SCU 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, SCU will be open to students, parents, employees, contractors, and guests. During non-business hours, access to most of the universities facilities is by key or by permission by Administration, Faculty, or Staff.

**Address/Name Change**
In order for SCU to maintain accurate student records, a student who changes his/her name, marital status, local address, permanent address, or phone number must notify the registrar and business office.

**Campus Visitors**
SCU welcomes guests to our campus. SCU 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 SCU 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.

**Campus Security**
Armor Bearers patrols the SCU 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 405-635-6444.

**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 dorm room overnight.

**Clubs and Organizations**
Any student interested in forming a club or organization must register the group with the VPSL. The registration process consists of:

1) Petition for Formal Recognition to include club’s purpose, roster of officers and participants and club name; or
2) Organization Advisor (if necessary).
3) Clubs are part of Student Government
SCU Guidelines and University Recognition

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 VPSL. 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:

1. Each club or organization must have formal approval by the VPSL.
2. Fraternities and Sororities are permitted at SCU if they are academic or spiritual in nature.
3. All clubs and organizations must register annually with the VPSL.

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 VPSL.

Dress Code

The Dress Code at SCU 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 SCU activities in appropriate attire.

Personal appearance, including hair and clothing, should be neat, modest and reflect a person who is well-groomed. SCU 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.
  o 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.

  • Body piercing and body art is discouraged, but not prohibited at SCU. 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 VPSL or the Resident Director. The Student Life Committee and the President’s Cabinet of SCU have the authority to interpret and make adjustments to the dress code during the course of a school year.

**Email Use**
All SCU students are assigned a university email address. If a student does not want to utilize SCU’s email address, it is the student’s responsibility to link their personal email to SCU’s assigned email. Students will receive important notices from advisors, professors, staff, and administration via campus email. It is the student’s responsibility to check their SCU email account on a regular basis. All email communication to Administration, Faculty, and Staff must be through the SCU 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**
SCU faculty, staff, and administrators are required to wear their SCU issued ID on campus. SCU students are required to have an issued ID. To get a replacement card, it will cost $25.00 paid to the Business Office.

**Illness and Communicable Disease**
Commuter students who become ill should immediately notify the VPSL who will determine the proper course of action. Resident students should notify their Resident Director. Any report that an SCU 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 VPSL.

Any person who has a compromised immune system or communicable disease of any kind should contact the VPSL 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 VPSL, in consultation with the Provost of SCU, will make the decision to cancel classes should the need arise. The Provost 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 a.m. Area broadcasters will be informing the public during the morning news programs and running a listing of the closings during other programming. All efforts will be taken to notify students of closure via emails and e-alerts as early as possible.

**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 U.S. Jacobin Ainatsiferana is available in the Admissions office. Throughout the year he will have meetings for International students. Also, there is a international handbook available in his office.
405-789-7661 ext. 2442

**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 VPSL for action.

If the student’s behavior occurs in the absence of any violation of policy or regulation, the VPSL will investigate the situation and the effect of the behavior on the student and the university community. The VPSL may require a personal interview with the student. If, as a result of this investigation, the VPSL 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 VPSL may withdrawal the student from campus with condition for readmission.

Students who leave campus under the above conditions, either voluntarily or involuntarily, will be readmitted to the university only after being cleared by the VPSL. 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.

**Laptop/Tablet/Computer/Phone/Gaming Etiquette**
Several rules of etiquette need to be followed so that the use of technology does not cause disruption or difficulties to fellow members of the campus community. General guidelines include the following:

* If you are computing in a public area, turn off the sound or use headphones;
* Do not play inappropriate games;
* Network gaming uses bandwidth that other students need for academic purpose. Be considerate of others needing access to network;
* The SCU computer network is to be used for educational purposes only due to liability issues related to inappropriate use;
* Screen-savers and wallpaper that are suggestive or pornographic in nature or show products or substances prohibited at SCU are not allowed;
* University community computers are available in the Library and Center for Student Success. Students may not access computers, tablets or laptops that belong to Faculty, Staff, or Administrators without permission. Any unauthorized access will result in disciplinary action.
* Unauthorized wireless routers are prohibited.
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.

Lost and found
Items lost or found should immediately be reported to the VPSL or Resident Director. SCU is not responsible for lost, stolen, or misplaced items. You must take the initiative to secure your valuables and are encouraged to purchase renter’s insurance.

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 Director and the VPSL 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. SCU reserves the right to inspect automobiles on campus when it has reason to believe that university regulations are being violated. SCU 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 SCU 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. SCU utilizes cameras around campus in an effort to minimize the risk of crime. The VPSL works closely with the Bethany Police Department to provide a comprehensive campus security program. Additionally, campus security offices are on duty to insure the safety of SCU constituents.

Student Complaints
A complaint is not considered formal until it is submitted in writing to university personnel. If a student has an issue or complaint concerning any instructor or course, the student should first speak with the instructor.

- If, after speaking with the professor, the issue is unresolved; the student may then carry the complaint further or formalize the complaint by writing to their department chair, dean, or the Provost.
- If a student has a complaint concerning an area outside of academic affairs (i.e., other students, facilities, etc.), the complaint should be submitted in writing to the Office of Student Life.
- 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 Life on behalf of the student.

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

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

Student ID Cards
All students enrolled at SCU (fulltime and part time) are required to have a student ID card. SCU 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 to track chapel credits and a variety of other university sponsored programs. 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:

- Program activities such as: Spirit Week, Midnight Breakfasts, Homecoming Events, Spring Formal, Identify Services, FCA, student clubs, Open Mic Night, Concerts are provided for student enrichment.
- A competitive Coed Intramural program that offers activities such as: basketball, flag football, dodgeball, volleyball, ping pong, academic challenges, etc.
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 probation, expulsion or removal from the dorms.

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

Unauthorized Telephone Use
Students making unauthorized calls on university telephones will not be tolerated. Disciplinary action will include reimbursement and may include sanctions and/or suspension from the residence hall and/or institution.

Vehicle Regulations
SCU 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 SCU, 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. SCU 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 VPSL.

ALL unauthorized automobiles are subject to impoundment at the owner’s expense. ALL SCU faculty, staff, and students must check with the VPSL or Resident Director for parking instructions.
**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.

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.