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 SCU 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 SCU 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 VPSL for disciplinary action.

Spiritual Life Discipline
Any student that does not meet the minimum number of Chapel Credits for a semester, per enrollment status, will be placed on Spiritual Life Disciplinary. For minimum number of Chapel Credits required, please refer to “Campus Chapel Attendance” section.

Students who fail to earn a minimum of 23 Chapel Credits per semester will receive a $50 fine per chapel credit missed. (Ex: student accumulates a total of 20 chapel credits for a semester. The student would receive a $50 fine per chapel credit missed (3 x $50) for a total of $150. The student is placed on Spiritual Life Discipline during the next semester.

Fines are issued 1 week before the semester ends and students are notified before finals week by email notification from the VPSL.

1st Offense Spiritual Life Fine – any student who does not meet the required chapel attendance will be given a fine. $50 per chapel missed up to 23 chapels. SCU students are allowed to participate in extracurricular activities, such as student leadership, athletics, ministry teams, musical groups, etc. as long as the fine is paid before the following semester.

2nd Offense Spiritual Life Fine and Warning – any student who does not meet the required chapel attendance for a 2nd time as a student at SCU will receive “double fines”. $100 per chapel missed up to 23 chapels. SCU students are allowed to participate in extracurricular activities, such as student leadership, athletics, ministry teams, musical group, etc as long as the fine is paid before the following semester.
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3. Offense on Spiritual Life Suspension – any student who does meet the required chapel attendance for a 3rd time as a student will be suspended from SCU. If a student commits their 3rd offense in their final semester as a Senior, that student will not be authorized to graduate from SCU without approval from the VPSL, Provost and President of SCU.

Spiritual Life Probation Appeals Process
Appeals must be made in writing to the VPSL within seven calendar days of Spiritual Life Discipline notification. Appeals need to include specific reasons why chapel was missed.

Community Life Discipline
Any student who does not meet the requirement of 10 Community Life Credits will be subject to a fine. The fine is $25.00 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
SCU 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 SCU community, certain standards are required that are in line with the Bible and reflect SCU’s mission as a Christian university. All student behavior should reflect this standard and bring Glory to God.

SCU desires to protect the integrity of the community and those who are abiding by the rules and regulations. SCU 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 SCU 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). SCU 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 SCU’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 SCU 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, SCU 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 SCU mission.

Community Accountability
Any member of the University community should report student misconduct.
Reports should be submitted to the VPSL as soon as possible after the event
takes place, preferably within 5 days of the event.

SCU 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) **Corrective Restitution** - The student is required to make restitution by some
prescribed means for irregularity in conduct. This may take the form of a fine,
community service, accountability essay, counseling, or prescribed interview
sessions.

(d) **Disciplinary Probation** - Probation will result in a covenant agreement that may
include all or any of the following:
   • a mentoring relationship with a faculty or staff;

\[2\] Any student that is required to receive counseling as part of the disciplinary
process due to specific behaviors such as anger, pornography, alcohol, drugs,
etc. is responsible for paying the required counseling and sign an agreement to
allow the VPSL to have updates on the counseling progress. A student that
refuses, signs up and does not attend, or does not complete counseling, is
subject to further sanctions up to dismissal from the university.
• 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 VPSL.

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

**(e) 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 VPSL); 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 (extra-curricular or co-curricular) will be permitted during this period. The VPSL 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 VPSL.

**(f) 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 SCU, 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 VPSL, University Disciplinary Committee, or President’s Cabinet.

(g) 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 dorm 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 VPSL. The student would also be subject to any applicable standards, policies, and discipline concerning sexual behavior.

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

IMPORTANT:
Any SCU student placed on Disciplinary Probation is ineligible to participate in extracurricular activities such as student leadership, athletics (intramural or collegiate), ministry teams, musical groups, etc., during their time on probation. All fines must be paid in full before the student can resume participation.

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

1. One President Cabinet member;
2. Two faculty member selected by the President. (One serving as Chairman);
3. Resident Director;
4. Vice President of Student Government. (Elected by the student body).
5. One at-large student appointed by the President;
6. A student selected by the Student Senate.

A quorum of four committee members is required to hear cases.

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. Disciplinary Process - Student Handbook Violations

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

2nd SHV- Student meets with the VPSL and Resident Director, for counsel, a fine, community service and any other consequences deemed appropriate by the VPSL.

3rd SHV- meeting with the VPSL, disciplinary contract, fine, community service, possible disciplinary probation, and any other actions deemed appropriate by the VPSL.

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 VPSL 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 Violation Appeals

The VPSL, 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 VPSL. 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 VPSL 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 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 lifestyle violation.

Note: The Office of the VPSL considers the breaking of the SCU 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 VPSL 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 VPSL 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 VPSL 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.

(a) Major 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 VPSL and/or the University Disciplinary Committee. A disciplinary contract, fine, community service, disciplinary probation, and any other actions deemed appropriate by the VPSL and/or University Disciplinary Committee will be rendered.

Option 2 – Long term Probation - 2 to 6 months in length. Meeting with the VPSL and/or the University Disciplinary Committee. A disciplinary contract, fine, community service, disciplinary probation, and any other actions deemed appropriate by the VPSL 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 VPSL and/or the Resident Director 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 VPSL, 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 VPSL and University Disciplinary Committee, extended disciplinary probation, fine, community service, disciplinary suspension, or any other actions deemed appropriate by the VPSL and/or Disciplinary Committee.

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

NOTE: There are some major violations considered more harmful to the SCU 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.
(b) 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 VPSL within five calendar days from the time the disciplinary notice was issued to the student. The VPSL 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 VPSL 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 SCU 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 VPSL 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 VPSL for final determination.

**SCU 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.

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**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.

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**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.

SCU holds a “No Tolerance” stance concerning all illegal drugs and will dismiss students from SCU 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. SCU 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 SCU 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. SCU 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 SCU 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 provost 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.
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.)
Appendix C
Disability Services and Grievance Policy

SCU 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 Provost. Grievances otherwise involving academic matters (for example: cases in which grades are disputed) will also be forwarded to the Provost, 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 Provost.

• If the complaint arises from a nonacademic 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 Provost, 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 Provost, dean, or administrative head shall inform the student of the status of the investigation.

Copies of the decision by the Provost, dean, or administrative head will be sent to the student, the Provost (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 Provost, 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, Provost, 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.
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 imposes 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).

SCU 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 Compliant 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:
• Unwelcomed 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 object 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 SCU 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
SCU 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 Life, 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

Integris Health/Baptist Medical Center Emergency Room.
405-949-3155

Mercy Hospital Social Services Department
405-752-3763

SCU 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. SCU 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.