

Presidential Welcome

Welcome to Southwestern Christian University – a place to soar! Since its founding in 1946, the University continues to foster a spiritually vibrant, academically rigorous, and mission-fervent community of visionaries seeking to make a difference in this world.

Our vision for a liberal arts education pursued from the perspective of the Biblical Christian worldview is expressed in more than 30 undergraduate degree programs. Our commitment to diversity is reflected in our student body that draws students from more than 30 different nations, over 10 Christian denominations, and boasts of over 55% ethnic diversity; truly an exciting place to be. Our Pentecostal blueprint for Christian living, undergirded by our core values of Scholarship, Spirit, and Service, makes Southwestern Christian University a perfect place for preparing the total person to succeed and excel in careers, callings, and in life.

Southwestern Christian University is a community that is guided by a Lifestyle Covenant whose tenets are based on the Bible as taught and interpreted by our founding denomination, the International Pentecostal Holiness Church. It is included in this handbook and together with rest of the handbook provides guidelines for a community that is safe, united, focused, and conducive for those seeking to fulfill their destinies and callings; truly a privilege that in today's world can no longer be taken for granted.

I am thankful that you have chosen Southwestern Christian University as your home. Our faculty, staff, and administrators are here for you, and pledge to prayerfully guide you in your journey as a student at Southwestern Christian University. We consider our work here as a sacred calling and elated at the opportunity to serve you in any way.

Welcome. Go Eagles... Soar High and Beyond!

Dr. Reggies Wenyika
President

Welcome from the V.P. of Student Services

Welcome Eagles! Southwestern Christian University is a place for you to grow and develop into the person that God has designed you to be. We are grateful that you chose to be part of the Southwestern Christian University family and we are expecting an incredible Christ-centered 2017-2018 academic year.

Our motto is Scholarship, Spirit, and Service. Those three words are at the heart of this University. I want to encourage you to engage in all three aspects of our motto. Make the most of your Southwestern Christian University experience by involving yourself in the many opportunities that SCU provides from the classroom to the athletic field; from campus productions to campus clubs; from spiritual formation to faith in action trips; while also forming and building great friendships with other students and strengthening your relationship with Christ.

The Southwestern Christian University Student Handbook is a valuable resource for you. This Handbook provides information that concerns institutional policies and procedures, university services, student organizations, our values and lifestyle covenant, and so much more. It is the student's responsibility to read this handbook thoroughly. Southwestern Christian University believes the expectations in the Student Handbook are reasonable for individuals seeking to follow the example set forth by Jesus Christ. If you have any questions regarding policies or procedures outlined in the Student Handbook, please contact my office at 405.789.7661 x2219.

I am looking forward to this academic year and I am glad that you are now part of the SCU family. My office is open and available to you at any time. Do not hesitate to contact me or any one of the Student Life staff members.

Go Eagles!

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Southwestern Christian University

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Student Handbook 2017-2018

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EXPECTATIONS OF THIS HANDBOOK

All students are held responsible for knowing all Southwestern Christian University rules and regulations as published in this Student Handbook, the University Catalog, or as may be posted or otherwise distributed to the student. Ignorance of University rules is not an excuse for violations. The University reserves the right to change any of the provisions, programs, rules or regulations whenever the University deems it appropriate to do so in furtherance of the Mission, Objectives, Articles of Faith, or administration of Southwestern Christian University, or the welfare of its students.

Southwestern Christian University approaches each disciplinary action based on the facts and circumstances of the particular events at issue. Therefore, students are further given notice, and accept upon admission, that the failure of the University to enforce, or its decision not to enforce, any rule or regulation or its delay in exercising any right, power, or privilege regarding such enforcement shall not operate as a waiver of the right to strictly enforce such rule or regulation in the future.

Furthermore, the decision of the University to exercise leniency, grant appeals, suspend a disciplinary action, or partially exercise any right, power, or privilege relating to such rules and regulations shall not preclude any other, further, or different exercise thereof, including the decision to strictly enforce any rule or regulation and may not be argued by a student as precedent in an effort to avoid the application or strict enforcement of such rules and regulations.

SOUTHWESTERN CHRISTIAN UNIVERSITY

MISSION STATEMENT

Southwestern Christian University is a Christ-centered liberal arts institution equipping students for a life of learning, leadership, and service; integrating faith, learning, and living; and empowering graduates to excel and to positively impact their world for Jesus Christ.

OBJECTIVES

Southwestern Christian University seeks to integrate Biblical truth into all of its curricular and co-curricular activities, preparing students for a life of learning, leadership and service in their selected vocations that will impact the world for Jesus Christ. We seek to produce a student who fulfills the following objectives:

1. The student will be able through vocation, church, and community to make distinctive contributions to humanity and to enhance the spiritual well-being of those whom they serve and with whom they work, as evidenced by the following:
 - A) A developed and maintained high moral standard for their own benefit so they serve as a wholesome example and leader;
 - B) Expression, through their life, of a clear commitment to Christ. Able to share openly and wisely with others knowledge of the Bible and commitment to Christ, model Christian love toward others, and demonstrate a teachable spirit;
 - C) Preparation to fulfill Christ's commission to make disciples of all nations;
 - D) Sensitivity to the total needs of people and a willingness to contribute to the meeting of those needs;
 - E) Holding the conviction that the Christian is to be a good citizen of the state who respects authority, submits to the laws of the land, and seeks constructive change through appropriate channels;
 - F) Seeking an atmosphere that encourages growth in a personal relationship with God including understanding the role of repentance and forgiveness;
 - G) Acceptance of all races with an understanding and appreciation of ethnic and cultural distinctives;
 - H) A practice of lifelong learning;
 - I) Understanding individual value because of the redemptive act of Jesus Christ and seeking to utilize and develop gifts and abilities in pursuance of God's will (destiny) for their life.

2. The student educated in the Arts and Sciences will have a Biblically integrated perspective as the foundation to education. That foundation will consist of the following:
 - A) A broad exposure to the ideas that have shaped human thinking;
 - B) Knowledge of how to use reasoning processes which include the processes of investigation, logical reasoning, and the recognition that humanity cannot rely on reason and experience alone, but that humans must also exercise faith;
 - C) The ability to communicate, defend ideas, and express their views clearly and effectively;

- D) A well-conceived system of values and beliefs that are Biblically based and which mediate behavior;
 - E) An understanding and appreciation of the various creative expressions of humanity's search for meaning in art, drama, music and literature;
3. The student should be knowledgeable in principles of Biblical truth, application of theology, and defense of the Christian faith, as evidenced by the following:
- A) A clear understanding of the content of the Bible;
 - B) Integration of Biblical thoughts into his/her life and actions, as well as into their chosen field of study;
 - C) The awareness of truth in the study of Scripture, of nature, and of humanity; appreciation of beauty and order in God's creation, and human creativity in the arts and sciences; application of those insights to the pursuit of righteousness in the life of both the individual and society.
4. The student should attain a high degree of competence in his/her field of study as demonstrated by the following:
- A) Preparation in those programs that lead directly to a vocation or profession reflects standards within their chosen discipline;
 - B) Preparation for future graduate study reflects professional and academic standards within their chosen discipline;
 - C) Student's work reflects a high degree of subject competency, integration of a servant mentality, and a strong Christian ethic.

HISTORY

Southwestern Christian University was established in 1946 by the International Pentecostal Holiness Church as Southwestern Bible College. In the 1960s, the student population increased, and as various junior college programs were developed, the institution received accreditation from the Oklahoma State Regents for Higher Education. In 1973, the junior college received accreditation from the North Central Association of Colleges and Schools, and was approved as a four-year baccalaureate-level degree-granting college in the field of religion in 1979. In the fall of 1981, Southwestern Christian University transitioned into Southwestern College of Christian Ministries and relocated to Bethany, Oklahoma. The name of the institution was changed to Southwestern Christian University in 2001 and regularly expands curriculum offerings each year and continues to grow as a Christian Liberal Arts University.

ARTICLES OF FAITH

Throughout its history, Southwestern Christian University has sought to serve the kingdom of God by offering educational programs to Christians of various denominational backgrounds. The university has urged Christian ecumenicity in a commitment to the basic doctrines of historic Christianity. At the same time, Southwestern Christian University believes it has a theological contribution and educational ministry that is unique to the heritage of its sponsoring denomination, the International Pentecostal Holiness Church (IPHC). Southwestern Christian University interprets the Bible from the prism of the IPHC doctrine and theological perspective. For more information, please visit IPHC.org.

IPHC Articles of Faith

1. We believe there is but one living and true God, everlasting, of infinite power, wisdom and goodness; Maker and Preserver of all things, both visible and invisible.

And in the unity of this Godhead, there are three Persons of one substance of eternal being, and equal in holiness, justice, wisdom, power, and dignity; the Father, the Son, and the Holy Ghost.

2. We believe that the Son, who is the Word of the Father, the very and eternal God, of one substance with the Father, took man's nature in the womb of the blessed virgin; so joined together in one Person, never to be divided, whereof is one Christ, very God and perfect man, who actually suffered, was crucified, dead, and buried, to reconcile the Father to us, and to make atonement, not only for our actual guilt, but also for original sin.

3. We believe that Christ did truly rise again from the dead, and took again His body, with all things appertaining to the perfections of man's nature, and ascended into heaven and there sits until He shall return to judge all men at the last day.

4. We believe the Holy Ghost, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father and the Son, very and eternal God.

5. We believe in the verbal and plenary inspiration of the Holy Scriptures, known as the Bible, composed of sixty-six books and divided into two departments, Old and New Testaments. We believe the Bible is the Word of God, the full and complete revelation of the plan and history of redemption.

6. We believe that eternal life with God in heaven is a portion of the reward of the finally righteous; and that everlasting banishment from the presence of the Lord and unending torture in hell are the wages of the persistently wicked (Matthew 25:46; Psalm 9:17; Revelation 21:7, 8).

7. We believe that Jesus Christ shed His blood for the remission of sins that are past, for the regeneration of penitent sinners, and for salvation from sin and from sinning (Romans 3:25; 1 John 3:5-10; Ephesians 2:1-10).
8. We believe, teach and firmly maintain the scriptural doctrine of justification by faith alone (Romans 5:1).
9. We believe that Jesus Christ shed His blood for the complete cleansing of the justified believer from all indwelling sin and from its pollution, subsequent to regeneration (1 John 1:7-9).
10. We believe in sanctification. While sanctification is initiated in regeneration and consummated in glorification, we believe it includes a definite, instantaneous work of grace achieved by faith subsequent to regeneration (Acts 26:18; 1 John 1:9). Sanctification delivers from the power and dominion of sin. It is followed by lifelong growth in grace and knowledge of our Lord and Savior Jesus Christ (2 Corinthians 4:16; 2 Peter 3:18).
11. We believe that the Pentecostal baptism of the Holy Ghost and fire is obtainable by a definite act of appropriating faith on the part of the fully cleansed believer, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives utterance (Luke 11:13; Acts 1:5; 2:1-4; 8:17; 10:44-46; 19:6).
12. We believe in divine healing as in the atonement (Isaiah 53:4, 5; Matthew 8:16, 17; Mark 16:14-18; James 5:14-16; Exodus 15:26).
13. We believe in the imminent, personal, premillennial second coming of our Lord Jesus Christ (1 Thessalonians 4:15-17; Titus 2:13; 2 Peter 3:10-14; Matthew 24:29-44), and love and wait for His appearing (2 Timothy 4:8).
14. We believe it is the responsibility of every believer to dedicate his life to carrying out the work of the Great Commission (Matthew 28:18-20; Mark 16:15-20; Acts 1:8).

ACCREDITATION

Southwestern Christian University is accredited by The Oklahoma State Regents for Higher Education, as well as The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. Southwestern Christian University enjoys the full endorsement of the General Department of Discipleship Ministries of the International Pentecostal Holiness Church as an approved educational entity for training ministers, missionaries and Christian workers to serve the church around the world. Southwestern Christian University is approved by the U.S. Department of Homeland Security for the admission of international students and is approved by the State Accrediting Agency of Oklahoma for the admission of eligible veterans.

Offices to Assist You

Office of the **REGISTRAR** (Admin. Bldg. or registrar@swcu.edu) handles these student-related issues:

Enrollment problems or changes (forms are available on the student portal for drop, add, withdrawal)

SCU transcripts (requests for transcripts are accepted only online at www.swcu.edu/transcript-request)

Transfer credit (official transcripts from all transfer institutions must be received)

Degree audits (students can track their own progress toward graduation using the degree audit in the student portal)

Degree conferral and graduation honors (upon meeting all degree/program requirements)

Diplomas (sent after degrees are conferred and financial obligations are resolved)

Academic policies related to enrollment and graduation

ADVISOR:

to enroll in classes each semester,

to make changes to your schedule (drop, add, withdraw),

for information or counseling about your academic work, and

for consultation regarding internships.

If you do not know who your advisor is, you can find the information on your student portal by clicking on "letter grades."

VICE PRESIDENT for Student Services & Dean of Students (Admin. Bldg.) if you need:

Information on upcoming campus activities;

To check on lost and found items;

To schedule student activities;

Help with anything that pertains to your life as a student of Southwestern Christian University

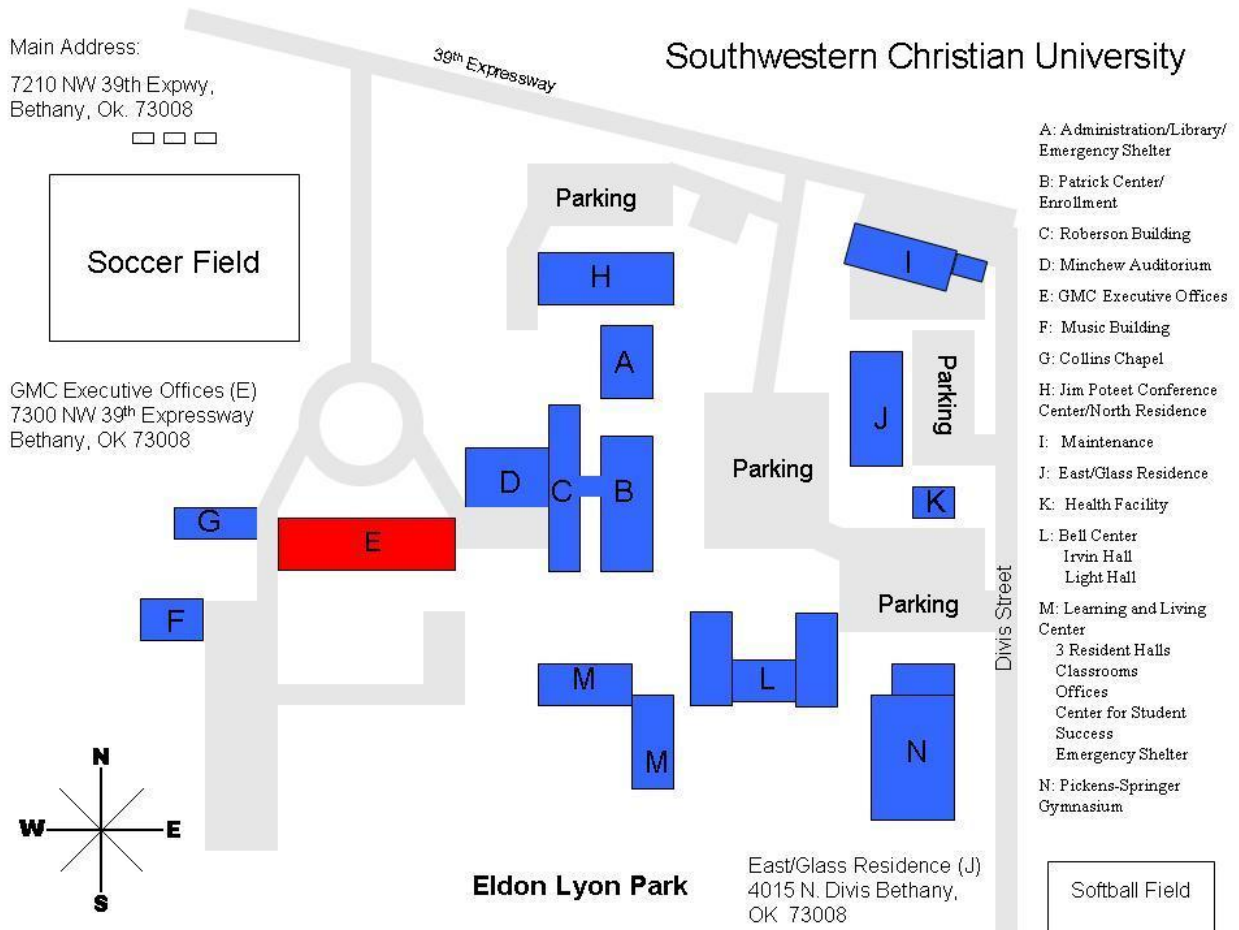
- Personal issues affecting your academic progress
- Campus issues that are of concern to you as a student
- Issues where you need advice or a referral for counseling
- Issues of harassment, discrimination, or campus safety and security
- Campus clubs/organizations and residential life
- Information regarding the Spiritual Life Program
- Information regarding on/off campus ministry.

FINANCIAL AID OFFICE (Patrick Bldg. Enrollment Office) if you need:

Any assistance concerning financial aid, AFTER CHECKING YOUR PORTAL;
Information concerning scholarships;
Information on the work-study program;
Information concerning Veteran's benefits

BUSINESS OFFICE (Admin. Bldg.) if you need:

- Information concerning your student account, AFTER CHECKING YOUR PORTAL.



LOCATION OF CAMPUS

Southwestern Christian University is located on a beautiful wooded campus in Bethany, Oklahoma, a suburb of Oklahoma City, one of the major cities in the Southwest. With a metropolitan area population of approximately one million, the greater Oklahoma City area provides a large number and variety of churches, jobs, museums, sporting events, and recreational activities.

The campus of Southwestern Christian University adjoins the Global Ministry Center of the International Pentecostal Holiness Church, the University's parent body. This proximity allows for interchange with the denominational leadership on academic, professional, and social levels.

CAMPUS FACILITIES

Patrick Building

This 10,000 square foot facility serves as the dining hall of the University.

Included in the cafeteria is a modern commercial kitchen. In addition to the cafeteria, the Patrick Building houses the President's Dining Room, which is used to entertain special guests of the University. The Patrick Building includes the new Enrollment and Admissions Center, as well as The Quill, which is the University coffee house.

Irvin & Light Residence Halls and Bell Student Center

The original residence facility for Southwestern Christian University is located at the heart of the Southwestern Christian University campus. There are a total of 61 beds to accommodate both men and women. The Bell Student Center serves as a hub for a variety of student activities.

Jim Poteet Conference Center & North Residence Halls

A multi-purpose residence facility completed in the spring of 2011, this three-story building includes accommodation for 64 residential students, and also includes a first-floor conference center that can be divided into three separate rooms for classrooms or meeting space. All residential areas are equipped with a microwave and mini-fridge, while select residential areas include a living area, complete with a flat-screen television.

The Pickens/Springer Gymnasium and Tripp Center

The Pickens/Springer Gymnasium was dedicated in spring 2000. It can seat 700 for athletic events and 1100 for other college functions. The facility houses classrooms, home and visitor locker rooms, a training room, and a regulation size collegiate basketball and volleyball court. In 2006, the Mash/Loflin Hall of Fame room was added to commemorate those inducted to the Southwestern Christian University Hall of Fame.

Wellness Center

The Wellness Center houses multiple cardio fitness machines, treadmills, weight benches, and several other weight room necessities. It is open to all Southwestern Christian University faculty, staff, alumni and students.

Springer Administration Building

The upper floor of this facility serves as the administrative center of the campus. It houses the office of the President, Vice President of Academic Affairs, Vice President and Dean of Student Life, Vice President of Fiscal Affairs, Registrar and the Business Office.

The SCU Springer Library, located in the Springer building lower level, provides students and faculty a common ground for interaction, reading, and access to countless resources in a variety of formats. Collections of the size and specialization of the SCU Springer Library are normally only found in much larger institutions. Internet access is available to students via a computer lab and wireless access. Through a partnership with the Oklahoma Department of Libraries and Oklahoma Regents for Higher Education, the Southwestern Christian University Library issues and recognizes the OK Share Card program, further expanding research capabilities. The Pentecostal Research Collection (PRC), the Noel Brooks Collection (NBC) and historic displays of the University are also featured in the Southwestern Christian University Library Commons.

The Learning and Living Center (LLC)

The Learning and Living Center is a 56,000 sq. ft. multi-use building constructed in 2016 which includes a 108 bed residence facility, Resident Director apartment, faculty and staff offices, state of the art classrooms, tornado shelter and a redesigned Center for Academic & Professional Success (CAPS). This facility also features a student area for entertainment with pool tables, a ping pong table, TVs, and a projector for movie events on campus. SCU Security, Director of Housing and Student Life, and Resident Director offices are located on the first floor.

The Roberson Building

The Roberson Building houses faculty offices and classrooms. Also, the Adult and Online Offices are located in the south part of the building. The Office of Financial Aid is located on the north end of the building with its own separate entrance..

East Residence (Glass House)

This 56-bed, two-story facility features a two-bedroom Residential Director's apartment, a laundry/vending area, and a student commons area. Each unit contains a two-bedroom suite with a connecting bathroom.

Minchew Auditorium

This facility houses the university chapel services and Creative Arts events.

Health Services

Tri City Family Care is an on campus medical facility available to our students, staff, and faculty. It is also open to the community. SCU and Tri-City have partnered together to provide an on campus facility to help meet the needs of our students. Insurance is accepted.

Collins Chapel

This historic chapel holds special campus and community wide musical events. Most notably are the Junior and Senior recitals as students display their various talents.

Music Building

This facility is located near the Collins Chapel and provides rehearsal rooms, classrooms, and faculty offices for the Creative Arts Department.

Northeast Building

This building is located on the north side of the campus at the corner of NW 39th Expressway and Divis Street. This facility has offices for IT, Student Government, and Maintenance. All student mail is delivered to this building and post boxes are available for all resident students.

The Lifestyle

“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore whoever resists the authorities resists what God has appointed, and those who resist will incur judgment. For rulers are not a terror to good conduct, but to bad. Would you have no fear of the one who is in authority? Then do what is good, and you will receive his approval, for he is God’s servant for your good. But if you do wrong, be afraid, for he does not bear the sword in vain. For he is the servant of God, an avenger who carries out God’s wrath on the wrongdoer. Therefore one must be in subjection, not only to avoid God’s wrath but also for the sake of conscience.”

Romans 13:1-5 ESV

Southwestern Christian University accepts any qualified student who fits the university’s mission, is a Christian, and/or **is willing to adhere to Protestant Evangelical Christian principles as outlined by the Word of God and this Student Handbook.**

The Mission of the University Presupposes:

1. A strong commitment to high academic standards. The student comes to Southwestern Christian University with a determination to be a learner with an attitude that makes the student teachable.
2. A willingness to cooperate accordingly with the demands of the Spiritual Life program; i.e. chapel attendance, appropriate Residence Hall and campus behavior, respect and consideration for fellow students, abide by the Lifestyle Covenant, and participation in the extracurricular programs of the university, including service opportunities.
3. An understanding that acceptance and attendance at this university is a privilege granted to the student and not a right of the student. That privilege can be withdrawn through the established disciplinary process of the university to safeguard its ideals of scholarship and the moral atmosphere assumed by this lifestyle. Therefore, the student’s enrollment at Southwestern Christian University constitutes a commitment of honor to accept the standards of this lifestyle.

Lifestyle Covenant

And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself.

Matthew 22:37-39 ESV

As part of the registration process, the student will sign the Lifestyle Covenant. Failure to sign the covenant is grounds for dismissal from Southwestern Christian University. The university believes that as Jesus Christ becomes the center of the student's life, the student will commit himself/herself to a lifestyle that cultivates spiritual, ethical, social, physical and academic growth.

Lifestyle Principles

Spiritual Principle – I agree to acknowledge and respect scripture by placing the truth of God's word at the center of my life and live according to the Southwestern Christian University Lifestyle Covenant. I will seek to encounter, embrace and embody Christ in developing my relationship with the triune God of the Protestant Holy Scriptures.

Intellectual Principle– I agree to apply myself wholeheartedly to my responsibility for the quality of my education. I commit to academic excellence and will not participate in academic dishonesty.

Communal Principle – I agree to cultivate good social relationships and participate in community life at Southwestern Christian University. I understand that my behavior affects community life so I will endeavor to give respect and consideration to fellow students, staff and faculty.

Physical Principle – I agree to develop my body with sound healthy habits by embracing a healthy lifestyle, sound nutritional habits and participate in wholesome physical activities.

Accountability Principle– I agree to live with integrity and to abide by the rules and regulations adopted by the university administration as stated in the Southwestern Christian University Student Handbook. I agree to obey all Federal, Judicial and local laws. I understand that the university reserves the right to require the withdrawal of a student at any time if, in the judgment of the President, Vice President for Student Life

(VPSS), President's Cabinet and/or the University Discipline Committee such action is deemed necessary to safeguard Southwestern Christian University's ideals of scholarship or its spiritual and moral atmosphere as a Christian university. Such practices to be avoided include but are not limited to:

- Discrimination
- Tobacco, Alcohol, & Drug Use
- Profanity
- Sexual Misconduct & Pornography
- Lesbian, Gay, Bi-sexual, and Transgender (LGBT) behavior.
- Harassment of any kind (verbal, sexual, racial, physical, etc.)
- Any other violation deemed inappropriate by Southwestern Christian University

I will uphold the Lifestyle Covenant carefully and prayerfully. I understand that the Lifestyle Covenant is based on the Articles of Faith and guiding principles of the International Pentecostal Holiness Church denomination. I understand that my signature is my **agreement and acceptance** of the entire Lifestyle Covenant, which is a prerequisite for my continued association with the university. My signed pledge becomes a part of my permanent file. Further, my acceptance of the Lifestyle Covenant is a solemn vow and promise to God as to how I will live my life.

[1] LGBT will be used when referring to Lesbian, Gay, Bi-Sexual and Transgender throughout the Southwestern Christian University Student Handbook.

Lifestyle Standard

The University reserves the right to interpret conduct that is in violation of these regulations.

Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God.

But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints. Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving. For you may be sure of this, that everyone who is sexually immoral or impure, or who is covetous (that is, an idolater), has no inheritance in the kingdom of Christ and God. Let no one deceive you with empty words, for because of these things the wrath of God comes upon the sons of disobedience. Therefore do not become partners with them; for at one time you were darkness, but now you are light in the Lord. Walk as children of light (for the fruit of light is found in all that is good and right and true), and try to discern what is pleasing to the Lord. Take no part in the unfruitful works of darkness, but instead expose them. For it is shameful even to speak of the things that they do in secret. But when anything is exposed by the light, it becomes visible,¹⁴ for anything that becomes visible is light.

*Therefore it says,
“Awake, O sleeper,
and arise from the dead,
and Christ will shine on you.”*

Look carefully then how you walk, not as unwise but as wise, making the best use of the time, because the days are evil. Therefore do not be foolish, but understand what the will of the Lord is. And do not get drunk with wine, for that is debauchery, but be filled with the Spirit, addressing one another in psalms and hymns and spiritual songs, singing and making melody to the Lord with your heart, giving thanks always and for everything to God the Father in the name of our Lord Jesus Christ, submitting to one another out of reverence for Christ.

Ephesians 5:1-21 ESV

One of the unique qualities of Christian higher education is a community that strives to follow the example of Jesus Christ and the teachings of the Protestant Holy Scriptures. Therefore, practices that are wrong according to Biblical standards provide a framework for student behavior and are not acceptable for students enrolled at Southwestern Christian University.

Specific acts include, but are not limited to:

- Drinking; tobacco, including vapors and hookah; dancing at night clubs; gambling; theft; slander; profane language; all forms of dishonesty; sexual sins, such as premarital sex and LGBT behavior and acts. In addition, discrimination and prejudices based on race, sex, or socioeconomic status are not acceptable.

* Students of the university community are expected to practice discretion and restraint in the choice of television programs, music, video games, movies, videos, or drama in the Residence Hall rooms, library, and other common public areas. Video games with the rating of T (Teen) are permitted. The University reserves the right to not allow video games with the rating of M (Mature) to be played or movies with the rating of R to be viewed. These decisions will be made by Resident Assistants, Resident Director, or Vice President of Student Services (VPSS).

- Any pornographic/obscene and immoral content, regardless of audio, visual, literary or interactive format, is prohibited. Abuse of these privileges will result in disciplinary action.

The leadership at Southwestern Christian University affirms that, regardless of faith, creed, or race, all students admitted, attending or associated with the university must agree to uphold the Lifestyle Covenant and the rules governing Southwestern Christian University. No time, place or circumstance gives release from the individual's initial promise. The Lifestyle Covenant is a way of life, measured by the heart and commitment of each member of the Southwestern Christian University family, and students should regard it as essential to development, not as an imposition or restriction.

The registration process is incomplete until students have formally signed the Lifestyle Covenant.

Compliance

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education (20 U.S.C. § 1232g; 34 CFR Part 99). Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The FERPA document can be found online at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/for-eligible-students.pdf>. It is the student's responsibility to become familiar with the contents of this document. See **Appendix A** for more information.

American with Disabilities Act Policy

Southwestern Christian University prohibits discrimination against any individual on the basis of physical or mental disability. This policy extends to all rights, privileges, programs and activities, including housing, employment, admissions, financial assistance, educational and athletic programs. It is also the policy of Southwestern Christian University to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question. See **Appendix C** for more information.

Stephen Davis
Disability Coordinator
Center for Academic & Professional Success (LLC)
Address:
7210 NW 39th Expressway
Bethany, Oklahoma 73008
405-789-7661 ext. 3432

Jeanne Clery Act – Campus Crime & Annual Security Report

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. See **Appendix D** for more information.

Title IX – Sexual Harassment/Assault

All discrimination, harassment and retaliation claims including but not limited to claims based upon disability and sex (including acts of sexual violence) are filed with the Title IX Coordinator or the Americans with Disabilities Act Compliance Officer (hereinafter “Coordinator”):

Jared Black
Title IX Coordinator
jared.black@swcu.edu
Administration Building
Address:
7210 NW 39th Expressway
Bethany, Oklahoma 73008
(405) 789-7661

The Title IX Coordinator reports directly to the President of Southwestern Christian University.

In the Coordinator’s absence or if the complaint is against the Coordinator, complaints should be filed with the Director of Human Resources:

Rita Palmer
Human Resources
Administration Building
Address:
7210 NW 39th Expressway
Bethany, Oklahoma 73008
(405) 789-7661
Rita.palmer@swcu.edu

The Coordinator has primary responsibility for coordinating efforts for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination and harassment including but not limited to discrimination on the basis of sex and disability. See **Appendix G** for more information.

Violence Against Women Act

On March 7, 2013, President Obama signed into federal law the Violence Against Women Reauthorization Act of 2013 (VAWA), which is aimed at improving how colleges and universities in the U.S. address sexual violence. This new law imposes

obligations for the Southwestern Christian University to revise its policy and practices to comply with new regulations that addresses and prohibits acts of violence such as, sexual assault, domestic violence, dating violence and stalking, and it clarifies the rights of victims.

Southwestern Christian University is making a good faith effort to comply with the new regulation and changes that have been enacted.

For a full list of compliances, please refer to the Southwestern Christian University Consumer Information page on our website at swcu.edu/consumer-information.

General Policies

Academics

The academic catalog is available online at swcu.edu.

The catalog will inform students concerning academic standards, academic probation and suspension, as well as the academic appeals process.

Access to Campus Facilities

During business hours 8:30 am until 4:30 pm Monday through Friday, Southwestern Christian University will be open to students, parents, employees, contractors, and guests.

During non-business hours, access to most of the university's facilities is by key or by permission by Administration, Faculty, or Staff. All Student Housing facilities are accessible by scan card only.

Address/Name Change

In order for SCU to maintain accurate records, a student or an alumnus who changes an address, personal email address, or phone number should notify the business office or registrar's office in writing. For changes in name or marital status to be made in the SCU database, copies of original legal documentation are required to be submitted upon request.

Campus Visitors

Southwestern Christian University welcomes guests to our campus. Southwestern Christian University expects all guests to conduct themselves appropriately while on campus and to be respectful to all students, faculty and staff.

Any individual visiting the campus who is involved in activities that violate Southwestern Christian University policies, threatens university property, or infringe on the rights of students, faculty, or staff shall be asked to leave by a university representative. If the individual refuses to leave, the individual shall be informed that he/she is trespassing and/or the Bethany Police will be contacted.

Student Housing facilities welcome guests; however, the guest must be signed in by the student who resides in housing facility.

Campus Security

SCU Security Office is located in the Learning and Living Center. The security guard patrols the Southwestern Christian University campus 24 hours a day, 7 days a week during the academic year. Security guards are able to respond to situations that arise on campus and will contact Administration and/or the Bethany Police Department. Contact number is 405-549-9920.

Children on Campus and in Classrooms

Minor children are not allowed on campus **unsupervised**. They must be in the presence of a parent or responsible adult. No infant or child will be permitted in a regularly scheduled class or stay in a Residence Hall room.

Clubs and Organizations

Any student interested in forming a club or organization must register the group with the VPSS. The registration process consists of:

Petition for Formal Recognition to include club's purpose, roster of officers and participants and club name; or

Organization Advisor (if necessary).

Clubs are part of Student Government Association

A club or organization must follow certain guidelines in order to be recognized. Among the guidelines for university approval is the requirement that the club or organization is approved by the VPSS. Once a club or organization is approved and officially recognized by the university, the club is eligible for campus posting and publicity privileges, as well as the use of campus facilities, vans and rooms for meetings or events; and funding from the university when appropriate. In order to be officially recognized as a Club or Organization by the university, the following must be adhered to:

Each club or organization must have formal approval by the VPSS. Fraternities and Sororities are permitted at Southwestern Christian University, if they are academic or spiritual in nature. All clubs and organizations must register annually with the VPSS.

Each club or organization must have an on-campus advisor (faculty, staff, or administration) who plays an active role in club meetings and events. Each group is expected to be nondiscriminatory in its practices and policies. Clubs or organizations that violate campus policy will be subject to university disciplinary action including suspension of the club or organization. Individual members of clubs or organizations are subject to university disciplinary action. Religious organizations and Academic organizations must be registered with the VPSS.

Computer and Technology Policy

I. PURPOSE

This policy is designed to perpetuate Southwestern Christian University's academic, research, and service mission by defining the appropriate and responsible use of the information and technology resources at Southwestern Christian University.

Each authorized user of these resources must assume responsibility for his/her own behavior while utilizing these assets. Users of these resources should accept that the same morality and ethical behavior that serve as guides in its non-technology environments should also serve as guides in its information and technology environment. It is imperative that the campus community understands that information and technology resources require responsible behavior from all its users.

II. SCOPE

This policy applies to all faculty, staff, students, contractors or any other individual using information and technology at Southwestern Christian University. Access to southwestern Christian University-owned hardware, software and support provided by technology staff members is a privilege and not a right. Accepting access to this information and technology carries an associated expectation of responsible and acceptable use. When accessing any remote resources using Southwestern Christian University technology resources, users are required to comply with both the policies set forth in this document and all applicable policies governing the use and access of the remote systems. When these policies conflict with each other, this policy and all other Southwestern Christian University policies will supersede the remote system's policies.

For further information, see **Appendix H**.

Dress Code

The Dress Code at Southwestern Christian University is designed to help students prepare for professional life, ministry, leisure, and athletic activities. Students are to attend classes, academic functions, and religious services and other Southwestern Christian University activities in appropriate attire.

Personal appearance, including hair and clothing, should be neat, modest, and reflect a person who is well-groomed. Southwestern Christian University understands that the dress code is not necessarily reflective of one's personal character or spiritual integrity. However, students should remember that they are representatives of the institution. The following section lists specific requirements regarding clothing:

- Shorts may be worn any time of the day or evening with the following guidelines:
 - Shorts must be fingertip in length when arms are hanging by side.
- Shirts must cover the entire torso modestly. More specifically:
 - Tank tops are NOT acceptable in class, chapel, or the cafeteria.

- Spaghetti strap tank tops should be covered with another shirt.
 - Shirts with inappropriate advertisements or contain inappropriate messages are NOT acceptable.
 - Undershirts are NOT acceptable outerwear in chapel or classroom settings.
 - Midriff shirts are NOT acceptable at any time.
- Pants that are inappropriately torn or tattered (including jeans) are not acceptable. Wearing any pants in a manner where underclothing is exposed is not acceptable.
 - Undergarments (other than undershirts) should not be visible at any time.
 - Leggings/Tights/Yoga/Workout Attire:
When wearing leggings your shirt should be fingertip length when your arms and hands are fully extended to your side. Tights as pants are not acceptable. Athletic and yoga pants are only appropriate on campus when covered with shorts or a shirt that is fingertip length when your arms and hands are fully extended.
 - All visible body art must be appropriate and not include depictions of explicit violence, sexual content, or other inappropriate images.

There will be special occasions when the student body will be asked to conform to a specific dress code. These occasions will be announced in chapel and compliance is expected. Sponsors of extracurricular activities will have the right to determine the appropriate dress code for those activities. Any student who is not in compliance with the above regulations will not be allowed to attend.

Administration, faculty, and staff may recommend action to be taken against any student who is willfully violating what is considered to be acceptable dress. If there are any questions regarding appropriate dress, please seek advice from the VPSS or the Resident Director. The Student Life Committee and the President's Cabinet of Southwestern Christian University have the authority to interpret and make adjustments to the dress code during the course of a school year.

Email Use

All Southwestern Christian University students are assigned a SCU email address. If a student does not want to utilize Southwestern Christian University's email address, it is the student's responsibility to link their personal email to Southwestern Christian University assigned email account. Students will receive important notices from advisors, professors, staff, and administration via campus email. It is the student's responsibility to check their Southwestern Christian University email account on a regular basis. All email communication to Administration, Faculty, and Staff must be through the Southwestern Christian University issued email address.

Fire Extinguishers and Security Systems

Jeopardizing or interfering with the safety and security systems established within the campus community, including tampering with safety detection devices and/or misusing fire extinguishers will result in disciplinary action up to and including dismissal from the university.

Health Insurance

The university requires students to be responsible for their own medical expenses, which includes athletic injuries. All students are required to have medical health care insurance at the time of enrollment in order to provide basic protection against health care costs that could jeopardize the student's academic progress. Proof of insurance is required by students who are from territories of the United States, registered legal aliens, or international students. Failure to provide health insurance will prohibit students from participating in NAIA sports.

Identification

Southwestern Christian University faculty, staff, and administrators are required to obtain and wear their Southwestern Christian University issued ID on campus. The ID is for the full length of time that you are a student at Southwestern Christian University. If you need a replacement ID, please submit a \$25 payment to the Business Office and then go to the Office of Housing and Student Life to request the new ID. Your ID is needed for access to various buildings on campus. It is vital that you do not allow anyone to use your ID on campus.

Illness and Communicable Disease

Commuter students who become ill should immediately notify the VPSS, who will determine the proper course of action. Resident students should notify their Resident Director. Any report that a Southwestern Christian University student has a chronic infectious disease, a compromised immune system, or has tested positive to the presence of disease antibodies should be submitted in confidence to the VPSS.

Any person who has a compromised immune system or communicable disease of any kind should contact the VPSS for assistance in proper medical care, support, counsel, and education. Measures will be taken to respect the individual's right to privacy and to preserve the confidentiality of the individual who has in any way been compromised by the disease.

Inclement Weather Policy

The VP of Student Life, in consultation with the VP of Academic Affairs, will make the decision to cancel classes should the need arise. The Vice President of Academic Affairs will notify the appropriate metro television stations so that the closing of the university will be on the school closing list at the earliest possible time. In some cases, the conditions may not be determined until the morning of closure between 5:30 and 7:00. Area broadcasters will inform the public during the morning news programs and a running list of school and business closings during other programming. All efforts will be taken to notify students of closure via emails and RAVE alerts as early as possible.

RAVE is our emergency notification system and access is granted at the beginning of each semester.

International Student's Liaison

The Office of Student Life has an International Liaison who is here to help international students transition into life in Oklahoma and the United States. Every international student must register each year before classes begin with the International Student Liaison. The SCU International Student Registration Form must be completed by every international student before registration in SEVIS is finalized. (If the student is not registered in SEVIS, it will result in automatic status termination.) Registration is mandatory for each returning student in the Fall semester. Registration is mandatory for each new student in his/her entrance semester. Students must present the International Student Registration Form and an ID in person to the International Student Liaison or to a Designated School Official.

Involuntary Withdrawal

The university community occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope with his/her own needs, or who creates a pattern of extreme disruption. If such behavior constitutes a violation of university policies or regulations, the case will be referred to the VPSS for action.

If the student's behavior occurs in the absence of any violation of policy or regulation, the VPSS will investigate the situation and the effect of the behavior on the student and the university community. The VPSS may require a personal interview with the student. If, as a result of this investigation, the VPSS determines that the student's withdrawal from campus may be necessary, he or she will recommend a withdrawal to the student. If the student will not withdraw voluntarily, the VPSS may withdraw the student from campus with condition for readmission.

Any student, who leaves campus under the above conditions, either voluntarily or involuntarily, will be readmitted to the university only after being cleared by the VPSS. Permission for readmission will typically be based on the student demonstrating a period of stable behavior outside the university and may require a statement from a physician, psychologist, or other qualified professional that the student is ready to return and can cope with the stresses of university life. Conditions for follow-up services may be required as part of the readmission decision.

It is understood that involuntary withdrawal of a student from the campus will be undertaken only as a last resort. Efforts will be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to function in the university community.

Liability

Southwestern Christian University takes reasonable steps to protect people and property on campus. However, it is impossible to provide protection that is 100% effective, and the university does not accept responsibility for personal injury, theft, or damage to personal property occurring on the campus. Students are encouraged to make sure that their insurance coverage is adequate. On campus students are encouraged to purchase renter's insurance.

Lost and found

Items lost or found should immediately be reported to the VPSS, Director of Housing or Resident Directors. Southwestern Christian University is not responsible for lost, stolen, or misplaced items. You must take the initiative to secure your valuables.

Meningitis

It is Oklahoma State law that all students entering post-secondary education have the meningitis shot or sign a waiver with the Office of Student Life. Students must provide copies of immunization records.

Official Summons

An official summons is a request made by a university administrator, faculty, or staff member to have a conference with a student. Such requests may be made verbally, by mail, telephone, text message, or e-mail. Students have one (1) business day to respond to the Official Summons. Those who disregard an official summons are in violation of the community standards of the institution.

Parking Areas

A vehicle shall be parked within a designated parking space in the university parking lot. Commuter and resident students may park in designated areas or any parking spot that is not reserved for the handicapped. Vehicles shall not be parked on the grass or sidewalks. The speed limit on campus is 5 miles per hour. All state and local laws are enforced on the campus. Persons authorized to park their cars in a reserved parking space shall not delegate this authorization to anyone else. This also applies to Eagle of the Month.

Parking Enforcement/Fines

Campus Security, Resident Directors, and the VPSS will cite and enforce violations of traffic and parking regulations on campus property. All parking area violations will incur a \$25 fine for each violation. Southwestern Christian University reserves the right to inspect automobiles on campus when it has reason to believe that university regulations are being violated. Southwestern Christian University also reserves the right to restrict the use of a personal vehicle on the campus.

Any repeated violation of campus regulations or reckless dangerous operation of a motor vehicle on or off campus property are grounds for the revocation of the student's parking privileges and additional disciplinary sanctions. All parking fines must be paid by the end of the semester. Grades, transcripts, or diplomas may be held until all fines are paid.

Police Authority

The Bethany Police Department has law enforcement jurisdiction over all parts of the Southwestern Christian University campus. Students and staff are expected to cooperate with officers investigating an incident or crime.

Public Safety

Southwestern Christian University is committed to the safety and welfare of all campus members and visitors. Southwestern Christian University utilizes cameras around campus in an effort to minimize the risk of crime. The VPSS works closely with the Bethany Police Department to provide a comprehensive campus security program. Additionally, campus security officers are on duty to insure the safety of Southwestern Christian University constituents. The Campus Security Office is located in the Learning and Living Center on the 1st floor.

Student Complaints

A complaint is not considered formal until it is submitted in writing to university personnel.

Academic

Student complaints relating to an academic grievance should be resolved in accordance with the Academic Grievance policy found in the Academic Catalog located on SCU's website (www.swcu.edu).

Non-Academic

For complaints that are outside the area of academic affairs (i.e., other students, facilities, etc.), the complaint should be submitted in writing to the Office of Student Services.

If the student does not feel comfortable submitting a complaint to university personnel directly, he/she may also file a complaint with a representative of Student Government who will then submit the complaint to the Office of Student Services on behalf of the student.

Again, a complaint is not considered formal until it is submitted in writing to university personnel.

Southwestern Christian University students can refer to Appendix E and G for procedures in Student Complaints for Non-Academic issues. Southwestern Christian University students must refer to the Academic Catalog or the Class Syllabus for procedures in Student Complaints for Academic issues.

Student ID Cards

All traditional and nontraditional students enrolled at Southwestern Christian University (fulltime and part time) are required to have a student ID card. Southwestern Christian University students should carry their ID card on their person at all times. ID cards are necessary to get into school-sponsored functions. Student ID cards will be used for access to the Center for Academic and Professional Success, cafeteria, coffee shop, resident facilities, as well as attendance in chapel services. The Student ID remains the same throughout your enrollment at the university. Replacement ID cards cost \$25.00, which can be paid to the Business Office.

Student Programs

Student Programs focus on enriching the co-curricular life of students, especially in the area of Christian community development. We offer a broad array of programs aimed at fostering an environment of learning and belonging. Current offerings which serve this end include the following:

- Student Government Association (SGA) provides events on-campus such as Open Mic Night, Themed Parties, Movie Nights, Spring Banquet
- Student Activities Board (SAB) provides events off-campus so students experience events like OKC Thunder and OKC Energy games, camping, rafting and other activities in OKC and around the state.
- Intramurals offers students the opportunity to participate in events like volleyball, flag football, basketball, dodgeball, and other sporting events throughout the year in team competition for the chance to win the Intramural Cup.

Suspension/Dismissal/Expulsion

Suspension or dismissal means the student is involuntarily separated from the university for a specified time. Parents may be notified and a temporary record is kept. A student who is dismissed from the university for the duration of a given semester is not eligible for refunds or academic credit for the semester in which he/she was dismissed.

Expulsion means the student is permanently separated from the university with an appropriate notation of the reasons for such termination on the student's record.

Unauthorized Entry/Reproduction of Keys

Students are forbidden to enter residence rooms or any locked area on campus without proper authorization. Students are not permitted to have any university campus key (including room key) reproduced. Students that reproduce keys are subject to disciplinary action up to expulsion or removal from the Residence Halls.

Unauthorized Publications

Any student who: publishes, writes, distributes, or is involved in any campus publication or petition must have the written authorization of the VPSS.

Vehicle Registration

Students who own, maintain, or are in charge of motor vehicles on the campus shall register such vehicles with the university. A parking permit will be issued to students for each car registered, which must be displayed on the car as directed. A vehicle should be registered in the name of the student who is the owner or operator. Any change of license number and/or vehicle should be recorded on the campus registration form within five working days. All vehicles registered must carry liability insurance, as required by state law. When a student registers a vehicle, he/she must show proof of vehicle liability insurance. Failure to continue to carry liability insurance, or to possess a valid driver's license while operating a vehicle on campus, may be reason to revoke registration and may be cause for disciplinary action.

Failure to register your vehicle will result in a fine and possible towing of your vehicle. Vehicles shall not be parked in fire lanes or within 25 feet of a fire hydrant, loading zone, handicapped parking, or in front of trash bins. These areas may be labeled or coded. Vehicles in violation of this, or inoperable vehicles left in disrepair, are subject to impoundment.

Vehicle Regulations

Southwestern Christian University extends the privilege of operating motor vehicles on the campus to properly registered employees, students, and visitors. All automobiles, motorcycles, motor scooters, motor bikes, etc., regardless of size or number of wheels, are defined in these regulations as vehicles. The person who registers a vehicle on campus shall, at all times, be responsible for any parking penalties, as well as any liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus. For vehicles not registered at Southwestern Christian University, but are located on campus (either with or without permission), the registered owner, as listed with

the State Department of Motor Vehicles, shall be responsible for all penalties incurred and/or any liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus. Southwestern Christian University assumes no legal responsibility for the care or protection of any vehicle or its contents at any time, including the time it is in any parking area.

The parking area may not be used as a garage, oil change, or repair area. Special arrangements for doing the above work must be made with the VPSS.

ALL unauthorized automobiles are subject to impoundment at the owner's expense. ALL Southwestern Christian University faculty, staff, and students must check with the VPSS or Director of Housing for parking instructions.

Lifestyle Policies

Alcohol/Drugs and Tobacco

Southwestern Christian University is committed to a program that will prevent the abuse and illegal use of drugs and alcohol by its students and employees. The university program includes this policy, which prohibits the illegal use of drugs and alcohol in the workplace, on university property, or as part of any university-sponsored activity. This policy also includes the prevention of the use of tobacco and tobacco-related products, such as vapors, hookahs, and related paraphernalia. See **Appendix B** for more information.

Southwestern Christian University holds a “No Tolerance” stance concerning all illegal drugs and will dismiss students from Southwestern Christian University for promotion, distribution, sale, or possession (either on or off campus). Dismissal from Southwestern Christian University for illegal drugs can have an adverse effect on your Title 4 funding (financial aid), which is in compliance with federal law.

Drug Testing

Southwestern Christian University reserves the right to conduct drug testing throughout the academic year. Failed tests will result in disciplinary action.

The NAIA will conduct drug testing at all National Championship events. All student athletes/team sports that make it to the national championship tournament are subject to drug testing. Failed test will result in disqualification for the student athlete and could make the team ineligible for competition. The university also reserves the right to impose disciplinary action.

Crime and Sexual Assault Prevention and Awareness

Crime and sexual assault prevention programs are offered through the Office of Student. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibilities for their own safety and security. When time is short, information is released to the university community through security alerts posted promptly throughout campus as well as via emails and e-alerts.

Disruptive and Obstructive Behavior

Policies of the Board of Regents stipulate that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or

public service activity authorized to be discharged or held on any campus of Southwestern Christian University in Bethany or in Tulsa is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal as a student or termination of employment. See **Appendix F** for more information.

Firearms and Explosives

Students may not possess or discharge firearms, fireworks, explosives, or ignite a fire in any building or residence hall, except when officially approved for university activities. Firearms and explosives are banned on the campus of Southwestern Christian University. Weapons of any kind may not be stored in campus buildings or student vehicles. Any student caught with firearms and/or explosives on the Southwestern Christian University campus will be dismissed from the university.

Gambling

Gambling is prohibited. Gambling is defined as playing a game of chance for money/something of value or to bet.

Graffiti

Unauthorized alteration of property from its original condition, including graffiti, paint, and alteration to landscaping will result in disciplinary action up to and including dismissal from the university.

Harassment

Southwestern Christian University is committed to providing its employees and students with an environment that is free from harassment. Physical, Verbal, and Sexual Harassment is strictly prohibited by the University and is against federal and state law.

Students experiencing any form of harassment should report such actions or behaviors against their person to the VPSS. See **Appendix G** for more information on reporting sexual harassment.

The university will immediately investigate any reported harassing, threatening and/or physically harmful behavior toward a person or persons because of:

- a. race, color, or national origin;
- b. creed, religion, age, physical or mental disability;
- c. gender, marital status, or sexual orientation;
- d. any other status protected by federal, state, or local law.

Confirmed reports of such behavior will result in disciplinary action against the offending individual(s), up to and including dismissal. Harassment should be reported to the VPSS. Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work, learning, living, or campus environment. Forms of harassment include, but are not limited to:

Verbal: suggestive comments, derogatory slurs, off-color jokes, threats, suggestive or insulting sounds, etc. Verbal harassment also entails using the telephone to harass others. This includes, but is not limited to, unwanted phone calls, hang-ups, unwanted voicemail messages, and/or obscene calls.

-Non-verbal/Visual: derogatory or inappropriate posters, pictures, cartoons, faxes, e-mails, or drawings, suggestive objects or pictures, graphic commentaries, leering, and/or obscene gestures. This includes all social media and texting.

-Physical: unwanted physical contact including touching, interference with an individual's normal work or movement, and/or assault.

False accusations regarding harassment, sexual harassment, or hate crimes can have serious effects on the person being accused. Any false accusation will result in disciplinary action up to and including expulsion/dismissal from the university in addition to any legal remedies.

Hate Crimes

Hate Crimes are prohibited. Hate crimes are defined as offenses motivated by animosity that victimizes a person or a group of persons based on their actual or perceived race, gender, religion, sexual orientation, ethnicity, and/or disability. Southwestern Christian University does not tolerate any form of hate crime. Violation of any university policy that also fits within this definition may result in suspension or expulsion/dismissal from the university.

Hazing

Abusive behavior which injures, disgraces or threatens to do the same to any individual and/or their property is prohibited by the university. Serious injuries and deaths that have occurred as a result of hazing incidents prompted the Oklahoma legislature to adopt the following legislation in 1990:

Chapter 48, Section 1190 defines Hazing as ...an activity which recklessly or intentionally endangers the mental health or physical health or safety of a

student for the purpose of initiation or admission into or affiliation with any organization subject to the sanction of the public or private school...or any institution of higher education in the state. Such conduct includes whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or any other forced activity which could adversely affect the physical health or safety of the individual. Endangering the mental health includes activities, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from said intent.

Southwestern Christian University does not permit students to engage or participate in hazing. Any violation of this policy by an individual or campus organization shall result in disciplinary action, which may include dismissal from the institution.

Pets

For health and sanitation reasons, no animals, reptiles, amphibians, fish, crustaceans, including laboratory specimen, are permitted in University-owned facilities including residential housing, classrooms, cafeteria and common areas. This includes pets of guests or visitors who may be present in the building for any length of time. Pets will be removed from the building and the owner(s) (if students) will be subject to disciplinary action.

Note: This does not apply to individuals accompanied by trained service assisting animals.

Pregnancy

When a pregnancy occurs outside the realm of biblical guidelines, the students involved will be asked to complete assignments established through the Office of Student Life and will be assigned to a faculty/staff member for accountability and mentorship.

The first goal of the University will be to support the individuals involved in order to lead them toward behavior which falls within biblical guidelines. The involved students will be placed on disciplinary probation for violating the Lifestyle Covenant. Continued immoral behavior will result in dismissal from the university.

- Female students will not be allowed to live in Residence while pregnant;
- Male students involved in the pregnancy will not be allowed to live in the residence during the same time as the female student who is pregnant;
- Both the male and female students will be disciplined appropriately and equally;
- If the other partner is not a member of the Southwestern Christian University community, the Southwestern Christian University student will be placed on probation and will have to meet with VPSS and complete assignments.
- The Office of Academic Affairs will need to be contacted concerning assignments, examinations, or projects that may be missed due to the birth of a

child during a semester.

Profanity

The use of profane language or any gestures which imply profanity are prohibited. This includes but is not limited to music and movies.

Sexual Misconduct and Reporting Policies

It is the policy of Southwestern Christian University, in keeping with its Christian standards, to establish an environment in which the dignity and worth of all members of the institutional community are respected. In accordance with 1992 Campus Sexual Assault Victim's Bill of Rights, Southwestern Christian University will make every effort to help students who are victims of sexual assault by providing options for reporting the crime as well as options for counseling and treatment.

Southwestern Christian University is concerned about any allegations of sexual assault and, therefore, strongly encourages any person who has experienced such a violation to report incident immediately to the VPSS, who will take action to ensure that appropriate medical and counseling services are provided.

Sexual assault is defined as rape, acquaintance rape, and other sex offenses, forcible or non-forcible. Victims of sexual assault should attempt to preserve evidence that may be necessary for the proof of criminal sexual assault.

In accordance with federal regulations regarding disciplinary resolutions of sexual assault cases, both the accuser and the accused are entitled to the same opportunities to have others present during disciplinary hearings and to be informed of the outcome.

Southwestern Christian University will report and cooperate with the appropriate authorities that have the right and responsibility to act in response to law violations which involve Southwestern Christian University student(s). Southwestern Christian University will report complaints of sexual assault that involve minors to the appropriate law enforcement officials. Victims of sexual assault may notify the proper law enforcement themselves.

Sexual misconduct includes but is not limited to:

- Sexual harassment, consensual sex, cohabitation, pornography, inappropriate displays of affection, sensual dancing, immoral conduct, and homosexuality.

Residence Life Policies

Southwestern Christian University believes in a total educational experience which encompasses learning that takes place outside the formal classroom setting. The residence halls are an integral part of the learning process and are designed to provide a challenging and supportive environment. Residence hall programs, staff, and policies are all intended to promote personal and social growth, as well as support the pursuit of academic goals.

Southwestern Christian University encourages students to reside on campus so they can become actively involved in the richest meaning of the university lifestyle. It is the conviction of the University that an important element of its educational program is living in the residence halls.

Residency Requirements

Students **under the age of 20** are required to live on campus. All students that desire to live off campus must fill out the Request to Reside Off Campus form available with the Director of Campus Life and Housing. The VPSS and the Office of Student Life have the final decision concerning approval of all requests to live off campus.

1. To be eligible for approval a student must meet one of the following criteria:

- i. The student is 20 years old before the beginning of the fall semester.
- ii. Completed 56 credit hours before the fall semester begins.
- iii. The student will be living at home with parents or legal guardian within a 45 mile radius.
- iv. The student is or will be married during the semester for which they are applying.

**** Supporting documentation must be provided for criteria 3 and 4. ****

Meeting a criterion does not guarantee approval.

2. Breaking Contract (Between Fall and Spring only)

- i. Requesting to reside off campus between semesters. (Must be approved by VPSS)
- ii. Contract cancellation fee of \$1,000.00

Housing Contracts

Student housing contracts are for the full academic year. A student who occupies a room in university housing will be held responsible for that room and for stipulated charges until the end of the academic year, unless the Vice President for Student Services or his/her

designee expressly releases the student from the contract. Each student must sign a Housing Agreement before receiving his/her room assignment. The agreement should be read carefully, as students will be held responsible for the terms and conditions stated in the agreement. Any exceptions to the instructions stated regarding Housing Contracts will be viewed on a case by case basis. All students are encouraged to supply their own renters insurance.

1. ASSIGNMENT OF RESIDENTIAL SPACE

The student is contracting for space within the University residential facilities, not for a specific residential facility room. The University may reassign the student to a different room or residential facility, or the University may adjust the occupancy of the room in order to maximize utilization of space; further, the University may take such action as is necessary to control the use of rooms in the event of an epidemic, disaster, or other emergencies or circumstances that appear to require such control.

- 2) This document becomes a legally binding contract when accepted and subscribed by the Office of Housing.
- 3) All unapproved moves will result in a \$50.00 charge with that person being immediately moved back into their original assigned room.
- 4) Student housing contracts do not permit students to remain in the residential facilities during Christmas (winter break) and the summer (any days past the official move out date stated in the academic calendar; typically mid-May to mid-August).
 - a) Intersession classes require an additional housing contract and fees for winter and summer sessions. Contact the Director of Housing for more details.

2. RESIDENTIAL HOUSING POLICY/MEAL PLAN ASSIGNMENT

All full-time (12 or more credit hours per semester), unmarried students younger than the age of twenty (20) that are not serving in the United States Armed Forces, or are the primary caregiver of a dependent child, are required to reside on campus in one of the University's residential facilities so long as space is available. All residents in University housing are also assigned a meal plan that is included in their housing charges.

3. TERMINATION OF CONTRACT

Students may apply to terminate their housing contract by submitting a completed Housing Contract Cancellation Form to the Dean of Students. The Dean of Students will review all off campus housing waivers and grant approval on a case by case basis. Upon approval, a cancellation fee of \$1,000 becomes due.

To be eligible for approval a student must meet one of the following criteria:

- The student is 20 years old before the fall semester begins.

- The student has completed 56 credit hours (junior status) before the fall semester begins.
- The student will be living at home with parents or legal guardian (within 45 miles radius).
- The student is or will be married during the semester for which they are applying for a waiver and will provide a copy of the marriage license or certificate.
- The student is the primary caregiver of a dependent child
- The student is serving in a branch of the United States Armed Forces and is currently on active duty.

4. DAMAGES/VANDALISM

All damages and vandalism will be charged appropriately and dealt with on a case by case basis.

5. ENTRY INTO YOUR ROOM BY UNIVERSITY OFFICIALS

The University shall at all times during the term of this contract retain legal ownership and right to possession and ultimate control of the student's room and/or University property assigned to such room (ex. beds, other provided furniture, bathroom, etc). The Residence Life staff, including but not limited to Resident Assistants, Resident Directors, the Director of Housing, and the Dean of Students reserves the right to maintain and preserve the residential facilities. The student hereby understands and agrees that authorized personnel may enter the student's room at any reasonable time for life, safety, or health threatening emergencies; to perform requested or preventative maintenance; to respond to a cry for help or the smell of smoke or suspicious odor; or of an apparent violation of Southwestern Christian University rules, regulations and policies; or to silence a disruptive noise. The student hereby authorizes Residence Life personnel to allow access to the student's room when access is requested by any law enforcement officer possessing a valid search or arrest warrant.

6. RULES AND REGULATIONS

As a condition of this contract, you agree to comply with all University rules, regulations, and policies. The Southwestern Christian University Student Handbook and other posted and/or distributed rules and regulations are incorporated herein by reference. This includes those rules and regulations now in effect, and rules and regulations that are amended or enacted during the term of this contract. If you violate University and/or Residence Life regulations, create undue disturbances for other residents, or unreasonably withhold your cooperation from other students or from Residence Life staff, you may be dismissed from the residential facilities. Also, at the discretion of the Dean of Students, University Disciplinary Committee, or the President's Cabinet, you

may be recommended for dismissal from the University. In this event, the student who enters into this agreement with Southwestern Christian University still maintains responsible for the Housing Contract and all associated room charges.

Director of Housing and Director of Campus Life

The Director of Housing and the Director of Campus Life oversee all aspects of the residence life program and are responsible for creating a vibrant residential culture for undergraduate students, graduate students, and international students. The Directors provides leadership, management, and support to the Resident Assistants and reports to the Vice President of Student Services.

Resident Director (RD)

The Resident Director is a professional staff member that resides in the residence halls providing leadership to the Residence Life staff while managing all day to day operations of their assigned residential facilities. The Resident Director reports directly to the Vice President of Student Services. Southwestern Christian University has two (2) resident directors that live on campus.

Resident Assistants (RA)

Resident Assistants live within each residence hall for behavioral role modeling, encouraging faith development, building community, acting as a student advocate and resource, and confronting individuals who exhibit behavior that is contrary to the community standards. Resident Assistants will typically assume more community responsibilities than Resident Chaplains. The Resident Assistants report directly to the Resident Director(s).

Residence Hall ROOM INFORMATION

Room Assignments

Rooms and roommates will not be assigned until a housing application and a non-refundable room fee are received.

When a student is assigned a room, he/she is responsible for signing a Room Condition Form (RCF) that has been completed by Residence Life staff prior to move-in day.

Existing conditions of the room are listed on the RCF prior to the resident's arrival. Upon check-out, Residence Life staff will inspect for any new damage not indicated on the RCF upon move-in. Any necessary charges will be billed directly to the resident's student account.

Students must remove their personal property when vacating the residence hall at the close of the academic year. Any personal property left in the residence halls as of the Monday following commencement will be discarded.

Room Check In/Check Out

Upon check-in, residents will sign an RCF and Emergency Medical Card, to give to EMS in the event of an emergency. Students will also complete a Housing Contract and receive any applicable parking permits. Once all required documents are received by the office Housing and Residence Life, room keys will be distributed.

Residents must remove all personal items and thoroughly clean their room prior to check-out. Upon check-out, residents must contact an RA. The RA will inspect the room and complete the check-out side of the RCF. The resident will sign the RCF which verifies the condition of the room upon check-out. Once the RCF is completed, the resident must return their key(s) to the RA.

Note: Any items left in the room after check-out will be disposed of after 5 days. If a student does not return after a break or fails to check out by the official move out date set by the academic calendar, all items will be disposed of after 5 days. The Director of Housing will make an attempt to contact the student before disposing of any items.

Room Changes

If a student wishes to change rooms, he/she and all individuals involved should discuss the reasons for the change with the Resident Director. The Resident Director will then submit the room change request to the Director of Housing and Campus Life for approval. If a student moves without permission, he/she will be required to return to the original room. All room changes must be recommended by the Resident Director and approved by the Director of Housing and Campus Life. There will be a \$25 charge for approved room changes and a \$100 fine for unauthorized room changes.

****NOTE****

Room changes may result in a change to the charges on the student's account.

Room Prohibited Items/Actions:

The following items/actions are prohibited in Southwestern Christian University residence halls, rooms, and common areas. Items found in rooms that are in violation of school policy are subject to confiscation by school officials.

- Alcoholic beverages, containers, and promotional items;
- Antennas attached to windows or outside of buildings;

- Athletic activities including running, throwing, bouncing, or kicking of objects; and the use of golf clubs, lacrosse sticks, footballs, etc.;
- Children are not permitted as permanent residents of the residence halls.
- Baby-sitting is not allowed in the residence halls;
- No pets are allowed in the residence halls, including lobbies and common areas;
- Blocking and/or propping open entrance and/or exit doors;
- Ceiling alterations such as ceiling fans, mounting light fixtures, removal of ceiling tiles, etc.;
- Cooking appliances designed for frying or with open heating elements such as toaster ovens, electric skillets, hot plates, waffle makers, etc.;
- Excessively large mini-fridges. (Determined by the Resident Director, if you are unsure ask)
- Construction of any kind;
- Controlled substances, designer drugs, or prescription drugs written for another individual;
- Fighting;
- Fire-arms, ammunition and other weapons;
- Fireworks of any kind;
- Exiting or entering a room through a window (except when exiting in the event of an emergency);
- Mopeds, motorcycles, flammable fuel, gas engines;
- Open flames such as candles, incense, matches, lighters, etc.;
- Paint or painting, other than art supplies;
- Students should use discretion when viewing TV, movies, or on-line material and listening to music. Video games with T [Teen] are acceptable; those with M [Mature] must use discretion. Sexually explicit or inappropriate material, including but not limited to: movies, posters, print materials, music, art, displays of profanity, or other potentially offensive, insulting, or provoking materials that are not consistent with the general spirit and message of Southwestern Christian University are not permitted;
- Smoking;
- Space heaters;
- Throwing anything off a roof or out of a window;
- Any other item deemed inappropriate by the Resident Directors, Vice President for Student Life or any other university Official;
- The Resident Directors and/or VPSS reserve the right to make alterations to this list.

Room Sign-Out (Overnight & Weekend)

Students wishing to check out on the weekend or a weeknight must sign-out with the RA assigned to their floor. Sign-outs should be completed and approved by 10 p.m. on the day of departure. Students under the age of 18 are required to notify their RA of their destination when leaving the campus after 10 p.m. Contact with the RA should take place upon return to campus.

Rules & Expectations:

Freshmen are allowed to sign-out during the week (Sun – Wed) to parents home only;

Sophomores, juniors, and senior students are allowed unlimited checkouts, but are asked to use discretion;

Any resident student on academic or disciplinary probation will not be allowed overnight stays without the approval of the VPSS, with the exception of weekends and holidays.

Weekend privileges apply to Thursday, Friday, and Saturday nights.

Sunday is considered a weeknight.

Southwestern Christian University does not permit students to spend the night in the company of members of the opposite sex.

Abuse of these privileges may result in disciplinary action and/or loss of privileges. The Resident Directors and/or Resident Assistants reserve the right to deny or limit sign-out requests.

Health and Safety Inspections

During each semester, Residence Life Staff will conduct Health and Safety Inspections of the residential facilities. Such inspections will be made for health, safety, and maintenance purposes. If during Health and Safety Inspections, a student is found to be in violation of the Student Handbook, appropriate action will be taken. Signs will be posted at least forty-eight (48) hours in advance and will indicate the date and time inspections will take place. Students are not required to be present for inspections to take place.

Room Displays

Residents are free to display posters and other appropriate items in their room. Possessions or displays that are inconsistent with the Southwestern Christian University Vision, Mission, and Values Statement (i.e. Alcohol advertising, pornography, etc.), and/or items which violate accepted campus standards should not

be displayed. Check with the Resident Director if you have any questions about what may or may not be appropriate.

Room Use Policy

In order to maintain an environment conducive to receiving a high quality education and to protect the resident's rights to privacy and safety, the following policy has been put into place:

Commercial use of your room or solicitation (phone, door-to-door, advertisement postings etc.) anywhere on the premises is strictly forbidden. This includes commercial use of the University Network computer connections. It is not permissible to publicly list Residence Hall room numbers or phone numbers in commercial ads or other business announcements. Specific exceptions for approved student concessions in Residence Halls must be authorized in writing by the VPSS.

Room Safety and Security

While Residence Life Staff make regular rounds through the residence halls, the ultimate responsibility for the security of a student's room lies with the student, and the security of the hall rests upon the community. Students are urged to keep their room doors locked at all times and not to prop any exterior doors open. Students are also encouraged to report any strangers in the building to the residence hall staff or to notify Campus Security immediately. The University does not assume responsibility for damage to or loss of personal belongings, including as a result of theft or burglary. Students are encouraged to obtain their own insurance coverage if their parent's or guardian's homeowners' policy does not cover the student's personal campus belongings.

Cohabitation

Students may not cohabit on-campus. Cohabitation is defined as spending the night together with romantically involved partners. "Spending the night" is also a violation of visitation hours.

Curfew

Curfew is 1:30 am Sunday through Saturday.

All rooms are subject to room check at curfew.

Action regarding curfew violations will be dealt with on an individual basis..

Curfew Extensions

Curfew extensions are not allowed except in cases of emergency. In such cases, the student must notify the RD or RA as soon as possible. Should there be an extenuating need for a curfew extension, the RD or RA must approve it before curfew.

Laundry and Linen

Laundry facilities are available in each Residence Hall and are available to residential students at no charge; however, students must provide their own detergent. Laundry is not to be left unattended at any time. The university is not responsible for articles left in laundry rooms. Laundry facilities are for resident students only and any unauthorized use of the facilities is subject to disciplinary action.

Painting

Rooms are to be painted by designated university staff only. Residents will be charged for repairs and/or replacement, and disciplinary action may occur for unauthorized painting of rooms.

Trash Collection

Trash collected in the individual rooms may not be deposited in the trash receptacles located in the laundry rooms or in any other part of the building. Trash must be taken to the dumpster provided outside.

Residence Hall Meetings and Devotionals

Regularly scheduled meetings are held for resident students, either as one body or within the separate halls. Residence Hall residents are required to attend all hall meetings and devotionals. Schedules for Residence Hall meetings will be posted at the beginning of each semester. All meetings must be approved by the Resident Directors. All Southwestern Christian University students are welcome to attend the hall devotionals.

Residence Hall Programs

Students are highly encouraged to participate in the hall programs provided by Resident Life. These programs are a great way to connect with other students and to build community within each hall and on campus.

Residence Hall and/or Overnight Guests

Students may invite guests to visit them on campus. It is the student's responsibility to see that their guest abides by the rules and regulations of the university while visiting on campus. All guests must leave the campus before curfew. An overnight guest is defined as any person who is not a resident. Permission to entertain overnight guests must be obtained from the Resident Assistant prior to curfew. Guest requests must be approved by all occupants assigned to the room where the guest will be staying. A stay of more than two

nights must be approved by the Resident Director. Guests staying in the residence hall more than two nights will be subject to a \$20 per night fee.

Privacy Rights

In a resident community, privacy and respect for others is of great concern.

Therefore, the following guidelines are necessary:

No one is permitted to enter another's room without first being granted permission to do so. This does not apply to routine room inspection or an university official entering for a legitimate reason;

Items should never be taken from another room unless permission has been granted to do so;

Students are expected to obtain room keys from the Resident Director and should lock their rooms when planning to be away from the residence hall area

Noise Control

In order to develop a pleasant atmosphere, students must exercise noise control at all hours of the day and night. When music, singing, or an extreme level of noise is heard outside a student's room, other residents are being denied the right of privacy. Therefore, the following guidelines will be enforced to regulate noise control:

Room doors and windows must be closed when music is being played.

Repeated violation of this guideline may result in loss of privilege of having the device in one's room or removal from campus housing (if student is of age to live off-campus).

Stereos, radios, and televisions must be turned off when a student is absent from his/her room.

A moderate level of volume must be used when operating stereos and televisions. This applies to both the lobby and residence hall rooms.

Lights, stereos, televisions, etc. must not be left on, or unattended, for an extended period of time.

Quiet/study time will be from 10 p.m. - 8 a.m. All talking, music, etc. must be at a reasonable volume and confined to individual Residence Hall rooms.

The common areas should be a place where students can congregate to talk, etc. without being overly concerned with noise level. Pillow fights, wrestling, rowdiness, excessive noise, etc. are not allowed in the commons areas. All hours other than those designated as quiet/study time are considered to be courtesy hours. Any student who confronts other residents

regarding bothersome noise or activity should do so in a respectful manner and expect the cooperation from the student(s) in resolving the issue. During finals week, specific quiet hours will begin on dead day and end on the last day of finals.

Restricted Areas

Students are not allowed in the residence halls of the opposite sex. All Men's Housing (including area outside of windows) is restricted to female students. All Women's Housing (including area around outside of windows) is restricted to male students. Approval must be obtained in advance from the Resident Directors or an official of the University for a Student to bring guests of the opposite sex into their residence hall or room. Common areas are not restricted.

Furniture

Southwestern Christian University provides each resident with a bed frame, mattress, desk, chair and dresser. Each resident provides his or her own linens, blankets, bedspreads, pillows, study lamps, wastebasket, small items of furniture, small area rugs, etc. Students are responsible for proper use of furniture provided by the university. Mattresses must remain on bed frames and may not be placed on the floor. Dressers may not be stacked or used as supports for other items. Any damage that results from improper use of furniture will be charged to the resident(s). Beds may not be placed on other furniture. University-supplied room furniture is not to be removed from rooms for any reason.

Note: Any unissued furniture must be approved by the Resident Director including couches, recliners, or cloth chairs.

Care of Furniture, Building, Etc...

Students are expected to maintain the residence buildings and all items found therein, so that they are in the same condition as they were found at the beginning of the semester. Students are expected to clean up after themselves and throw all trash away immediately. Student Center furniture should not be taken to the residence hall rooms. No one is allowed to move furniture or furnishings from the rooms without permission from the Residential Director. Students damaging or placing excessive wear on furniture will be in violation of school policy. Movies and games that are viewed in the common areas must be approved by a member of Residential Life.

Nails, screws, and types of tape that may damage walls **may not** be used to hang objects on the wall in your room or in the hallway. If students wish to hang items, products designed to not damage surfaces or remove paint may be used. If there

is a question regarding a certain product being permitted, please discuss this with the Resident Director.

Room Damage/Furniture/Building Costs

Southwestern Christian University officials have the right to determine cost damages to be assessed to students. Listed below are some approximate damage costs to students:

- Broken door \$200
- Broken window \$250
- Drawer replacement \$50
- Un-cleaned room \$25 per hour
- Painting door \$20
- Broken bed \$200
- Chest defacement \$100
- Screens \$40

Damage costs will be billed to the student's financial account. All costs must be satisfied prior to a student receiving his or her grades, transcript, or enrolling in the university for a subsequent semester.

Cosmetic Changes

The residence halls are designed for the use of students over several years. Certain personal cosmetic changes by the students (contact paper, hooks, wallpaper, etc.) require unnecessary repairs by the University. Therefore, unauthorized alterations to the rooms may not be made. Residents will be charged for repairs and/or replacement, and disciplinary action may follow unauthorized alterations of rooms.

Hallways

Hallways are not to be used for congregating or studying. Hallways are to be kept clean and clear at all times. Items may pose a hazard as obstacles in the event of a fire or other emergency.

Windows and Screens

No person should use windows as a room entry/exit. Screens must not be removed, cut, or damaged, except in the case of fire or emergency. Violations will be subject to disciplinary action and a fine.

Fire Drills

Fire drills will be held at various times throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Residences will also be instructed on the proper fire procedures during the first week of school.

All residents must evacuate the residence hall if a fire alarm is activated, whether for the purpose of a drill or in the case of an actual fire. Disciplinary action may be taken if a student does not evacuate.

Smoking, the use of candles or incense, or any open flame is strictly prohibited in the residence halls or in the commons areas. Flammable materials (gasoline, kerosene, propane, etc.) are not permitted inside buildings.

NOTICE-Tampering with fire alarms or activating smoke/fire alarms for reasons other than an emergency is considered a criminal offense and will be treated as such. Any student caught in violation may be subject to criminal and Southwestern Christian University disciplinary action. The emergency exits of the residence halls are only for use in emergencies.

IN CASE OF FIRE, Call 911.

Threatening Weather Conditions

When threatening weather is imminent, the Resident Director or Resident Assistant shall monitor certified meteorological broadcast for current information. (KTOK Radio - 1000 KHZ or television channels 4, 5, or 9). Any storm warning affecting western Oklahoma County or eastern Canadian County shall be monitored closely by the Resident Director. In the event of a tornado warning, the Resident Directors, along with the RAs, shall immediately notify campus residents.

Residents shall take cover in the library or the Learning and Living Center (LCC) shelter away from glass. The Southwestern Christian University website swcu.edu has more information on storm preparation and weather related information.

Forfeiture of Residence Hall Privileges

Living in the Southwestern Christian University Residence Halls is a privilege, not a right. A student may be asked to move out of the residence hall with or without warning for any reason deemed necessary, by the Resident Director or VPSS, in order to protect the health or welfare of students, faculty, staff or others or to safeguard University property or property of others. The following are examples, but not an exclusive list, of conduct which may warrant removal from the residence halls:

- Abusive behavior (including continued disrespect) toward people;
- Intentional or reckless destruction of or damage to property;
- Any serious violation of the housing contract or of University policy, rules or regulations;
- Any behavior deemed inappropriate by the Resident Director or Vice President for Student Affairs.

Example: If a student is caught drinking, using drugs, in possession of a dangerous weapon, in the room of the opposite sex, sneaking out of Residence Halls after curfew, etc., that student is subject to dismissal from the Residence Halls and the university.

Note: Due to safety concerns, the parents of students being dismissed from the Residence Halls will be notified.

If a student is asked to move out of the Residence Halls, they may or may not be allowed to stay that night subject to the determination of the Resident Director or VPSS. Every reasonable effort will be made by Southwestern Christian University officials to accommodate the student removing their belongings. If a student is asked to move out and does not comply with those instructions, the Bethany Police Department will be notified to assist in the removal of the student from campus.

University Breaks/Residence Hall Closures

Southwestern Christian University residence halls will be officially closed during Christmas break. Residential students are responsible for securing accommodations off-campus during any university breaks when the residence halls are closed. Signs will be posted and hall meetings will be held by Residence Life staff to inform students how to properly prepare for leaving/staying in the residence halls during university breaks. The residence halls will be available during Fall and Spring break and limited food service is provided. For security purposes, those who need accommodations during Fall and Spring break must complete an Extended Stay Form, which is available in the Housing and Residence Life office located in the Learning and Living Center.

Spiritual Life

Southwestern Christian University offers its students a quality academic education as well as an opportunity to develop the total person (spiritual, intellectual, communal and physical). The spiritual life program allows each student to formulate a plan to meet their spiritual needs. Our goal is to offer and monitor more opportunities for students so that they can engage in discipleship, prayer, worship, and other spiritual disciplines which would enhance their spiritual development.

Church

Christian fellowship and worship are vital components of the Christian life; therefore, all Southwestern Christian University students are encouraged to faithfully attend and participate in churches from their own traditions.

Campus Spiritual Life Program

The Office of Spiritual Life is pleased to introduce our new spiritual life program called Koinonia. Koinonia is a Greek word that means Christian Fellowship. SCU Professor, Ken Young, described Koinonia as “fellowship in every sense, not only shaking hands and greeting one another, but investing into one another.” Spiritual Formation is an investment and that investment is in your relationship with God, other believers, and also in yourself. This program gives each student the opportunity to set up and develop their own spiritual formation. Students are given more options to worship, pray, engage in small groups, and grow spiritually than in the past. Chapel will be one of many options for students as they earn the required spiritual life credits each semester.

Spiritual Life Credits:

Students will have to earn 35 Spiritual Life Credits per semester.

Spiritual Life Credits are earned by attending Chapel, Worship Events, Fellowship of Christian Athletes, Prayer Events, Discipleship Studies, Small Groups, and Spiritual Life Events approved by the Office of Student Services.

The goal of the Spiritual Life Program is to offer a minimum of 6 opportunities per week for students to engage in spiritual life formation (16 weeks/6 times or 96 opportunities in a semester). These 96 opportunities will be provided by the Office of Student Services and the Spiritual Life Chaplains; however, many more could be added by faculty, staff, or students throughout the academic year.

Spiritual Life Options:

SCU Chapel – 28 opportunities each semester.

SCU Worship Events

SCU SGA Identified Services.
SCU Fellowship of Christian Athlete Meetings.
SCU Spiritual Life Forums.
SCU Bible Studies.
SCU Friday Chapel for specific groups
Other SCU Approved Spiritual Life Events.

All Spiritual Life Options must be approved by the Office of Student Life and must meet the criteria for the event to be considered a Spiritual Life Credit.

Criteria:

A minimum of 4 people must attend.

A minimum of 30 minutes per meeting.

Event must be labeled.

Prayer, Worship, Discipleship, etc.

Public or Private.

The subject matter of the Bible Study.

Leaders:

Group Leader (SCU student, faculty or staff member).

Proctor (One who checks in everyone to the event).

Once approved, the event will be added to the Spiritual Life Calendar.

Spiritual Life Exemption:

Exemptions will be available for students who have work related or family related issues.

Exemption forms must be filled out by the student and turned into the Office of Student Services within the first 3 weeks of the each semester.

Exemptions from all Spiritual Life Credits will be rare. The exemption will be a reduction of Spiritual Life Credits from 35 to a more manageable number depending on the student and situation.

Technology:

All students will need to download the Altimeter Software App from the App Store.

Log in using your swcu.edu email address and password.

Students will use the App to check in and check out of spiritual life events except for chapel. The ID card is used for scanning into chapel.

The App will provide the student with the attendance for their required spiritual life credits.

Students will also have the website address to check attendance.

Campus Chapel Services

Southwestern Christian University Chapel services are a time for the university to come together intentionally to challenge, to reflect, to engage, and to worship the living God.

Chapel is offered twice on Tuesday and Thursday each week.

All students must enroll in Chapel A or Chapel B.

Chapel section A, Tuesday/Thursday 10:40 am - 11:20 am.

Chapel section B, Tuesday/Thursday 11:30 am - 12:10 pm.

During registration, all tradition students (full and part-time) will enroll in either Section A or B and must attend chapel at their designated time. If a student attends the chapel in which they are not enrolled, they will not receive spiritual life credit.

Chapel Attendance Guidelines

Southwestern Christian University Students are encouraged to attend all

Chapel services;

Students must scan their ID cards to receive credit.

Section A scan times are from 10:35 am until 10:45 am.

Section B scan times are from 11:25 am until 11:35 am.

Students who leave before the service ends will not receive credit for that chapel service;

Students must use their ID to scan in to receive spiritual life credit. The App check in feature is not available for chapel.

Chapel attendance will be added to your App Profile and will count toward your 35 spiritual life credits

Courtesy and respect to fellow students and speakers is expected.

Student Handbook Violations (SHV) will be assessed to students who disrupt or distract during the chapel service including headphone use, excessive phone use, excessive talking, etc.

These procedures apply to Chapel, Spiritual Emphasis Services and other Spiritual Life Events;

Only 1 spiritual life credit per chapel service attended.

Full-time students (12+ hours)

Students enrolled in 12+ hours must earn 35 Spiritual Life Credits and 10 Community Life Credits in each semester.

Part-time students (<12 hours)

Students enrolled in 9-11 hours must earn 17 Spiritual Life Credits and 5 Community Life Credits per semester. 1 of the 5 Community Life Credits must be from a mandatory event. (Crismon Chapel in the fall and Awards Chapel in the spring.)

Students enrolled in 8 hours or less must earn 12 Spiritual Life Credits and 1 mandatory Community Life Credits per semester. (Crismon Chapel in the fall and Awards Chapel in the spring.)

Spiritual Life Exemption

The Chapel Exemption form is available at the Office of Student Life and must be turned in for approval by the VPSS.

Exemptions will be available for students who have work related or family related issues.

Exemption forms must be filled out by the student and turned into the Office of Student Services within the first 3 weeks of the each semester.

Exemptions from all Spiritual Life Credits will be rare. The exemption will be a reduction of Spiritual Life Credits from 35 to a more manageable number depending on the student and situation.

Community Life Credit Guidelines

Southwestern Christian University Community Life Credits are not spiritual life credits.

10 Community Life Credits will have to be earned each semester.

9 credits can be earned from any Southwestern Christian University designated events and 1 credit is mandatory (Crismon in the fall and Awards in the spring).

Many groups including SGA and Student Clubs can come up with events that will help students earn these credits.

The President and the Vice President of Academic Affairs will have the opportunity to add Community Life Credits that are mandatory.

EXCUSED AND UNEXCUSED ABSENCES

The VPSS does not recognize “excused” and “unexcused” absences regarding spiritual life credits.

Note: The VPSS reserves the right to review specific situations in which students missed more than the required number of spiritual life credits and make decisions regarding absences.

SCU Student Chaplains

The SCU Student Chaplains are responsible for assisting students in their spiritual formation by creating ministry opportunities, providing weekly bible studies, being available for prayer and informal counseling, and building a Christ-centered community on campus.

Some of their duties are as follows:

- Host a weekly bible study/small group on campus
- Oversee student led bible studies as assigned
- Promote spiritual life events
- Chapel monitoring
- Altar ministry
- Encourage student involvement in spiritual life events

Disciplinary Procedures

I. Spiritual Life Discipline Procedures

Introduction

The disciplinary process for Spiritual Life is intended to correct and redirect the student's actions, protect each person in the Southwestern Christian University community, and teach responsibility to the students.

Behavioral Offenses

Behavioral offenses are those that not only distract the person(s) involved, but are also disruptive to the community as a whole. Such offenses include, but are not limited to: excessive talking, sleeping, doing homework or other work, cell phone use or use of other electronic devices that are not applicable to the chapel service are prohibited during Chapel, and other minor offenses of the Lifestyle Covenant. These offenses will generally be handled initially with a warning but if repeated or sufficiently serious may be dealt with under the General Disciplinary Procedures as a Student Handbook Violation or other rule violations.

Any Southwestern Christian University faculty or staff member may confront students concerning inappropriate activity or behavior. Students who violate the community or chapel standards may be referred to the VPSS for disciplinary action.

Spiritual Life Discipline

SCU will no longer implement a fine or financial penalty for failure to meet spiritual life requirements.

First Offense: a written warning via email will be issued.

Second Offense (either 2 semesters in a row or 2 semesters in general): the student will be suspended for 1 semester.

If the second time a student does not meet the requirement and if it happens in the final semester before graduation, the student will have to meet with the VP of Student Services, VP of Academic Affairs and the President of SCU to provide an explanation. An additional spiritual life assignment will be required in order for that student to graduate.

Spiritual Life Suspension Appeals Process

Appeals must be made in writing to the VPSS within seven calendar days of Spiritual Life Suspension Notification. Appeals need to include specific reasons why spiritual life credits were missed.

Community Life Credits Fine

Any student who does not meet the requirement of 10 Community Life Credits will be subject to a fine. The fine is \$20.00 per credit missed.

Cumulative Discipline

Discipline imposed under this section will generally be cumulative to any discipline imposed under the General Discipline Procedures. Any provision herein stating that a student is allowed to participate in certain activities or is restored to other privileges, during or after certain probations, is subject to any discipline which may be imposed under the General Discipline Procedures, whether for the same, related, or unrelated conduct.

II. General Discipline Procedures

Introduction

Southwestern Christian University attempts to interpret all of life based on the Word of God and the example set forth by Jesus Christ. Since there is such a distinctive expectation from the Southwestern Christian University community, certain standards are required that are in line with the Bible and reflect Southwestern Christian University's mission as a Christian university. All student behavior should reflect this standard and bring Glory to God.

Southwestern Christian University desires to protect the integrity of the community and those who are abiding by the rules and regulations. Southwestern Christian University believes the Bible is the foundation of faith and practice while seeking to implement biblical principles as guidelines for university standards and expectations. When biblical guidelines are put in place, it brings freedom for the believer to operate under the protection and blessing of God.

The goal of Southwestern Christian University is that disciplinary actions be redemptive and corrective in nature and not merely punitive. Our hope is to love all students regardless of behavior, but to allow students to experience the consequences of their own behavior. We work to apply the scriptural principles of: love, fairness, justice, mercy, and compassion in determining the proper discipline for each student and infraction. It must be reinforced that God disciplines those He loves (Hebrews 12:6). Southwestern Christian University seeks to incorporate discipline within this context. While, unfortunately, there are some severe

circumstances which will call for permanent separation of the student from the University, it is Southwestern Christian University's desire in the disciplinary process for students to experience forgiveness, restitution (if need be), reconciliation in relationships, accountability for behavior, and restoration back into the community to the fullest extent possible.

The philosophy of Southwestern Christian University is that discipline problems are most effectively handled at the lowest and fairest level possible. We follow the Redemptive Biblical model found in Matthew 18:12-17, a process that starts with confronting in a private counseling relationship with peers and/or residence hall staff.

In keeping with the distinctive Christian nature of our community, Southwestern Christian University establishes Community and Lifestyle expectations and standards set forth in this Handbook, as well as any other materials provided to the student. The university faculty, staff, and administration further reserve the right to confront and address other behaviors that are compounding in nature and/or viewed as dangerous, destructive, unbiblical, or inconsistent with the Southwestern Christian University mission.

Community Accountability

Any member of the University community should report student misconduct.

Reports should be submitted to the VPSS as soon as possible after the event takes place, preferably within 5 days of the event.

Southwestern Christian University Disciplinary Actions

The following actions may be taken with regard to any rule or policy violation at the university:

(a) Student Handbook Warning

The student is contacted personally, a formal discussion is held regarding behaviors and attitudes, and a warning is issued and documented.

(b) Student Handbook Violations

The student is contacted, behavior is discussed, and the student is issued a student handbook violation with a fine.

(c) Disciplinary Probation[2]

Probation will result in a covenant agreement that may include all or any of the following:

- a mentoring relationship with a faculty or staff;
- community service;
- counseling (at student's request and expense);

- restitution, i.e. payment or service;
- fine;
- community or volunteer service;
- loss of extra-curricular or co-curricular activities (Students involved in leadership activities such as SGA, One Voice, drama, athletics, intramurals, ministry teams, music teams etc. may forfeit a certain percentage of their participation and/or scholarship).

Note: The length of the Probationary Period will be determined by the VPSS.

The university reserves the right to require students to contact their parents and inform them of any probationary case.

(d) Disciplinary Suspension

The student is involuntarily suspended for a stated length of time (usually the rest of semester & and possibly the following semester). He/she may not spend the night and must vacate campus, with belongings, within 24 hours. A student suspended for disciplinary reasons must sit out the remainder of that academic semester and potentially the following semester (to be determined by the VPSS); however, the suspension does not include summer semesters. The student is eligible to reapply for admission the subsequent semester. The conditions of readmission, if any, shall be stated in the order of suspension. If a suspended student, who is later allowed to return, commits a major violation, the student is subject to immediate dismissal. Because of the University's obligation to the safety of the student, the parents of the student will be notified of the student's status. No leadership involvement (extracurricular or co-curricular) will be permitted during this period. The VPSS has the authority to assign suspensions, if deemed necessary.

Tuition, Room, and Board costs will be forfeited as specified by the university's refund policy. Impositions of sanctions that deny a student the privilege to continue or to re-enroll at the university will be communicated to the Registrar and noted as part of the student's transcript for the duration of the dismissal or probation period.

Note: The length of suspension will be determined by the University Disciplinary Committee and/or VPSS.

(e) Disciplinary Dismissal

The student's enrollment is terminated and he/she is required to vacate campus, with belongings, within 24 hours after the dismissal is announced. The university reserves the right to require the student to leave the campus immediately, if it is deemed appropriate. Students that receive disciplinary dismissal are allowed to reapply for readmission to Southwestern Christian University, but will be subject to further review. Dismissed

students are not eligible for refunds of any kind and their dismissal will be noted on their transcripts, which may affect their financial aid standing and their ability to transfer to other institutions.

Note: The decision to dismiss a student will be made by the VPSS, University Disciplinary Committee, and/or President's Cabinet.

(f) Removal from University Housing

Where the university deems it necessary, the university reserves the right to remove a student from university housing. Access to other university-owned facilities can also be restricted. Behavior that could result in removal from university housing may include, but is not limited to: disruptive, rude, or threatening behavior; students caught with alcohol, drugs, drug paraphernalia, or weapons; sneaking out; inability to keep Residence Hall room or commons area clean; destruction of community/university property. As the University has an obligation to the safety of the student, the parents of the student will be notified of the student's removal from University housing. It should also be noted that, in the case of an illegitimate pregnancy, the student may be required to live off campus in a residence approved by the VPSS. The student would also be subject to any applicable standards, policies, and discipline concerning sexual behavior.

Note: The VPSS, Disciplinary Committee, and/or President's Cabinet reserve the right to determine certain behaviors that are inappropriate resulting in removal from university housing.

University Disciplinary Committee

The University Disciplinary Committee is a standing committee comprised of the following members:

1. Two members of the President's Cabinet (VPSS, Assigned VP);
2. One faculty member selected by the President;
3. Resident Director (One of the two);
4. Vice President of Student Government; (Elected by the student body).
5. Student Representative.

All issues, findings, or sanctions in a case will be decided by a majority vote. The chairperson will conduct the meeting, and will only vote in the event of a tie among committee members.

III. Classification of Violations

A-Class Violations

A student who is found responsible for violating any of the following may be subject to a Student Handbook Violation (SHV) of at least \$15, the sanction of disciplinary probation, and/or any other sanction authorized by the President's Cabinet and/or the Southwestern Christian University Student Conduct Code.

A1. Any violation of University rules regarding the operation and parking of motorized vehicles.

A2. Complicity – Association with a violation of University policy (in contrast to direct involvement or perpetration), either by presence when the violation is committed or non-reporting of the act(s), can result in disciplinary referral. Students who anticipate or observe a violation of university policy are expected to, as a minimum action, remove them from the situation and are strongly encouraged to report the violation.

A3. Quiet Hours – Residence hall quiet hours are from 10pm-8am Sunday-Thursday and 12:00am-8:00am Friday and Saturday. 24 hour quiet hours are in place each semester from 8:00 pm on the day before final exams begin until the end of the last exam.

A4. Visitation – Men and women must remain on/in their assigned halls/floors of their residence hall. Any visitation or social gatherings between men and women must take place in the commons areas.

A5. Removal of Room Furnishings – All furnishings assigned to a residence hall room must remain in that room. Additionally, lounge furniture must remain in the lounges and may not be taken to individual residence hall rooms.

A6. Failure to Report Maintenance Concerns – It is the responsibility of the resident to report maintenance concerns in his/her room.

A7. Pets – Pets, animals, rescues, strays, etc. are not permitted in the residence halls.

A8. Improper Check-Out – When vacating your residence hall room, you must check out with your Resident Assistant or the Resident Director and turn in your key.

A9. Unauthorized Move – You must obtain the permission of the Residence Director before moving from one residence hall room to another. If a student initiates an unauthorized move they will be subject to both fine and being moved back to their original room.

A10. Failure to Attend Mandatory Meeting – Periodically throughout the year, the Residence Life Staff will hold mandatory floor and building meetings. Residents are required to attend these meetings.

A11. Solicitation – Solicitation without permission is prohibited in the Residence Halls.

A12. Objects in Windows – No items may be hung in residence hall windows except for the actual window dressings placed there by the University. Any other items are prohibited.

A13. Possession of Objects Prohibited in the Residence Halls – Objects prohibited in the residence halls include but are not limited to; weapons of any kind, illegal drugs, prescription drugs (unless a prescription has been obtained), any heat generating items or items that have an open flame. This includes but is not limited to hot plates, coffee pots, toasters and toaster ovens, candles, incense, space heaters and irons.

A14. Disruption or Interference – Disruption of or interference with any institutional activity, program, class, meeting, research project or University operation, or interference with the rights of any member of the campus community.

A15. Disorderly conduct – Individual or group behavior that unnecessarily disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, hazing, and boisterous or threatening conduct which is unreasonable for the area, time, or manner in which it occurs. It also includes abusive, obscene, violent, excessively noisy or drunken misbehavior on any University property.

A16. Profanity- Vocalizing, broadcasting, displaying obscene language and material(s) of any kind that do not align with the general spirit and message of SCU. This includes but is not limited to music and conversation.

A17. Unauthorized use of the name or insignia of the University by individuals or groups.

A18. Failure to comply with directives or to identify oneself when requested by persons in authority who are in the process of discharging their responsibilities.

A19. Any misuse by a student of his/her position as a student, or his/her right to use University property.

B-Class Violations

A student who is found responsible for violating any of the following may be subject to the sanction of immediate dismissal from Southwestern Christian University, and/or any other sanction authorized by the President's Cabinet and/or the Southwestern Christian University Student Lifestyle Covenant.

B1. Actual or threatened physical assault or injury to persons – This includes, but is not limited to, injury or threat to injure, or coerce by bodily harm or restraint or threats.

B2. Harassment and/or intimidation – Conduct causing alarm or recklessly creating a risk by: threatening to commit crimes against persons or their property or the fact to face use of “fighting words” by students to harass any person on University property or other property to which the student lifestyle covenant applies is prohibited. “Fighting words” are those personally abusive epithets which, when directly addressed to any ordinary person, in the context and as a matter of common knowledge, are inherently likely to provoke an immediate violent reaction,

whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics.

This also covers harassment or intimidation of persons involved in a campus disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities.

B3. Behavior or activities that endanger the safety of oneself or others – This includes, but is not limited to, destructive behavior by individuals and/or groups; self-destructive behavior; arson; and tampering, damaging, or misusing fire equipment.

B4. Damage to Property – Damage, destruction, or defacement of University property or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.

B5. Theft of property – Theft of University property or possession of stolen University property or property of any person.

B6. Misuse of University documents, data or records – Forging, transferring, altering, or otherwise misusing any University document, including student identification cards, course registration material, or other document, data or record.

B7. Unauthorized presence in or forceful entry into a University facility or University related premises.

B8. Misuse of telephone – No student shall make or assist in making unauthorized telephone calls or otherwise misuse or abuse of university telephone equipment.

B9. Violations of any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing.

B10. Misappropriation or misuse of student organization funds or property – This includes, but is not limited to, over-extension of the budget of a student organization, spending receipts prior to proper deposit; and unauthorized personal use of equipment.

B11. Computer abuse – This includes, but is not limited to, plagiarism of programs; misuse of computer accounts; unauthorized destruction of files; creating illegal accounts; possession of unauthorized passwords; downloading and distribution of any pornographic materials; illegal downloading/distribution of copyrighted materials, and disruptive or annoying behavior on the University computer systems.

B12. Unauthorized use or possession of keys – No one may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated.

B13. Unauthorized sale of textbooks – The sale of a textbook by any student who does not own the book is prohibited without prior authorization from the owner of the book.

B14. Unauthorized use or misuse of University property or equipment.

B15. Knowingly passing a worthless check or money order in payment of any financial obligation to the University.

B16. Habitual, repetitive, or recurring violations of University regulations.

B17 Discrimination – Any action that constitutes unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, age or any other protected category.

B18 Alcohol – Underage use; public intoxication; or possession of alcoholic beverages on the University campus, including but not limited to carrying open or unopened containers in the public areas of campus, having open or unopened containers in a residence hall or other University owned property, or having open or unopened containers in a vehicle parked on University property. Alcohol paraphernalia of any kind, including but not limited to bottles, cans, bongos, advertisements, signs, etc. is prohibited in the residential facilities, on campus in general. Consuming alcohol at any time/place is also a violation of the Southwestern Christian University Lifestyle Covenant and will result in disciplinary sanction(s)

B19. Tobacco – Southwestern Christian University is a tobacco free campus and the use of tobacco in any form is prohibited.

B20. Traffic and Parking Violations – Individuals who have exceeded 3 traffic and parking violations per year that have been issued by SCU Security.

B21. Illegal Drugs – The manufacture, distribution, sale, use, offer for sale, or possession of drugs or narcotics, or drug paraphernalia in accordance with State statutes or any of the laws of the United States pertaining to a “controlled substance”.

B22. Actual or threatened sexual assault or harassment – This includes, but is not limited to, unwanted sexual touching, making unwelcome sexual advances, or request for sexual favors.

B23. Possession of Weapons - The use or possession of weapons at Southwestern Christian University is strictly prohibited. Weapons include, but are not limited to, guns, knives, swords, throwing stars, nunchucks, fireworks, and hazardous chemicals.

B24. Providing false information – In the application for admission, petitions, requests, disciplinary hearing or other matters of record and transactions with officials of Southwestern Christian University.

B25. False reporting of an emergency – The false report of a bomb, fire or other emergency in any building, structure or facility by means of activating an alarm or in any other manner.

B26. Hazing – No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. Southwestern Christian University students and student organizations are prohibited from engaging in any action which subjects a pledge, initiate, or member of a student organization to

activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities. Hazing is a very serious offense and is not only a violation of the Southwestern Christian University Student Lifestyle Covenant, but is also a violation of Oklahoma state law.

B27. Commission of any act which is a violation of a criminal law of the United States, a State law or a municipal ordinance.

B28. Stalking – Behaviors or activities occurring on more than one occasion that collectively instill fear in the victim, and/or threaten his or her safety, mental health, or physical health.

B29. Door Propping – The exterior doors of the residence halls are to remain properly closed at all times unless otherwise given permission by the resident director on moving days.

B30. Failure to Follow Safety Procedures – Students must evacuate buildings during fire alarms and remove themselves from the vicinity of any other emergency situation at the request of University faculty and staff or emergency services personnel.

IV. Disciplinary Process – Minor (A Class) Violations Student Handbook Violation

A student can be issued a Student Handbook Violation from the Resident Life staff, faculty, or administrator. Such citations will clearly state the offense, the date and time of the offense, and the signature of the person issuing the citation. Student Handbook Violations seek to correct student behavior and provide accountability. Violations will count against the student for the academic year (Fall to Spring).

1st - 3rd SHV- Student meets with RA or Resident Director for counsel, a possible fine, community service and any other consequences deemed appropriate by the Resident Director.

4th SHV – The fourth violation takes the student to a higher level of disciplinary action. At this time, it is clear the student is not willing to make corrections for his/her day to day actions and a tougher discipline is needed. A meeting with the VPSS will take place and/or possibly the University Disciplinary Committee. It is likely that extracurricular activities may be limited. Any meetings herein are not court proceedings. The University is not bound by rules of evidence or procedure and the student is not permitted to appear with legal counsel.

Minor (A Class) Violation Appeals

The VPSS, Resident Director, or Resident Assistants will handle violations that are considered to be minor offenses. A student may appeal the disciplinary action of minor violations to the VPSS. Appeals must be made in writing within seven calendar days from the time the disciplinary notice or Student Handbook Violation was issued to the student. The VPSS is the first and final level of appeal for minor violations. Minor Violations may include but are not limited to: curfew, room cleanliness, profanity, etc.

IV. Disciplinary Process - Major (B Class) Violations

The university reserves the right to impose more serious sanctions up to and including: suspension and/or dismissal from the University for Major Violations. Major Violations will count against a student for the entire academic year (Fall to Spring). The following process will be followed when accusations against a student are made in regard to a major violation.

Note: The Office of the VPSS considers the breaking of the Southwestern Christian University Lifestyle Covenant as a Major Violation. Any prohibited conduct may constitute a Major Violation if it is repeated, committed with aggravating circumstances or other violations, the student fails to cooperate with or is dishonest in the investigation of the conduct, or multiple students coordinate or conspire in the conduct.

1. The VPSS will notify the student of the charges against him/her and will summon the student by email to appear for an initial conversation with the VPSS regarding the incident. If evidence warrants further action, the Disciplinary Committee may be summoned for a hearing with notice to the student.
2. The Disciplinary Committee reserves the right to call witnesses with critical knowledge of the incident, ask questions of the accused, and investigate all evidence that is presented or exposed during the hearing process. The committee may consider past offenses and a student's willingness to cooperate when determining sanctions and disciplinary measures that will be taken.
3. The student will have the right to tell his/her side of the incident, call witnesses with critical knowledge of the incident on their behalf, and to summarize their concerns regarding the incident. However, this is not a court proceeding. The Disciplinary Committee is not bound by rules of evidence or procedure, and the student is not permitted to appear with legal counsel.

4. The student will be notified in writing by the VPSS of the findings of the hearing within five calendar days from the hearing date. Following the hearing and the decision of the University Disciplinary Committee, the student has the right to appeal the findings or results of the hearing to the President's Cabinet, unless the student did not appear at the hearing.

5. A student not appearing at a scheduled hearing will be considered as having waived their appearance, waived all rights of appeal, and accepted all charges and sanctions pending against them. Due to scheduling conflicts, all students summoned to a hearing will be required to participate regardless of classes, work, or other scheduling conflicts. This also includes students appearing as witnesses in the proceedings.

Major (B Class) Violation Sanctions

1st Violation – there are two options for the first major violation sanction.

Option 1 – Short term Probation - 1 to 2 months in length.

Meeting with the VPSS and/or the University Disciplinary Committee. A disciplinary contract, fine, community service, disciplinary probation, and any other actions deemed appropriate by the VPSS and/or University Disciplinary Committee will be rendered.

Option 2 – Long term Probation - 2 to 6 months in length.

Meeting with the VPSS and/or the University Disciplinary Committee. A disciplinary contract, fine, community service, disciplinary probation, and any other actions deemed appropriate by the VPSS and/or University Disciplinary Committee.

Note: If a student receives a semester-long probation halfway through the current semester, the student would come off probation halfway through the following semester.

Note: A student can go from a short-term probationary status to long-term probationary status in some instances.

Note: The VP of Academic Affairs handles academic issues, except student behavior and classroom dishonesty. The VPSS will handle violations regarding Spiritual Life policies. Witnesses who refuse to appear may be held in violation of the university's standards of conduct and referred to the VPSS, who may initiate disciplinary proceedings.

Note: A student that does not complete the conditions of short term probation will either remain on short term probation until conditions are met or be placed on long term probation.

2nd Violation – meeting with the VPSS and University Disciplinary Committee, extended disciplinary probation, fine, community service, disciplinary suspension, or any other actions deemed appropriate by the VPSS and/or Disciplinary Committee.

3rd Violation – meeting with the VPSS and University Disciplinary Committee. Dismissal from the university will be recommended.

NOTE:

There are some major violations considered more harmful to the Southwestern Christian University community and will result in automatic disciplinary dismissal from the university. Such offenses include but are not limited to: any actions concerning a weapon, arson, theft, violent behavior including harassment or threats, computer crimes, etc.

Major Violation Appeals Process

Once a disciplinary action has been taken by the University Discipline Committee, the student will have the opportunity to appeal the ruling to the President's Cabinet. Appeals to the President's Cabinet must be made in writing to the VPSS **within five calendar days** from the time the disciplinary notice was issued to the student. The VPSS will inform the President's Cabinet of the written appeal.

The President's Cabinet will review the written appeal, the case file, and written findings of the University Disciplinary Committee. The case will not be reheard by the University Disciplinary Committee. Sanctions placed on the student by the VPSS and/or University Disciplinary Committee will remain in effect until a final decision is made by the President's Cabinet. All decisions made by the President's Cabinet are final.

In deliberating verdicts, the committee or representative of the university will typically make decisions based on a preponderance of the evidence after reviewing testimony and relevant information.

There may be instances in the disciplinary process where students involved in the same incident or similar incidents will receive different disciplinary action. A student's attitude, previous violations, respect for the community, and overall standing with the university will impact the disciplinary process. It is the goal of the University Disciplinary Committee and President's Cabinet to make every effort to consider the various levels of cooperation, remorse, honesty, maturity, experiences, and

backgrounds of each student during the disciplinary process. Therefore, disciplinary action may vary from one student to the next due to these factors.

The following may be grounds for consideration on appeal:

1. The disciplinary action imposed is grossly disproportionate to the offense;
2. The student's rights were ignored and this significantly affected the right to a fair hearing and the outcome of the hearing;
3. There was not substantial evidence to support the committee or representative's decision;
4. Testimony or evidence was false or given fraudulently which had a material impact on the outcome of the hearing;
5. New evidence has become available since the initial hearing that would have significantly altered the results, and the appealing student is not responsible for the evidence being absent from the initial review;
6. A Disciplinary Committee member or representative had a serious conflict of interest, which prevented him/her from considering the case in a fair and objective manner.

Redemptive Discipline

Although Southwestern Christian University is committed to correcting students when they display actions that are contrary to the standards of the community and institution, the university will help individuals who are struggling with personal issues, relationships or an issue that would normally be handled through the disciplinary process.

The administration, faculty, staff, and RD take great pride in assisting students who desire help dealing with real life issues. Therefore, when a student comes to an administrator, faculty, or staff member on his own initiative, there will be no formal disciplinary action.

However, that student will need to comply with the redemptive disciplinary process. The university will develop a plan of objectives that will be used to aid the student in overcoming his/her area of struggle.

This policy does not apply to individuals who are facing disciplinary action due to an impending investigation or individuals who are confronted by the institution and its representatives for inappropriate behavior.

As a part of the Redemptive Disciplinary process, the student will submit, but is not limited to, the following guidelines:

- Agree to sign a Redemptive Discipline Contract;
- Agree to ongoing mentoring relationship with a faculty or staff member;
- Agree to personal counseling, or if necessary, an off campus facility at the student's expense;
- Agree to sign waiver of confidentiality so that the designated officials can monitor the counseling attendance and progress;
- Agree to stop the behavior that is contrary to university policy;
- Agree to any sanctions that may be imposed to help the student or provide restitution to any victims involved (fines, campus/community service, books, reflection papers, etc.);
- If a student refuses to accept or agree to the redemptive discipline process, the student is subject to further Disciplinary Action, including probation, suspension, or dismissal. The VPSS or University Disciplinary Committee reserves the right to render a decision if the student does not comply.

Interpretation and Revision

Any question of interpretation regarding the Disciplinary Process, Lifestyle Covenant, and/or any other university policy shall be referred to the VPSS for final determination.

Southwestern Christian University

Appendices

Appendix A

Family Educational Rights and Privacy Act

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99. FERPA, as passed by Congress in 1974, grants you, as a student at Southwestern Christian University, four (4) specific rights:

1. The right of access to your education records,
2. The right to have an opportunity to seek to have the records amended,
3. The right to some control over the disclosure of information from the records,
4. The right to file a complaint with the Family Policy Compliance Office in Washington, DC.

1. Access to Education Records

Southwestern Christian University is required by FERPA to,

- A. Provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request,
- B. Provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school,
- C. Redact the names and other personally identifiable information about other students that may be included in the student's education records.

Southwestern Christian University is not required under FERPA to,

- A. Create or maintain education records,
- B. Provide students with calendars, notices, or other information which does not generally contain information directly related to the student,
- C. Respond to questions about the student.

2. Amendment of Education Records

Under FERPA, Southwestern Christian University must,

- Consider a request from a student to amend inaccurate or misleading information in the student's education records,
- Offer the student a hearing on the matter if it decides not to amend the records in accordance with the request;
- Offer the student a right to place a statement with the record, to be kept and disclosed with the

record if, as a result of the hearing, the school still decides not to amend the record.

Southwestern Christian University is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record.

3. Disclosure of Education Records

A. General

Southwestern Christian University must:

- Have a student's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

However, Southwestern Christian University MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or
- The information disclosed has been appropriately designated as directory information by the school.

B. Disclosure of Education Records to Contractors, Consultants, or Outside Agencies

Southwestern Christian University may:

Allow the transfer of education records without notification to student or consent by the student to contractors, consultants, and volunteers or outside agencies who provide institutional services or perform school functions, and whose use and maintenance of the educational records are under the direct control of Southwestern Christian University and comply with applicable FERPA requirements.

C. Disclosure to Parents/Legal Guardian or appropriate parties based on Health of Safety Emergency

Southwestern Christian University may,

Having considered the totality of the circumstances, may under section 99.5 and 99.36, disclose information to an eligible student's parents in a health or safety emergency, regardless of whether the student is a dependent for Federal income tax purposes, and may also disclose information to parents under any circumstances if the eligible student is a dependent for Federal income tax purposes.

4. *Information Collected at Admission

Southwestern Christian University will,

Collect information at the time of a student's admission about dependency for tax purposes and releases regarding protection of their social security numbers. If a student states that a parent claims that student as a dependent, the Southwestern Christian University may release any such protected information to that parent without the student's consent or notification.

However, *Southwestern Christian University* will require signed releases from students to allow the following:

- The disclosures of protected information to landlords and banks and
- To search student records by social security numbers.

Note, that every Southwestern Christian University student has the right to opt out of these uses of their information. Notification must be done in writing.

5. Students' right to file a complaint with the U.S. Department of Education concerning Southwestern Christian University's alleged failures to comply with the requirements of FERPA.

Complaints may be addressed to

Family Policy Compliance Office US Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-5920 *Procedures for filing Complaints:*

- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
 - a. Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation;
 - b. Names and titles of the university officials and other third parties involved;
 - c. A specific description of the education record around which the alleged violation occurred;
 - d. A description of any contact with Southwestern Christian University officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter;
 - e. Any additional evidence that would be helpful in the consideration of the complaint.

Summary: What this Law Means for Southwestern Christian University Students

- Southwestern Christian University students have the right to inspect and review their education records;
- Southwestern Christian University students have the right to seek amendment of inaccurate or misleading information in their education records. *To seek access or amendment of your education records please notify or make an appointment with registrar either by email at registrar@swcu.edu or by phone at extension 3458.*
- Southwestern Christian University students have the right to consent to most disclosures of personally identifiable information from education records.
- Southwestern Christian University students have the right to file a complaint with the Family Policy Compliance Office in Washington, DC.

*Definition of Terms: For the purpose of this notice, a **school official at Southwestern Christian University is considered to be** an authorized individual with **legitimate educational interest**; performing a task that is specified in his/her position description or contract; performing a task related to a student's education or a student's discipline; providing a service or benefit to the student; or maintaining safety and security on campus.*

****Expanded Authority to Release Protected Information** per 73 Federal Register 15574; 73 Federal Register 74806; 74 Federal Register 400 effective January 8, 2009. The amendments also allow the release of information to the community under the Campus Sex Crimes Prevention Act (CSCPA) and to the Department of Justice under the USA PATRIOT Act.*

Appendix B

Alcohol/Drug/Tobacco Policy

Southwestern Christian University recognizes its responsibility as an educational and private institution to promote a healthy and productive environment. This responsibility demands the implementation of programs and services facilitating that effort. The university is committed to a program that will prevent the abuse and illegal use of drugs and alcohol by its students and employees. The university program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on university property, or as part of any university-sponsored activities. This policy also includes the prevention of the use of tobacco and tobacco-related products, such as vapors, hookahs, and related paraphernalia.

Southwestern Christian University holds a “No Tolerance” stance concerning all illegal drugs and will dismiss students from Southwestern Christian University for promotion, distribution, sale, or possession (either on or off campus).

In order to meet these responsibilities, university policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and/or alcohol is in direct violation of local, state and federal laws as well as university policies found in the Staff and Faculty Handbooks, and the Student Handbook’s Lifestyle Covenant. University policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace; on its campus; or as a part of any university-sponsored activities. Southwestern Christian University prohibits the use of tobacco or tobacco related products on its campus and all university-sponsored activities. In accordance with both the Faculty/Staff and Student Handbook’s Lifestyle Covenant, this policy is in effect both on and off Southwestern Christian University campus.
3. Considers a violation of this policy to be a major violation, which can result in a referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the university. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Southwestern Christian University holds a no tolerance policy concerning drugs.
4. Recognizes that violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions, including but not limited to: fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual’s criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal

sanctions can be obtained through the Office of Student Life and Human Resources. (See Appendix A in Southwestern Christian University Student Handbook.)

5. Requires an employee to notify his/her supervisor, in writing, of a criminal conviction for drug or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.
6. Provides for bi-annual distribution (Fall and Spring semesters) of this policy to all staff, faculty, and students.

Health risks generally associated with alcohol and drug abuse can result in but are not limited to: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders. Health risks generally associated with tobacco can harm nearly every organ in the body, cause many diseases, reduce health in general, as well as being linked to multiple forms of cancer. The university's Human Resources Department and/or Office of Student Life are responsible for informing students and employees about the dangers of drug, tobacco, and alcohol abuse.

The appropriate Vice President of Academic Affairs or executive officer is responsible for notifying federal funding agencies within 10 calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988 (P.L.100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L.101-226).

All states regulate and control the possession of controlled dangerous substances (CDS), though each differs in its exact definition of CDS and the penalties for possession. Oklahoma classifies not only well-known drugs like marijuana, heroin, and cocaine as CDS, but also the compounds used to manufacture them.

How Oklahoma Classifies CDS

Oklahoma divides CDS into five "Schedules." Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse, and increase in recognized medical uses.

If you've been arrested for illegal CDS possession, you'll need to consult the Oklahoma Code that lists precisely which drugs fit into each group. Go to the statute ([63 Okl. Stat. Ann. §§ 2-204 to 212](#)) and find the substance you're charged with possessing -- it will be listed under one of the five classes.

Penalties for Possessing CDS

It is illegal in Oklahoma to possess CDS without a valid medical prescription. Penalties vary according to the type of CDS involved in the violation. (63 Okl. Stat. Ann. § 2-402(A)(1).)

Schedule I or II CDS

Penalties for a first offense include a fine of up to \$5,000, at least two (and up five) years in prison, or both. Second and subsequent offenses incur a fine of up to \$10,000, at least four (and up to 20) years in prison, or both. (63 Okl. Stat. Ann. § 2-402(B)(1).)

Schedule III, IV or V CDS

Penalties for a first offense include a fine of up to \$1,000, up to one year in jail, or both. Second and subsequent offenses incur a fine of up to \$5,000, at least two (and up to ten) years in prison, or both. (63 Okl. Stat. Ann. § 2-402(B)(2).)

Marijuana possession, sale, and manufacture are regulated by both state and federal law. In Oklahoma, marijuana is classified as a Schedule I substance, which means that it has a high potential for abuse and no generally recognized medical value. (63 Ok. Stat. Ann. § 2-204.) Also, it is a crime to drive under the influence of marijuana in Oklahoma.

<http://www.criminaldefenselawyer.com/resources/criminal-defense/drug-charges/oklahoma-drug-possession-laws>

Marijuana Possession

It is a crime to knowingly or intentionally possess marijuana (including small amounts for personal use) in Oklahoma. In addition to a possible fine, the judge will sentence a defendant to up to a year in jail for a first offense, and between two and ten years in prison for a second or subsequent offense. (63 Ok. Stat. Ann. § 2-401.)

Manufacture and Sales

Manufacturing or selling marijuana (or possessing marijuana with the intent to do so) in Oklahoma is illegal. Penalties vary according to the amount possessed, manufactured, or sold. Penalties may double for sales to a minor, and for violations that take place within 2,000 feet of a school, park or public housing units. (63 Ok. Stat. Ann. § 2-401.)

Cultivating up to 1,000 plants, or selling up 25 pounds. Penalties include a fine of up to \$20,000, between two years and life imprisonment, or both.

Cultivating 1,000 or more plants. Penalties include a fine of up to \$50,000, between 20 years and life imprisonment, or both.

Selling between 25 and 1,000 pounds. Penalties include a fine of between \$25,000

and \$100,000, between four years and life imprisonment, or both.

Selling 1,000 pounds or more. Penalties include a fine of between \$100,000 and \$500,000, between four years and life imprisonment, or both.

Drug Paraphernalia

It is illegal in Oklahoma to manufacture or sell drug paraphernalia (or possess paraphernalia with the intent to do so). Paraphernalia includes items used in growing, harvesting, processing, selling, storing, or using marijuana. A conviction may be punished with up to a year in jail, and a fine of up to \$1,000 for a first offense; up to \$5,000 for a second offense; and up to \$10,000 for a third or subsequent offense. (63 Ok. Stat. Ann. § 2-101.1.)

<http://www.criminaldefenselawyer.com/marijuana-laws-and-penalties/Oklahoma.htm>

Appendix C

Disability Services and Grievance Policy

Southwestern Christian University does not discriminate against qualified individuals with a disability in admission or access to its programs or activities. Prospective and admitted students who need information about programs, services and accommodations should contact the Office of Student Life at 405-789-7661 ex 3424. The Vice President for Student Life or his/her designee is the Disability Officer for Southwestern Christian University.

The purpose of these procedures is to ensure that all complaints of discrimination based on disability are thoroughly and fairly investigated by the authorized units of the University. Southwestern Christian University will conduct a fair and impartial investigation of all allegations of discrimination, with due regard for the rights of all parties. Any retaliation against any individual who has filed a complaint of discrimination or who has cooperated in the investigation of such a complaint is unlawful and in violation of Southwestern Christian University policy.

When a student believes that he or she has been discriminated against on the basis of disability, he or she may file, in writing, a formal grievance with the Office of Student Life. A designee will be assigned, who is the University's Disability Officer for Section 504 of the Rehabilitation Act of 1973. The statement should be as specific as possible regarding the actions(s) or inaction(s) that precipitated the grievance: date, place, persons involved, efforts made to settle the matter informally, and the remedy sought.

- If a student with a grievance alleging disability discrimination is also employed by the University, and the grievance arises out of the student's employment, the grievance may be filed under the University's Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment with Human Resources.
- If the Disability Officer receives a grievance which appears to allege disability discrimination arising out of a student's employment, the grievance may be referred to the appropriate office to be handled under the policy applicable to employees.

Where the grievance arises out of a decision made by the designee of the Office of Student Life regarding a student's eligibility for academic or other accommodations, the grievance will be forwarded for investigation to the Vice President of Academic Affairs . Grievances otherwise involving academic matters (for example: cases in which grades are disputed) will also be forwarded to the Vice President of Academic Affairs , who will determine which office(s) should conduct the investigation.

Otherwise, the designee of the Office of Student Life shall investigate the matters set forth in the written grievance. In conducting this investigation, the investigator may forward a copy of the

grievance statement to the persons whose actions (or inactions) are the subject of the grievance, and may request a written response from appropriate individuals in the University. The investigator may also choose to interview witnesses, to meet with concerned parties, to receive oral or written statements, and to make other appropriate inquiries.

After completing the investigation, the investigator will forward a copy of a report and recommendation to the appropriate University official.

- If the complaint arises out of an academic unit, the report will be forwarded to the dean of the appropriate college, unless he is the subject of the grievance. In such cases, the report will be sent to the Vice President of Academic Affairs.
- If the complaint arises from a non academic unit, the report will be forwarded to the administrative head of the unit, unless he is the subject of the grievance.

Within forty-five (45) days of the filing of the grievance, the Vice President of Academic Affairs, dean, or administrative head will render a decision on the merits of the student's complaint. If resolution is not possible within forty-five (45) days, the Vice President of Academic Affairs, dean, or administrative head shall inform the student of the status of the investigation.

Copies of the decision by the Vice President of Academic Affairs, dean, or administrative head will be sent to the student, the Vice President of Academic Affairs (when not issued by him), and the Dean of Students. A copy may also be sent to the department and/or the persons whose actions (or inactions) are the subject of the grievance, as appropriate.

In the event that the student is not satisfied with the resolution of the grievance, an appeal may be made. The appeal should be filed with the Dean of Students, who will direct the appeal and all appropriate records to the appropriate office of the University for review and disposition.

Copies of the decision will be maintained in the Office of the Vice President of Academic Affairs, and the VP of Student Life. These procedures shall constitute the grievance procedure mandated by regulations implementing Section 504 of the Rehabilitation Act.

Questions about the University's Student Grievance Procedures in Cases of Alleged Disability Discrimination should be addressed to the VP of Student Life.

Exceptions to these procedures may be granted by the President, Vice President of Academic Affairs, or the General Counsel.

The Office of Student Life, with the designee, arranges academic accommodations for qualified students with disabilities. Accommodations may include academic tutorial assistance, possible examination-related accommodations (such as extended time or a distraction-reduced environment, or possible extended time with assignments). Students seeking academic accommodations will first need to fill out the RFA (Request for Accommodations) form. The form is available online at swcu.edu or in the Office of Student Life.

Appendix D

Jeanne Clery Act

The federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** requires colleges and universities; both public and private, participating in federal student aid programs to disclose campus safety information, and impose certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. It has been amended regularly over the last two decades to keep up with changes in campus safety with the most recent update in 2013 to expand the law's requirements concerning the handling of sexual violence (see the summary of the Campus Sexual Violence Elimination Act for additional information about these requirements which take effect in 2014).

Southwestern Christian University is in compliance with the Jeanne Clery Act and makes information available in our Annual Campus Safety and Security Report. The report is available online at swcu.edu and also at the Office of Student Life.

Appendix E

Student Complaint Procedures

Anyone submitting a complaint is encouraged to follow the protocol on page 29. In summation, 1) discuss the issue with the person directly involved, 2) if not resolved, discuss the issue with the immediate supervisor of the person involved, 3) if the issue is still not resolved, a formal complaint with the Office of Academic Affairs or Student Life may be in order. ***Again, a complaint is not considered formal until it is submitted in writing to university personnel.***

The student should use the following procedure for Non-Academic issues:

- A student complaint form should be submitted to the VP of Student Life. Forms are available at the Office of Student Life. It should contain (at a minimum) the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information and any appropriate documentation. The student must also include the resolution or outcome he or she is seeking. The complaint must be submitted within ten (10) business days of the alleged conflict or action.
 - Upon receipt of a completed form, a conference will take place with the student and a staff member from the VP of Student Life office.
 - The staff member will notify appropriate persons and request any information or documentation needed to resolve the complaint.
 - The staff member may attempt to resolve the complaint by encouraging discussion between the student(s) or the faculty member/administrator or by taking the appropriate action to resolve complaint.
 - A review of the complaint with the VP of Student Life and other administrators may take place before final resolution.
 - When possible, the final resolution (or a finding of “unresolved”) will be filed in the Office of Student Life within fifteen (15) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the staff member assigned to the complaint will notify the parties involved.

For Academic issues, please refer to the Academic catalog or the Class Syllabus.

Appendix F

Disruptive and Obstructive Behavior

Policies of the Board of Regents stipulate that any student, faculty member, administrator or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity authorized to be discharged or held on any campus of Southwestern Christian University in Bethany or in Tulsa is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal as a student or termination of employment.

I. Classroom Behavior

Ordinarily, disruptive behavior is not a problem in a college setting.

However, should a student's classroom be disruptive, the following policy applies:

If a student's conduct interferes with or disrupts the orderly class process, the instructor should promptly advise the student to cease the misbehavior. If the disruptive behavior continues, the instructor may ask the student to leave the class and to schedule a private conference with the instructor prior to returning to the class. The instructor may also refer the matter to the Vice President for Student Life for appropriate disciplinary action.

If the student refuses to leave the classroom and continues the disruptive behavior, the instructor may discontinue the class session, inform the student not to return to class without the instructor's permission, and report the incident in writing to the Vice President for Student Life. Such a report should include dates, times, action, names of persons involved, and names of witnesses. The Vice President for Student Life then pursues the matter with the Vice President for Academic Affairs and through the student disciplinary procedure if necessary.

If, when the class next convenes, the student attempts to return to class without the prior permission of the instructor, the instructor may deny the student access to the class. If the student interferes with or disrupts the orderly class process and/or refuses to leave the classroom when requested by the instructor, the instructor may obtain the assistance of the campus security officers to remove the student from the class and prevent return to that class. The instructor will inform the Vice President for Student Life of the incident without delay.

II. Emergency Disruptions

Campus disruptions pending or caused by acts of God (tornado) or of undetermined origin (fires or bomb threats) and other disruptions (accidents or traumatic illnesses) are to be dealt with by existing emergency plans that will if possible preserve life, property, and the normal operations of the University.

III. Public Demonstrations

Demonstrators, however, do not have the right to deprive others of the opportunity to speak or be heard, physically obstruct the movement of others, or otherwise disrupt the educational or institutional processes in a way that interferes with the safety or freedom of others.

Students should be free, and no special permission should be required, to collect names for petitions concerned with campus or off-campus issues.

Demonstrators may be subject to disciplinary action if they:

- Disrupt or obstruct curricular, co-curricular, or administrative/operational activities of the University;
- Deny the rights of students, faculty, staff, or guests of the University;
- Inhibit others from moving freely on any part of the University campus;
- Disrupt the proper use of University offices or facilities;
- Endanger the safety of any person on University property;
- Destroy or damage property;
- Violate statutory health or safety regulations.

Appendix G

Title IX

Sexual Harassment and Misconduct/Violence

Intro

Sexual misconduct and sexual harassment are two forms of gender discrimination that are not tolerated by Southwestern Christian University. The University encourages victims to report all instances of gender discrimination in any form. Southwestern Christian University is committed to providing a productive living and learning community where students can pursue their educational goals. Gender discrimination, sexual harassment and sexual misconduct undermine this commitment and affect the ability of students to focus on their educational goals.

Where there is sufficient information/evidence to believe that the University's policies prohibiting gender discrimination, sexual harassment or sexual misconduct have been violated, the University will pursue strong disciplinary action through its student conduct system. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the University may still pursue the incident as a student misconduct matter. Where it is determined that sexual misconduct is more likely than not to have occurred, University disciplinary sanctions can include suspension.

Instances where gender discrimination is not addressed through the student conduct system the University still has the obligation under Title IX to take immediate action to eliminate the harassment, prevent its recurrence and address its effects.

Definitions

Gender Discrimination

Gender discrimination is unequal or disadvantageous treatment of an individual or group of individuals based on gender.

Sexual Harassment

Sexual harassment is a form of gender discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing or participation in any University activity.
- b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile or offensive educational and University

environment.

Sexual harassment can create a hostile environment. Sexual harassment should be reported even if it doesn't reach the point of a hostile environment. A hostile environment is defined as subjectively and objectively offensive and sufficiently severe or pervasive to alter the conditions of the victim's educational, employment or University environment.

Examples of violations:

Unwelcome sexual flirtation, advances or propositions of sexual activities.

Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences or history.

Discussing your own personal sexual fantasies, preferences or history.

Repeatedly asking for a date from a person who is not interested.

Whistles, cat calls or insulting sounds.

Sexually suggestive jokes, innuendoes or turning discussions into sexual topics.

Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing. Calling a person a "hunk," "doll," "babe," "sugar," "honey," or similar descriptive terms.

Displaying sexually demeaning or offensive objects and pictures.

Staring repeatedly at someone.

Invading a person's personal body space.

Making sexual gestures with hands or body movements.

Rating a person's sexuality.

Treating a person differently based upon his/her gender.

Massaging a person's neck or shoulders.

Touching a person's hair or body.

Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

a. Unwelcome sexual touching

The touch of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.

b. Non-consensual sexual assault

Unwilling or non-consensual penetration of any bodily opening with any objects or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent through the use of coercion.

c. Forced sexual assault

Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or

physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age, or disability) of which the assailant was aware or should have been aware.

Effective Consent is:

informed;
freely and actively given;
mutually understandable words or actions; and
Indicating a willingness to participate in mutually agreed upon sexual activity.

Further:

Initiators of sexual activity are responsible for obtaining effective consent.

Silence or passivity is not effective consent.

The use of intimidation, coercion, threats, force or violence negates any consent obtained.

Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:

1. mental, developmental, or physical disability; or
2. s/he is under the legal age to give consent; or
3. s/he is intoxicated by alcohol, beer or under the influence of drugs.

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of violations:

Ignoring an individual's protest and engaging in sexual activity.

Convincing somebody to have sex is likely to constitute intimidation or coercion. If someone is coerced, the yes is not effective consent.

Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is intoxicated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a "blackout" and did not give effective consent.

Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against his/her will.

Stalking

Stalking includes, but is not limited to, the persistent, severe or pervasive harassment of another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person or having others contact another person on your behalf.

Dating Violence

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on a consideration of the following factors:

- Length of the relationship

- The type of relationship

- The frequency of interaction between the persons involved in the relationship.

Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

Retaliation

The University will not tolerate retaliation against a person who brings a complaint forward in good faith. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation is prohibited.

Reporting

All forms of gender discrimination, sexual harassment or sexual misconduct should be reported, no matter the severity.

Reporting to the Police

The University strongly encourages you to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, university disciplinary actions and/or civil actions against the perpetrator. If the incident happened on campus, it can be reported to the Title IX coordinator by completing a report form online at www.swcu.edu. When submitted, this form is sent directly to the Title IX coordinator, who will review the information and contact the necessary students and/or Southwestern Christian University officials. If the incident occurred elsewhere in Bethany, it can be reported to the Bethany Police Department at 6714 NW 36th St, Bethany, OK 73008 or at (405) 789-2323. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

Please know that the information you report can be helpful in supporting other reports and/or preventing further incidents.

Student Conduct Process

Once a report has been submitted

Southwestern Christian University encourages students to be knowledgeable about the process that occurs once you have filed a complaint regarding Sexual Harassment/Misconduct. The following describes the investigation process, the disciplinary proceedings that may take place along with the potential outcomes. A member of the Disciplinary Committee will be available to explain the process to you individually as requested.

Investigation

1. You will be notified of receipt of your complaint/report and the actions the University official will take.
2. A University official will meet with you to discuss the complaint submitted, review the investigation and to determine the outcome you desire from your complaint.
3. An investigation will be conducted by University official(s) who have received specialized training in handling such sensitive situations. This investigation will include:
 - University officials meeting personally with the complainant (victim),
 - Meeting personally with the student(s) accused,
 - Meeting personally with any witnesses, and
 - Reviewing any documentary evidence.
4. The investigation of complaints will be adequate, reliable and impartial.
5. The investigation process can take up to 60 days.
6. The University official(s) will determine if a meeting with the Disciplinary Committee is necessary.
7. If it is determined that the University will proceed with a formal disciplinary proceeding, the complainant and the accused student(s) will be notified of the date, time, and location.

Disciplinary Committee/Proceedings

You will be notified in advance of the meeting date, time and location. Meetings will be scheduled around your academic schedule.

You are permitted to be present during the disciplinary meeting (except during deliberations of the committee). If there is a known immediate safety risk, communicate this to the Vice President of Student Services, and accommodations can be arranged.

You are permitted to make statements, provide additional witness information and introduce evidence during the disciplinary meeting. Witnesses and evidence must be directly related to the incident.

The standard of proof used in all university disciplinary cases is preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

Outcome

When it is determined that sexual misconduct is more likely than not to have occurred, the outcome may include permanent separation from the University.

The complainant (victim) has the right to be informed of the outcome. The complainant will be notified within two business days after the meeting, at the same time the accused is informed of the outcome.

Both the complainant and the accused have the right to appeal the decision reached through the disciplinary meeting proceedings within seven days after the outcome results have been delivered to all parties involved.

Accommodations

The Office of Student Life and the Title IX Coordinator can provide accommodations to student victims of gender discrimination, sexual harassment and sexual misconduct as needed.

We can assist you in filing a complaint with the university disciplinary process and the appropriate law enforcement agencies against the student(s) who caused harm.

We can assist you in completing a No Contact Order between you and the accused, which would prohibit contact between you and the accused through any means of communication, as well as having others contacting you on behalf of the accused.

We can coordinate any reasonable arrangements that are necessary for your ongoing safety.

This includes changing your living arrangements or that of the accused, changing your class schedule or that of the accused, transportation arrangements or providing an escort.

We can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care or academic support resources.

Resources

Sexual harassment and sexual violence can be very emotionally disruptive, and it takes time to come to terms with such a major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources for you. It is important to be aware that different individuals who you may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other university employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, the University must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Bethany Police Department rape crisis intervention team.

405-789-2323

Crisis Hotline. For information

405-848-2273

Deaconess Hospital Emergency Department.

405-949-6106

YMCA Domestic Violence Hotline.

405-949-1866

Integrus Health/Baptist Medical Center Emergency Room.

405-949-3155

Mercy Hospital Social Services Department

405-752-3763

Southwestern Christian University Amnesty Policy

Southwestern Christian University encourages sexual misconduct/violence reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. Southwestern Christian University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his/her own conduct, which may violate university policies.

An individual who reports sexual misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by the university for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. This amnesty policy applies to the university's disciplinary committee process as well as related policies applicable to students, faculty and staff. The university may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

Appendix H

Computer and Technology Usage Policy

I. PURPOSE

This policy is designed to perpetuate Southwestern Christian University's academic, research, and service mission by defining the appropriate and responsible use of the information and technology resources at Southwestern Christian University. Each authorized user of these resources must assume responsibility for his/her own behavior while utilizing these assets. Users of these resources should accept that the same morality and ethical behavior that serve as guides in its non-technology environments should also serve as guides in its information and technology environment. It is imperative that the campus community understands that information and technology resources require responsible behavior from all its users.

II. SCOPE

This policy applies to all faculty, staff, students, contractors or any other individual using information and technology at Southwestern Christian University. Access to southwestern Christian University-owned hardware, software and support provided by technology staff members is a privilege and not a right. Accepting access to this information and technology carries an associated expectation of responsible and acceptable use. When accessing any remote resources using Southwestern Christian University technology resources, users are required to comply with both the policies set forth in this document and all applicable policies governing the use and access of the remote systems. When these policies conflict with each other, this policy and all other Southwestern Christian University policies will supersede the remote system's policies.

III. DEFINITIONS

Computer - An electronic device that performs logical, arithmetic, and memory functions by manipulating electronic or magnetic impulses, and that includes all input, output, processing, storage, software, and communication facilities that are connected or related to an electronic system or communication network.

Computer hardware - Any and all tangible or physical devices attached to or used in conjunction with a computer system.

Computer network - The interconnection of communication lines, including wireless connections, with a computer through remote terminals or a complex consisting of two or more interconnected computers.

Computer program - An ordered set of instructions or statements that, when executed by a computer, causes the computer to process data.

Computer resources - Any and all computerized institutional data, computer hardware, and computer software owned by or operated at Southwestern Christian University.

Computer software - A set of computer programs, procedures, or associated documentation used in the operation of a computer system.

Computer supplies - magnetic tape, tape cartridges, diskettes, floppy diskettes, compact discs, and computer output, including paper, magnetic, optical, or other media.

Computer system - A set of related computer equipment, hardware or software.

Data - A representation of information, knowledge, facts, concepts, or instructions that have been prepared or are being prepared in a formalized manner and have been processed, are being processed, or are intended to be processed in a computer system or computer network. Data may be in any form including computer printouts, magnetic storage media, compact discs, and as stored in the memory of Southwestern Christian University computers. Data are property.

Data Steward - Individual responsible for the accuracy and institutional responsibility for a set of data, e.g., Human Resources Director for personnel and payroll data, Registrar for student records.

Institutional policy - A succinct and cogent written document bearing the approval of the President's Cabinet of the university that clearly defines Southwestern Christian University faculty, staff, student, and institutional responsibilities within a prescribed area of campus existence.

Property - Anything of value, including but not limited to financial instruments, information, electronically produced data, computer software, and computer programs.

Responsible use - Any action or behavior of an individual that does not cause accidental or unauthorized destruction, disclosure, misuse, or modification of or access to the information technology or computer resources owned or operated by Southwestern Christian University.

Technology resources - Any and all computer or electronic resources that are used in the search, access, acquisition, transmission, storage, retrieval, or dissemination of data.

User - Any people authorized to access and use the information technology resources at Southwestern Christian University.

User account - Any logical access on any Southwestern Christian University computer system that has been specifically established for a particular user. A user account may have a dedicated logical area on one or more Southwestern Christian University computer system also associated with it.

IV. PROCEDURE (OR PROCESS)

SECTION ONE – GENERAL

1.1 Access & Privileges

1.1.1 User Accounts

Southwestern Christian University faculty, staff, students, contractors or any other individual using information and technology at Southwestern Christian University are provided access as outlined in Southwestern Christian University's Account Management Policy to various information systems and technology based upon their individual role and need. These accounts may include, but are not limited to: individual computers or workstations accounts, personal network file-space accounts, directory services accounts (i.e. AD, LDAP and SSO), applications accounts (i.e. email, ERP, LMS, CMS, CRM, etc.) and others. Access to these accounts is a privilege not a right and may be revoked for any reason including non-compliance with Southwestern Christian University's Account Management Policy.

1.1.2 Southwestern Christian University ID

Users are responsible for all activity performed with their Southwestern Christian University ID. Southwestern Christian University IDs may not be utilized by anyone but the individuals to whom they have been issued. Users must not allow others to perform any activity with their Southwestern Christian University IDs. Similarly, users are forbidden from performing any activity with Southwestern Christian University IDs belonging to other users. Any suspected unauthorized access of a user account should be reported immediately to the Chief Information Officer, the Executive Director of Information Technology or their designee.

1.1.3 Passwords

Regardless of the circumstances, passwords must never be shared or revealed to anyone else besides the authorized user. To do so exposes the authorized user to responsibility for actions that the other party takes with the password. If users need to share computer resident data, they should use electronic mail, public directories on local area network servers, and other mechanisms, so long as doing so does not violate any policies, regulations or practices related to PII, FERPA or HIPPA. All users are responsible for both the protection of their user account password and the data stored in their user account.

1.1.4 System Privilege Deactivation

All accounts may be deactivated if account privileges are no longer commensurate with an individual's function at the university or their need to know due to a change in their status. See employee specific and student specific deactivation policies in the Account Management Policy.

1.1.5 No Responsibility for Personally Owned Computers

Southwestern Christian University cannot provide, and will not be responsible for, software

or data kept on personally owned computers, nor is it responsible for the installation, repair, maintenance or upgrade of personally owned hardware.

1.2 Acceptable Use

1.2.1 Acceptable Uses of Information and Technology Resources

All information and technology resources at Southwestern Christian University are provided to assist faculty, staff, students, contractors or any other individual in acquiring and disseminating information related to the performance of regularly assigned job duties, classroom assignments, or scholarly research.

1.2.2 Unacceptable Uses of Information and Technology Resources

Any information, data, or programs not congruent with the mission of Southwestern Christian University must not be created, stored, transmitted, viewed or manipulated using Southwestern Christian University-owned technology or information systems.

The following is a list that includes, but is not limited to unacceptable uses of information and technology resources at Southwestern Christian University.

A) Transmitting any material, or engaging in any other activity in violation of any federal, state, or local laws, including U.S. and international copyright law or trade agreements.

B) Transmitting or accessing information containing harassing material. Electronic harassment includes, but is not limited to:

- i. Text images with the intent to harass, terrify, intimidate, threaten or offend another person
- ii. Contact of another person with the intent to harass or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease
- iii. The disruption or damage of academic, research, administrative or related pursuits of another
- iv. Invading the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

C) Transmitting, displaying, or viewing offensive content, this includes, but is not limited to:

- i. sexual comments or images
- ii. racial slurs
- iii. gender specific comments or any comments that would offend someone on the basis of their age, sex, national origin or disability
- iv. Displaying, sending, printing, or storing sexually explicit, graphically disturbing, obscene, pornographic, fraudulent, harassing, threatening, abusive, racist, or discriminatory images, files or messages in any campus computing facility or any campus location.

D) Disseminating or printing copyrighted materials, including computer files, articles and software, in violation of U.S. and international copyright laws or trade agreements

E) Attempting forgery of email messages

F) Physical or electronic interference with other computer systems users

G) Any other practice or user activity that, in the opinion of management constitutes irresponsible behavior, promotes illegal activities, results in the misuse of resources, or jeopardizes the operation of information and technology resources at Southwestern Christian University.

1.2.3 Prohibition Against Commercial Use of Information Resources

Southwestern Christian University users must not use Southwestern Christian University information and technology resources for soliciting business, selling products, or otherwise engaging in commercial activities other than those expressly permitted by Southwestern Christian University administrators. Prohibited activity includes, but is not limited to operating a business, usurping business opportunities or soliciting money for personal gain.

1.3 Privacy and Data Ownership

1.3.1 Legal Ownership of Information Systems Files and Messages

Southwestern Christian University has legal ownership of the contents of all files stored on its information and technology resources as well as all content transmitted via these systems. Southwestern Christian University reserves the right to access all such information without prior notice whenever there is a genuine business need.

1.3.2 No Responsibility for Monitoring Content of Information Systems

Southwestern Christian University reserves the right to remove any message, file, database, graphic, or other material from its information and technology resources. At the same time, Southwestern Christian University has no obligation to monitor the information content residing on or flowing through those systems.

1.3.3 Privacy Expectations and Information Stored on Southwestern Christian University Systems

At any time and without prior notice, Southwestern Christian University reserves the right to examine archived electronic mail, personal file directories, hard disk drive files, and other information stored on Southwestern Christian University information and technology resources. Similarly, at any time and without prior notice, Southwestern Christian University reserves the right to examine or monitor any device attached, for any reason, to the Southwestern Christian University network. This examination is performed to ensure compliance with internal policies, to support the performance of internal investigations, to comply with legal requirements such as a subpoena or court order, and to assist with the management of Southwestern Christian University's systems. It is also possible that other individuals, organizations and agencies, with permission from Southwestern Christian University administrators, may likewise access or monitor these same systems, whenever there is a legitimate business need of Southwestern Christian University for them to do so.

1.3.4 Disclaimer of Responsibility for Damage to Data and Programs

Southwestern Christian University uses access controls and other security measures to protect the confidentiality, integrity, and availability of the information handled by information and technology resources. In keeping with these objectives, Southwestern Christian University maintains the authority to:

- a. restrict or revoke any user's privileges,
- b. inspect, copy, remove, or otherwise alter any data, program, or other resource that may undermine these objectives, and
- c. take any other steps deemed necessary to manage and protect those systems. This authority may be exercised with or without notice to the involved users. Southwestern Christian University disclaims any responsibility for loss or damage to data or software that results from its efforts to meet these security objectives.

1.4 Intellectual Property

1.4.1 - Copyright Laws

Unless placed in public domain by its owners, Section 117 of the 1976 Copyright Act protects software programs. Software is also protected by the license agreement between the owner and purchaser. It is illegal to duplicate, copy, or distribute software or its documentation without the permission of the copyright owner.

1.4.2 - Software

Respect for the intellectual work and property of others has traditionally been essential to the mission of academic institutions. As members of the academic community, Southwestern Christian University values the free exchange of ideas. Just as Southwestern Christian University does not tolerate plagiarism, Southwestern Christian University strongly supports strict adherence to software vendors' license agreements and copyright holders' notices. If Internet users or other system users make unauthorized copies of software, the users are doing so on their own behalf, since all such copying is strictly forbidden by Southwestern Christian University.

1.4.3 Fair use

Unless permission from the copyright owner(s) is first obtained, making multiple copies of material from magazines, journals, newsletters, and other publications is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

University Resources

Campus Ministries

Southwestern Christian University campus ministries seek to provide a worship environment that minister to the Southwestern Christian University community through programs, activities and initiatives encouraging students to develop the total person (spiritual, social, physical, and intellectual). If you have any questions, please contact the VPSS.

Food Services

Food service is provided on-campus by Pioneer College Caterers. The dining hall is located in the Patrick Center Cafeteria offering breakfast, lunch, and dinner options. The Quill, the university coffee shop, is directed by Pioneer College Caterers and will be open at different times throughout the day for hot drinks and light snacks.

Southwestern Christian University commuter students can place Eagle Dollars on their student ID to purchase regular meals in the Southwestern Christian University Cafeteria or at The Quill. Eagle Dollars can be purchased during registration, online, or at The Quill.

Southwestern Christian University resident students have a 19 meal plan with \$50 of Eagle Dollars on their card per semester and can add more Eagle Dollars either during registration, online, or at The Quill.

Pioneer College Caterers offers extra Eagle Dollars with your purchase.

99 dollars or less, Southwestern Christian University students will receive 10% more. For example, if you purchase 50 Eagle Dollars, Pioneer will place 55 Eagle Dollars on your account.

100 dollars or more, Southwestern Christian University students will receive 20% more. For example, if you purchase 100 Eagle Dollars, Pioneer will place 120 Eagle Dollars on your account.

Health Services

SCU has a medical facility on campus run by Tri City Family Clinic. The hours of operation are Monday through Friday from 8:30 am until 5:30 pm.. The clinic is in the medical building (former Center for Student Success which is next to the East Residence/Glass House). The clinic takes many forms of insurance.

Many of the major medical facilities of Oklahoma City are located in the northwest part of the city. For your convenience only, we have listed below several hospitals and medical facilities within minutes of the Southwestern Christian University campus. Southwestern Christian University assumes no liability, financial or otherwise, for the student's use of these facilities.

Hospitals:

Baptist Medical Center
3300 N.W. Expressway
Oklahoma City, OK
(405) 949-3011

Deaconess Hospital
5501 N. Portland Avenue
Oklahoma City, OK
(405) 604-4000

Medical Centers:

Falls Park Christian Medical Center
6102 N.W. 63rd Street
Oklahoma City, OK
(405) 728-8450

First Med Urgent Care
4510 NW 39th Expressway
Oklahoma City, OK
(405) 495-5841

Counseling Services

Although Southwestern Christian University does not have an onsite counseling clinic; students can utilize the Empower Life Enhancement Services. This is a Christian counseling service that is available to students, staff and faculty.

Empower Life Enhancement Services, LLC
7300 NW 23rd Street, Suite 301
Bethany, OK 73008
405-789-0070

Intercollegiate Athletics

Southwestern Christian University is a member of the National Association of Intercollegiate Athletics (NAIA).

Fall Sports:

Men's and Women's Soccer, Men's and Women's Cross Country, Men's and Women's Golf, Women's Volleyball, Men's and Women's Bowling, Cheerleading.

Winter Sports:

Men's and Women's Basketball, Men's and Women's Indoor Track, Men's and Women's Bowling, Cheerleading.

Spring Sports:

Men's and Women's Golf, Men's and Women's Bowling, Men's and Women's Outdoor Track and Field, Men's and Women's Tennis, Women's Softball, Men's Baseball.

Student Handbook Oversight Committee 2017-2018:

Dean Brad Davis, M.Min, Ed.D Candidate
Vice President of Student Services

Seth Canfield, MA
Director of Housing and Campus Life

Zack Sherrill, B.S.
Resident Director

Wendy Chuning, B.S.
Resident Director

George Washington, M.Ed
Director of Center for Student and Professional Success

Rev. Manual Pate
Board of Regents

Meredith Light,
President of Student Government Association

John Mashburn,
Attorney and Counselor at Law

Fall Semester Academic Calendar

Not applicable to students exclusively in evening, online or graduate classes or programs.

This calendar is considered **TENTATIVE** as dates may change pending instructional necessity.

Aug	1	First Fall Payment Due (Traditional Students)
Aug	1	Degrees Conferred for August Graduates
Aug	14	Fall Athlete Move In Day (Soccer and Volleyball)
Aug	14	9 Month Faculty First Day
Aug	16	Students Dropped for Non-Payment
Aug	18	Residential Student Registration/Move In Day
Aug	19	S.O.A.R. (New Student Orientation)
Aug	21	First Day of Classes (Traditional)
Aug	25	Last Day to Enroll (Traditional)
Aug	25	Last Day to Add Semester Long Classes (Traditional)
Sept	6	December Graduate Applications Due
Sept	2	Last Day to Drop Semester Long Classes (Traditional)
Sept	16	U.S. Constitution Day Observed (Sa, Sept 17)
Oct	14	Midterm Grades for Semester Long Classes Due (Traditional)
Oct	15	Spring Scholarship Applications Due
Oct	18	Last Day to Withdraw
Oct	19-21	Fall Break (Traditional)
Oct	25	Spring Portal Pre-registration Opens
Nov	23-25	Thanksgiving Break
Nov	30	May/August Graduation Applications Due
Dec	1	Spring Admissions Applications Due
Dec	2	Music Juries (Final Exams)
Dec	5-8	Final Exams
Dec	9	Dorms Close
Dec	12-16	Fall Intersession Classes
Dec	13	Fall Semester Final Grades Due
Dec	16	Last Day of the Fall Semester (All Students)
Dec	16	Fall Intersession Grades Due
Dec/Jan	19- Jan	Christmas Break
n	2	
Jan	3-5	Degrees Conferred for December 30 Graduates

Spring Semester Academic Calendar

Not applicable to students exclusively in evening, online or graduate classes or programs.
This calendar is considered **TENTATIVE** as dates may change pending instructional necessity.

Jan	3	First Spring Payment Due (All Students)
Jan	3	12 Month Employees Return
Jan	3	Faculty Development
Jan	6	Registration/Move In Day
Jan	6-7	S.O.A.R. (New Student Orientation)
Jan	9	First Day of Spring Semester (All Students)
Jan	13	Last Day to Enroll
Jan	16	Martin Luther King Jr Day
Jan	20	Last Day to Add Semester Long Classes (Traditional)
Jan	27	Last Day to Drop Semester Long Classes (Traditional)
Mar	10	Midterm Grades for Semester Long Classes (Traditional)
Mar	13-17	Spring Break
Mar	21	Fall Portal Pre-registration Opens
Mar	31	Last Day to Withdraw
Apr	14	Good Friday
Apr	28	Music Juries (Final Exams)
May	1-4	Final Exams
May	6	Dorms Close (5 pm)
May	6	Commencement (Dec 2016, May/August 2017 Grads)
May	8-12	Spring Intersession Classes
May	9	Spring Semester Long Class Grades Due
May	10	9 Month Faculty Last Day
May	10-12	Degrees Conferred for May 6 Graduates
May	12	Last Day of Spring Semester (Traditional)
May	29	Memorial Day
July	2	Last Day of Spring Semester (All Students)
July	7	May and June Class Grades Due