

# **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](http://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 that 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