title IX coordinator. While it is best that the victim files the report, based on the circumstance of the case, a report may be filed by a third party.
- II. Upon receipt of a complaint, the Title IX coordinator will initiate an investigation into the allegation(s). Based on information gathered, the Title IX coordinator will decide if the described incident violates university policy.
- III. Once there is a determination that the described information violates university policy, the respondent will receive written notification of the alleged violation and a written description of the incident that precipitated charge.
- IV. Within 48 hours of receiving notification of the charge, the respondent must provide the Title IX coordinator a written response to the alleged violation. The

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respondent will have an opportunity to admit or deny responsibility and offer an initial description of his/her perception of the events in question. **Failure to provide a written response could result in campus restrictions and/or charges.**

- V. After receiving the respondent's response, the Title IX coordinator will prepare a written summary of the information gathered and distribute the report concurrently to the complainant and respondent, as well as the chair of the Title IX review committee.

- VI. The Title IX coordinator will schedule a committee hearing to review the incident in question. The respondent and complainant will be informed of the date, time, and location of the hearing. The complainant and respondent will be afforded similar and timely access to information that will be presented in the hearing. Access to information will be provided consistent with FERPA guidelines and relevant Title IX guidelines. In the hearing the following procedures will be used:
 - a. The faculty chair will call the hearing to order, at which time **the audio or video recorder will be turned on**. Individuals present, will be asked to self-identify for the recording.

 - b. Based on the nature of the incident, the complainant may be given an opportunity to provide testimony in a location different from the respondent.

 - c. Individuals permitted in the hearing room (including any alternative location) will be the complainant, respondent, advisers to the participants, review committee members and chair. Witnesses and the investigator will be called into the room as needed. The Title IX coordinator reserves the right to set in on any hearing.
 - i. During the hearing, advisers are restricted from talking during the review. Violation of this restriction will result in the adviser being ejected from the hearing.

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- ii. At any time during the hearing, the complainant or respondent may request a small break of time to speak with his/her adviser.
- d. The faculty chair, or the Title IX coordinator, will provide an understanding of the allegation and the participants involved.
- e. The investigator will provide an overview and summary of information obtained during his/her investigation of the suspected violation.
- f. The complainant and the respondent will be provided an opportunity to respond and ask any questions related to the investigator's report.
- g. All questions will be asked by the chair or members of the review committee. The respondent will not be able to directly question the complainant and vice versa.
 - i. Participants' questions will be written on note cards and submitted to the chair (notes cards will be provided). Submitted questions will be reviewed for appropriateness and relevance. Approved questions will be read aloud by the chair, or his designate, for the intended participant's response. The chair has sole discretion of questions to be delivered.
- h. Information pertinent to the incident review will be given by investigator, witnesses, the complainant, and the respondent. The complainant and the respondent will have equal opportunity to present relevant information during the review hearing.
 - i. Character witnesses are not permitted to present information during the hearing, but may be permitted to present information after the committee's deliberation and prior to sanctions being imposed.
- i. After all testimony is heard and evidence received, the committee will hold deliberations and have up to 10 days to render a decision related to any responsibility and sanctions. Within three days from the date the decision is made, the Title IX coordinator will provide to both parties a copy of the review committee's written decision.

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- j. In addition to the respondent and the Title IX coordinator, imposed sanctions will be communicated to the complainant and the vice president of student affairs and enrollment management. The respondent or the complainant may appeal the hearing's outcome based on permitted grounds for an appeal (See appeal process).

Sanctions

A student responsible for the commission of a university Title IX violation may be subject to one or more sanctions deemed appropriate by the review committee. Sanctions imposed for misconduct of a sexual nature may be determined by such factors as the nature of the offense, impact of the behavior, egregiousness of the behavior, prior related behavior, and/or previous conduct violations. Available sanctions include:

Expulsion

Permanent dismissal from the university with no right for future readmission under any circumstances. A student expelled from the university is barred from all university property and may be subject to trespass and arrest if he/she returns to campus.

Suspension

Mandatory separation from the university for a specified period of time. During the suspension period, the student is not allowed on university property and is barred from participation in any university function or activity. Suspensions from the university may range from one semester to several years.

Interim suspension

Temporary separation from the university until a final determination is made of whether or not a student has committed the reported offense.

Disciplinary probation

A disciplinary sanction that provides notice to a student that his/her behavior is in serious violation of university values and such behavior could jeopardize the student's

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continuation with the university. If a student violates any Code of Values or commits another Title IX violation while on disciplinary probation, the student will be immediately suspended.

Campus restriction or revocation of privileges

Temporary or permanent loss of campus privileges, including but limited to, use of a particular university facility or service (fitness center, library, parking garage, etc.), use of residential housing, and/or participation in campus programs/activities (Greek Life, campus recreation, leadership programs, etc.).

Termination or change in accommodation

A disciplinary sanction that requires termination or change in a student's employment assignment or schedule, campus housing assignment, class schedule, and/or exam schedule.

Other appropriate action

The University Title IX Coordinator and the vice president for student affairs and enrollment management reserves the authority to outline other sanctions not listed. Such sanctions may include required relationship counseling, restitution for damages, etc.

Appeal Process

The request for an appeal of the review committee's decision is to a three-member appeal committee. The committee is made up of faculty and staff members who have been trained to manage campus Title IX violations and who know the university's enforcement procedures.

Reasons for an Appeal

Either party engaged in a Title IX incident may request an appeal of the review committee's decision. The written request for an appeal must be delivered to the Title IX coordinator within five business days of notice of the decision. The **grounds for an appeal** shall be limited to the following:

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- University procedures and regulations related to the review process were not followed; or
- New and compelling evidence that was not available at the time of the hearing is now available or recently discovered; or
- The sanction(s) do not relate appropriately to the violation(s).

The written appeal request must detail the basis for the appeal and it must be received in the Title IX coordinator's office within five business days of the committee's decision being sent, which will be delivered to the participant's Samford University issued email address. Upon receipt of the written request for an appeal, the Title IX coordinator will notify the other party that an appeal request has been received and will provide that person five business days to submit any written information he/she feels important to the outcome. The written appeal must clearly state the basis for the appeal and why the petitioner believes the appeal should be granted.

The appeal request and subsequent information will be delivered to a three-person appeal committee. Members of the appeal committee will independently review the information submitted. Each member of the appeal committee will have one vote. In order for a request for an appeal to be acted on, two out of three members must vote to take action on the request. Actions the appeal committee may put into effect:

- Affirm the original decision and sanction
- Return the case to the original hearing body due to:
 - The discovery of a procedural error
 - Reconsideration (the reconsideration of the hearing body is not appealable)
 - New and compelling evidence that was not available at the time of the original hearing
- Order a new hearing before different Title IX review committee. Reconsideration by a new committee is not appealable.

Once the appeal committee makes a decision, it will be delivered to the Title IX coordinator who will communicate the decision to the complainant and the respondent. The outcome of a reconsideration review or a different council review is not appealable.

Additional Petition for Decision of Expulsion

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After the completion of the appeal process, a student expelled from Samford University will have five days, from the day of the notification, to request reconsideration of the expulsion by the vice president of Student Affairs and Enrollment Management. The decision of the vice president of Student Affairs and Enrollment Management is final.

Notifications

- I. In agreement with federal legislative guidelines, Samford University may release the final results of a Title IX violation to:
 - The victim of an alleged perpetrator of a crime of violence or non-forcible sex offense to University personnel who have a legitimate educational interest with the victim and/or responder to include: office of financial aid and/or scholarship providers, university registrar, information system specialist, office of admission, office of public safety, vice president of student affairs and the university president.
 - Educational institution that requests information based on a responder's application to transfer.
 - Parents of a student who is under 21 years of age and is listed as a dependent by his/her parent.
- II. A student who withdraws from the university in the midst of a Title IX violation will:
 - Be restricted from all university property for any reason and will not be able to return until the matter is resolved.
 - Be subject to a university hold being placed on his/her records. The student may receive a copy of his/her academic transcript.

Additional policies and regulations may be found in the Samford University Student Handbook located at <https://www.samford.edu/files/Student-Handbook.pdf>.

Appendix F: Communicable Disease Policy

Because of the seriousness of communicable diseases, and to protect the rights of those afflicted and the safety and welfare of others, Samford University has established a policy for students. Administration of this policy relies upon the initiative of the Vice President for Student Affairs and Enrollment Management where students are concerned.

Communicable diseases/conditions are those listed as reportable by the State of Alabama Bureau of Disease Control (see list below). The Office of Human Resources and University Health Services will answer inquiries from students as to which diseases are reportable and will provide other information concerning these diseases. These departments shall not release to anyone any information concerning a student who is or may be afflicted with a communicable disease, except as required by law.

Students who know or who have reasonable basis for believing they are or may be infected by a communicable disease shall immediately report the same to the medical staff at University Health Services. This information will be treated confidentially, except as otherwise required by law, and may be used by the University to make accommodations for the student's medical and educational needs.

Students infected with communicable diseases shall not automatically be excluded from initial enrollment or otherwise restricted in their access to the university's facilities or services unless, upon being informed a student has a communicable disease, the University (its decision process coordinated through the Vice President for Student Affairs and Enrollment Management) determines that exclusion or restriction is necessary to protect the welfare of the infected student or others. In making this determination, University Health Services may determine it is necessary to consult with the student's primary care physician or, with the student's knowledge and consent, other appropriate individuals.

Students who acquire any communicable disease (eg. Influenza, chickenpox, mumps) may be required to leave campus until it is determined by their health-care provider or University Health Services they are no longer contagious to others.

Alabama Notifiable Diseases/Conditions

Group A Diseases/Conditions

Report to the county or state health department within 24 hours of diagnosis:

Appendix F: Communicable Disease Policy

- Anthrax, human
- Botulism
- Cholera
- Diphtheria
- Typhoid Fever
- Hepatitis A
- Listeriosis
- Measles (rubeola)
- Rabies, human and animal
- Severe Acute Respiratory Syndrome (SARS)
- Trichinosis
- Tuberculosis
- Pertussis
- Yellow Fever
- Outbreaks of any kind
- Poliomyelitis, paralytic
- Cases related to nuclear, biological or chemical terroristic agents
- H. Influenzae, invasive diseases*
- N. meningitis, invasive diseases**
- Cases of potential public health importance***

*i.e., meningitis, epiglottitis, sepsis, cellulitis, septic arthritis, osteomyelitis, pericarditis and Type B pneumonia

**detection of organism from normally sterile site (e.g., blood and cerebrospinal fluid)

***as determined by the reporting health-care provider

Group B Diseases/Conditions

Report in writing to the county or state health department within seven days of diagnosis:

- Brucellosis
- Campylobacteriosis
- Chancroid†
- Chlamydia trachomatis†
- Cryptosporidiosis

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- Dengue fever
- E.coli 0157:H7 (including HUS and TTP)
- Ehrlichiosis
- Encephalitis, viral
- Giardiasis
- Gonorrhoea†
- Granuloma inguinale†
- Hepatitis B, C and other viral
- Histoplasmosis
- Human Immunodeficiency Virus
- Infection (including asymptomatic other than the expected response infection, ARC and AIDS)
- Lead, elevated blood levels (>10 mcg/dl)
- Legionellosis
- Leprosy
- Leptospirosis
- Lyme Disease
- Lymphogranuloma venereum†
- Malaria
- Mumps
- Psittacosis
- Q Fever
- Rocky Mountain Spotted Fever
- Rubella
- Salmonellosis
- Shigellosis
- Syphilis†
- Tetanus
- Toxic shock syndrome
- Tularemia
- Vaccinia virus infection or disease other than the expected response to smallpox vaccination
- Varicella
- Vibriosis
- Yersiniosis
-

†designated sexually transmitted disease by the State Board of Health

Appendix F: Communicable Disease Policy

State Health Department Telephone Numbers

- Division of Epidemiology 334-206-5971; 1-800-338-8374 (24-hour coverage); (1-800-338-8EPI)
- Division of HIV/AIDS Prevention and Control 334-206-5364; 1-800-344-1153
- Division of Sexually Transmitted Diseases 334-206-5350
- Division of Tuberculosis Control 334-206-5330; 1-833-789-8770
- Division of Immunization 334-206-5023; 1-800-469-4599
- Bureau of Clinical Laboratories 334-260-3400 (24-hour coverage)
- <http://www.alabamaadministrativecode.state.al.us/docs/hlth/index.html>

Appendix G: Technology Values and Policies

Preamble

Samford University recognizes the vital importance of computing and information technology resources in accomplishing its mission of nurturing persons. The University has chosen to extend the privilege of using these resources to every member of the Samford community. Those who accept this privilege agree to abide by the values and policies in this document and by all other University values and policies that may apply.

Computing and information technology resources are to be used in a responsible, ethical and legal manner that is consistent with the mission and values of the University as published in documents such as the faculty, staff and student handbooks. The Computing and Information Technology Values and Policies document supplements existing University values and policies.

Scope

These Computing and Information Technology Values and Policies represent official University policy and apply to all use of computing, network, storage, and information technology resources supplied by the University. Included are computers, networks, storage devices, information systems, software, servers, services, the Internet, etc. There are many devices we interface with regularly and the scope is broad and highly varied. Technology is pervasive in the Samford University environment. The primary intent of this document is to encourage appropriate use of University-supplied resources toward accomplishing the mission of the University.

Responsibility

Every individual using computing, network, and information technology resources is responsible for appropriate use. When a specific resource is assigned to a particular individual, that person is responsible for its proper use. For example, the person to whom a computer workstation is assigned is responsible for the appropriate use of that workstation. When a Samford username and password are issued to an individual, that person is responsible for all activities associated with that username. The burden of proper password security is the responsibility of the person to whom the password is assigned

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Freedom of Expression

Responsible expression should be conducted in a manner that is consistent with the mission and values of the University. This precludes forms of expression such as harassment, obscene or pornographic material, and any form of expression excluded by law. Also, freedom of expression does not extend to making official representation on behalf of the University without the approval of the appropriate University official.

Privacy

Samford University owns and provides computing, network, storage, and information technology resources for its purposes. The University monitors access and usage information on its technology resources as part of its operation. The University works to provide a reasonable level of security and privacy in its technology resources. All users should be aware that some common systems, such as email, web browsing, etc., carry no guarantee of privacy or security. Users are expected to understand the risks associated with using technology, and know how to use best practices to protect themselves and their information. Users may not access files, email, computers or other electronic communications and information of another user unless authorized by the user or by designated University officials (as defined in the section on violations) or as required by law. Users should be aware that information sent to another individual or placed in a publicly accessible area could be passed on without the originator's knowledge.

University activities such as installation, maintenance or troubleshooting of technology systems may sometimes require access to electronic communications, information and transaction logs. Best efforts will be applied to maintain security and privacy.

Private information should not be stored in email, voicemail, social networks, etc. unless secure techniques are used. Of special concern is private, valuable information such as social security number, passport number, driver's license number, credit or debit card number, checking or savings account number, etc. These numbers should be highly controlled and rarely used.

Confidentiality

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Much of the information (e.g. payroll and grade information) stored in computing and information technology systems is considered confidential and in some cases is protected by laws such as the Family Educational Rights and Privacy Act. Legitimate access to confidential information is determined by factors such as job responsibility or permissions explicitly granted by the owner, or duly appointed steward of the information. Those with such legitimate access to confidential information are to safeguard its confidentiality by knowing to whom such information may be released and by not allowing its release in any form to unauthorized individuals. Access to any resources without proper authorization, whether or not they are considered confidential, is not permitted.

Intellectual Property Rights

Intellectual property rights extend to the electronic medium. Generally, the copyright for a work is owned by the creator of the work. This is true even in cases where the creator has not sought formal copyright protection. One should assume that a work retrieved over a network or by other electronic means is covered by copyright. Such works should not be redistributed unless permission to do so is explicitly given by the owner of the copyright. Making a work available over a network does not necessarily relinquish intellectual property rights, although it must be recognized that one's work could be widely distributed, which could jeopardize these rights. Computer software and documentation are also covered by copyright. Copying such documentation or software, except as permitted in the copyright notice or software license agreement, is illegal. University resources are not to be used to violate intellectual property rights.

Access to Electronic Materials

Access to a rich set of electronic materials through means such as campus networks and the Internet is an important part of the computing and information technology environment and mission of the University. However, University resources are not to be used to retrieve, store or distribute materials that are inconsistent with the mission and values of the University. For example, University resources are not to be used to retrieve, store or distribute materials that are pornographic.

Shared Resources

Many computing and information technology resources are made available on a shared basis. For example, a networked printer is a resource that is shared by several individuals.

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Activities that would have a detrimental effect on a resource, such as purposely causing an overload condition that deprives others of its use, are not permitted. For example, chain letters or mass mailings that degrade e-mail system performance are not permitted.

Global Community

With its connection to networks outside the University (such as the Internet), Samford participates in a global electronic community. We must adhere to the policies of these external networks to ensure our continued participation in this community. Use of a resource external to the University must conform to the policies established by the provider of that resource.

Commercial/Personal Use

Commercial use of University resources could endanger its status as a nonprofit organization. Therefore, commercial use is not allowed without permission from the provost or the executive and vice president for business and financial affairs. Incidental personal use of computing and information technology resources is permitted as long as it does not have a detrimental effect on University-related use, is noncommercial, and does not present a cost to the University.

Illegal Use

The use of University resources to commit a crime is a violation of University values. This includes activities explicitly covered by laws governing the electronic medium, as well as use of the electronic medium as a means to commit other crimes. Illegal activities will be reported to the appropriate law enforcement authorities.

Violations

Depending on the classification of the individual involved (faculty, staff or student), suspected violations of these values and policies will be confidentially reported to the provost and executive vice president, the vice president for business and financial affairs or the vice president for student affairs and enrollment management. Only these University officials (or the president) may authorize further investigation or review of materials that would otherwise be considered private or confidential. Such authorization is granted on a case-by-case basis. Suspected violations will be processed in a manner

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consistent with standard University procedures as defined in faculty, staff and student handbooks. An individual's access to certain computing and information technology resources may be suspended during the processing of a suspected violation.

Improper use of computing and information technology may result in the violation of civil law as well as the criminal laws of local, state and federal governments. The investigation of such violations may be conducted entirely without the knowledge or participation of Samford University.

Discontinued Relationship

A username and the accounts associated with it are provided and owned by Samford University. The username and accounts are for the sole use of that user, and their use is for the purposes and intents specified by Samford University. A username and password should not be used for business not associated with Samford University (i.e., online web accounts, data sharing sites, etc.). The user is not allowed to assign the account to another person or to provide passwords or access in any way to another person, either while in a University sanctioned relationship or upon discontinuation of that relationship. Access to any such account requires written approval and specifics of granting (to whom, capabilities defined) by the vice president for business and financial affairs (or his designee).

Modifications

Changes in technology or law may require regular revision of these values and policies. They will be reviewed at least annually under the direction of the chief information officer. Final authority for changes rests with the president's cabinet and/or the president. Current copies will be printed in faculty, staff and student handbooks and will be posted electronically on university-wide information servers.

Samford and Cumberland Websites

The Samford and Cumberland Web sites have a wealth of information about the University and the law school. The URLs are:

<http://www.samford.edu>

<http://samford.edu/cumberlandlaw>

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<https://www.facebook.com/cumberlandschooloflaw>

<https://twitter.com/cumberlandlaw>

<http://cumberland.samford.edu/linkedin>

Appendix H: Student Complaint Process

Student Complaint Policies and Procedures

1. Code of Values

“We as the Samford University community affirm the value of a peaceful and purposeful community, founded on the moral and ethical integrity of students, staff and faculty. We commit ourselves to the Christian values on which Samford University was founded. We expect that our commitment to mutual responsibility and a spirit of cooperation will create a community that is orderly, caring and just.”

2. ***Specific Complaint Policies and Procedures*** Students are encouraged to resolve complaints at the appropriate level of disagreement. When registering concerns or complaints, students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Assistant Vice President for Student Development and Values Advocate. For any of the following matters, the student should refer to the proper resource:

- A. Grade Appeals: Office of the Registrar
- B. Academic Petition Form is for students seeking exceptions to academic policy. Examples include adding/dropping a class after the add/drop period, graduation requirement exception, etc.: Office of the Registrar
- C. Title IX: Title IX Coordinator
- D. Disability Accommodations Grievance Procedures: Office of Disability Resources
- E. Law Student Complaint Resolution Policy: Director, Law Student Services
- F. Anonymous complaints may be submitted to the Office of the Vice President for Student Affairs and Enrollment Management (VPSAEM). The VPSAEM office is not an advocate for any party to a disagreement, but is an advocate for a fair process. Acting as a neutral party, the Vice President for Student Affairs and Enrollment Management or his designee will attempt to resolve complaints by directly working with the student and appropriate employees to assure a fair process. Complaints that cannot be resolved informally, may be referred to the other university officials for resolution. A record of this complaint and resolution will be maintained in the VPSAEM office

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3. ***Other Student-Related Complaints.*** If a student is unable to resolve an issue, the student may submit a written complaint through the Student Complaint form. Forms submitted without contact information cannot be processed. A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a University employee that does not fall within any of the categories specifically listed above, the complaint will be handled as follows:
 - A. *Informal Resolution*

Students are encouraged to speak directly with the employee most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may submit a written complaint through the Student Complaint form.
 - B. *Formal Complaint*

The student complaint form is to be used by any student who wishes to file a grievance about his/her perceived treatment/interaction with a member of the university community or a service offered at the university.
4. Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate College administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. A complete record of formal complaints will be kept by the relevant University office.