Southwestern Christian University

Student Handbook

Letter from the Vice President of Student Development

Dear Eagles,

Welcome to Southwestern Christian University!

I'm honored to welcome you to a community where faith, learning, fun and purpose come together to help you become all God has created you to be.

At SCU, our mission is to develop Christlike leaders who are prepared to make a difference in the world. Our vision for Student Life is to create a vibrant, Christ-centered campus where every student is known, experiences authentic community, becomes more like Jesus daily, and is equipped to serve for a lifetime.

We believe the best college experience isn't just about earning a degree. It's about building meaningful relationships, growing in your faith, discovering your calling, and having fun while doing that.

As we build that culture together, four values will guide us:

- **Communication** – We communicate with honesty, clarity, and grace.
- **Collaboration** – We are better together and stronger as one community.
- **Creativity** – We pursue excellence by reflecting the creativity of our Creator.
- **Community** – Every student deserves to be known, valued, and encouraged.

This handbook will help you understand the expectations and values that make our campus a place where every student can thrive. These standards aren't simply policies, they're the foundation on which we will build the best campus experience together.

Thank you for choosing SCU!

Let us all embrace the essence of scholarship, spirit, and service as we pursue everything God has designed for us. We can't wait to see you soar!

Matthew VonWald
Vice President of Student Life
Southwestern Christian University

Student Handbook

Table of Contents

.	**Introduction**	**4**
I.	**Campus Map, Facilities & Offices**	**10**
II.	**Department of Student Development**	**14**
III.	**The Lifestyle**	**15**
IV.	**Campus/Spiritual Life**	**18**
V.	**University Policies**	**20**
VI.	**Residency Program**	**29**
VII.	**Disciplinary Policies & Procedures**	**36**
VIII.	**Additional Resources**	**49**

INTRODUCTION

PHILOSOPHY & PRINCIPLES OF THE STUDENT HANDBOOK

You hold in your hand the SCU Student Handbook. This book contains the principles, policies, and procedures that all students should know during their time as SCU Eagles. Like all institutions, SCU has clear expectations and responsibilities for our students. An **expectation** is "*a belief that someone will or should achieve something*" while a **responsibility** is "*a thing that one is required to do as part of a job, role, or legal obligation*."

The origin of our principles is Scripture. The purposes of our policies are protection and freedom for both students and the institution. The outcomes of our procedures are order, accountability, and holistic well-being for every person. We believe in the importance of personal growth and will continue to provide all students with the resources, skill training, and education they need to accomplish their dreams and ambitions, all through a Christian worldview.

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

The philosophy of the Student Handbook is to help guide the student toward success at SCU and beyond. The rules and regulations set forth in this handbook are boundaries which protect the institution, employees, and students. Stepping outside of those boundaries will result in some corrective measures to ensure the continued success of the student.

The **Four Guiding Principles** that govern all aspects of the Student Handbook are:

1. God Honoring *(Exodus 20:1-11; Deuteronomy 6:4–9; Mark 12:28-30-34)*
2. Neighbor Respecting *(Genesis 1:26-27; Leviticus 19:9-18, Mark 12:28-34)*
3. Individual and Communal Protecting *(Exodus 20:12 -17; Micah 6:8; Ephesians 2:10; Colossians 3:13; 1 Peter 2:16)*
4. Civil Understanding *(Mark 12:13-17; Romans 13:1-7; Acts 5:29; 1 Peter 2:13-23)*

Southwestern Christian University approaches each disciplinary action based on the facts and circumstances of the particular events at issue. Therefore, students are given notice, and accept upon admission, that the failure of the University to

enforce, or its decision not to enforce, any rule or regulation or its delay in exercising any right, power, or privilege regarding such enforcement shall not operate as a waiver of the right to strictly enforce such rules or regulations in the future.

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

UNIVERSITY MISSION

Mission Statement:

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

University Mission Statement Explained
All students are expected to conduct themselves in proper reflection of the University Mission Statement and Four Guiding Principles both on and off campus while affiliated with the University.

1. **Christ-centered:** SCU promotes and fosters the discipleship of all students and partners with them in their Christian faith
2. **Liberal Arts Institution:** SCU academia focuses on undergraduate studies of both arts and sciences
3. **Equipping Students for a Life of Learning, Leadership, and Service:** SCU provides students with opportunities to further academic pursuits, develop personal and communal leadership skills and traits, and to "love their neighbor as they love themselves."
4. **Integrating Faith, Learning, and Living:** SCU promotes holistic growth and maturation of every student by modeling biblical principles of trust in God, dedication to education, and application of faith in everyday life.
5. **Empowering Graduates to Excel:** SCU expects students who embody the Philosophy and Mission of the University to complete their undergraduate degree at SCU.

6. **Positively Impact their world for Jesus Christ:** We believe that students should leave their time at SCU not only as better people, but as maturing believers in their Christian faith, participating in the Great Commission.

UNIVERSITY HISTORY

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

UNIVERSITY AFFILIATION

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

IPHC 14 Articles of FAITH

As part of the International Pentecostal Holiness Church, SCU recognizes and follows a Pentecostal, Wesleyan-Arminian hermeneutic of the Bible, which affirms the IPHC's 14 Articles of Faith, as listed below. Students, faculty, staff, and administration are to honor the Articles of Faith on and off campus.

1. We believe there is but one living and true God, everlasting, of infinite power, wisdom and goodness; Maker and Preserver of all things, both visible and invisible. And in the unity of this Godhead, there are three

Persons of one substance of eternal being, and equal in holiness, justice, wisdom, power, and dignity; the Father, the Son, and the Holy Ghost.

2. We believe that the Son, who is the Word of the Father, the very and eternal God, of one substance with the Father, took man's nature in the womb of the blessed virgin; so that two whole and perfect natures, that is to say, the Godhead and the manhood were joined together in one Person, never to be divided, whereof is one Christ, very God and perfect man, who actually suffered, was crucified, dead, and buried, to reconcile the Father to us, and to make atonement, not only for our actual guilt, but also for original sin.
3. We believe that Christ did truly rise again from the dead, and took again His body, with all things appertaining to the perfections of man's nature, and ascended into heaven and there sits until He shall return to judge all men at the last day.
4. We believe the Holy Ghost, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father and the Son, very and eternal God.
5. We believe in the verbal and plenary inspiration of the Holy Scriptures, known as the Bible, composed of sixty-six books and divided into two departments, Old and New Testaments. We believe the Bible is the Word of God, the full and complete revelation of the plan and history of redemption.
6. We believe that eternal life with God in heaven is a portion of the reward of the finally righteous; and that everlasting banishment from the presence of the Lord and unending torture in hell are the wages of the persistently wicked (Matthew 25:46; Psalm 9:17; Revelation 21:7, 8).
7. We believe that Jesus Christ shed His blood for the remission of sins that are past, for the regeneration of penitent sinners, and for salvation from sin and from sinning (Romans 3:25; 1 John 3:5-10; Ephesians 2:1-10).
8. We believe, teach and firmly maintain the scriptural doctrine of justification by faith alone (Romans 5:1).
9. We believe that Jesus Christ shed His blood for the complete cleansing of the justified believer from all indwelling sin and from its pollution, subsequent to regeneration (1 John 1:7-9).
10. We believe in sanctification. While sanctification is initiated in regeneration and consummated in glorification, we believe it includes a definite, instantaneous work of grace achieved by faith subsequent to regeneration (Acts 26:18; 1 John 1:9). Sanctification delivers from the power and dominion of sin. It is followed by lifelong growth in grace and knowledge of our Lord and Savior Jesus Christ (2 Corinthians 4:16; 2 Peter 3:18).
11. We believe that the Pentecostal baptism of the Holy Ghost and fire is obtainable by a definite act of appropriating faith on the part of the fully cleansed believer, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives utterance (Luke 11:13; Acts 1:5; 2:1-4; 8:17; 10:44-46; 19:6).
12. We believe in divine healing as in the atonement (Isaiah 53:4, 5; Matthew 8:16, 17; Mark 16:14-18;James 5:14-16; Exodus 15:26).
13. We believe in the imminent, personal, premillennial second coming of our Lord Jesus Christ (1 Thessalonians 4:15-17; Titus 2:13; 2 Peter 3:10-14; Matthew 24:29-44), and love and wait for His appearing (2 Timothy 4:8).
14. We believe it is the responsibility of every believer to dedicate his life to carrying out the work of the Great Commission (Matthew 28:18-20; Mark 16:15-20; Acts 1:8).

For more information about the IPHC's theological stance, visit iphc.org.

ACCREDITATION

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

University Motto: *Scholarship*, *Spirit* and *Service*.

***Scholarship*:** Scholarship at Southwestern Christian University is pursued from the perspective of Biblical-Christian worldview. The integration of faith, learning, and living is central to every academic discipline and is led by dedicated faculty members who are committed to academic excellence, the elevation of critical thinking skills, and personal, spiritual, and intellectual growth.

SCU is committed to:

- Holistic Christ-centered academic excellence
- Embracing change, diversity, and emerging technologies to ensure relevance and the establishment of strategic and collaborative partnerships
- Research and inquiry in an assessment and data-driven culture
- Being an organization centered on lifelong learning, social skills, and servant leadership

Spirit: Southwestern Christian University is dedicated to cultivating a Spirit-lead environment where students grow in their spiritual relationship with God and their interpersonal relationship with others.

SCU is committed to:

- Building a Christ-centered community
- Honoring our Pentecostal Holiness heritage
- Respecting diversity and various Christian backgrounds
- A campus culture where God's Spirit and school spirit are prevalent and powerful

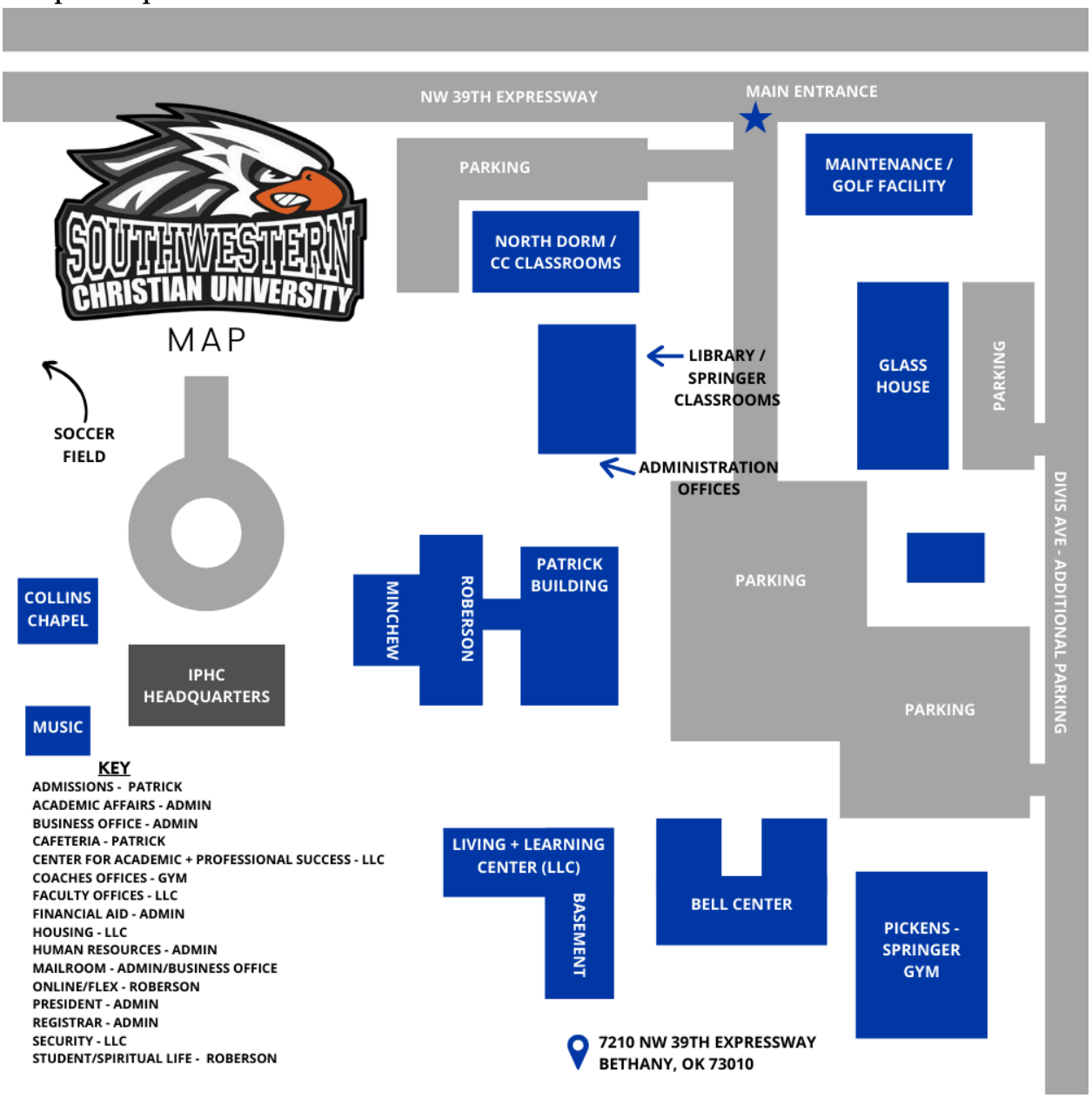
Service: Southwestern Christian University is focused on serving both Jesus Christ and others. Through the development of servant-leadership, SCU empowers graduates for a life of learning, leadership, and global impact.

SCU is committed to:

- Developing and modeling servant leadership
- Fostering an environment of relevant social and self-awareness
- Ethics, respect, and integrity
- Instilling the value of stewardship in all aspects of life

I. Campus Map, Facilities & Offices

Campus Map



Main Address: 7210 NW 39th Expressway Bethany, OK 73008

Student Mail Address: 7200 NW 39th Expressway Bethany, OK 73008

During business hours, 8:30 am until 4:30 pm, Monday through Friday, SCU public areas are open to Students, Parents, Employees, and Guests.

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

FACILITIES & OFFICES

Administrative Offices Building & Springer Library
Top Floor
Office of the President: presidentoffice@swcu.edu
Office of the Vice President of Academic Affairs: academicaffairs@swcu.edu
Registrar: *handles enrollment, transcripts, credit transfers, degree audits and conferrals, etc.:* registrar@swcu.edu

Business Offices: *handles student financial accounts:* billing@swcu.edu
Financial Aid Offices: *handles information regarding scholarships, loans, grants, work study program, etc.:* finaid@swcu.edu

Bottom Floor
Springer Library: academic resources and University collegiate interaction
Classrooms: S101, S103

The Patrick Building
Cafeteria: diningservices@swcu.edu
Admissions Office: admissions@swcu.edu; internationaladmissions2@swcu.edu
Student Mail Room: mailroom@swcu.edu

The Roberson Building
Office of the Vice President of Student Development: matthew.vonwald@swcu.edu
Office of Director of Student Life: handles co- & extracurricular calendar, clubs, student events (on and off campus), etc.: campuslife@swcu.edu
Online Offices: *handles student engagement in online courses:* online@swcu.edu
Classrooms: R100, R104, R108 (Lab), R112

The Minchew Auditorium
Classroom: Minchew 350

Northern Residence/Jim Poteet Conference Center
First Floor: Classrooms: CC1, CC2, CC3
Second Floor: Residence Halls
Third Floor: Residence Halls

The Maintenance Building

Golf Facilities
IT Offices

Glass House

First Floor: Residence Halls

Second Floor: Residence Halls

The Pickens/Springer Gymnasium, Wellness Center

Top Floor**:**

Athletic Offices

Office of Vice President of Admissions

Office of Athletic Director

Classroom: G201

Bottom Floor

Wellness Center: *student athletic training facility*

SCU Gymnasium

Classroom: G101

The Bell Center

Commons Area: *under construction*

The Learning and Living Center (LLC)

Basement

Office of Center for Academic and Professional Success & Disability Services: CAPS@swcu.edu; disabilities.services@swcu.edu

Office of Creative Arts Department/Department Chair

Tornado Shelter/Conference Hall

Computer Lab

First Floor

Office of Director of Resident Life: handles Resident Assistants, dorm issues, etc.: housing@swcu.edu

Campus Security Office*: in partnership with Bethany Police, oversees parking permits and fines, file police reports, emergency or safety concerns & campus admittance.:* security@swcu.edu, 405-488-7060, 911

Residence Hall

Classrooms: LLC 134, LLC 136, LLC 138, LLC 139, LLC 140, LLC 141

Second Floor

Office of Department Chairs
Offices of Faculty
Degree Advisors*: handles course enrollment and changes (drop, add, withdraw), internships, etc.*
Residence Hall

Third Floor

Residence Hall

Music Building

Offices of Faculty
Classrooms: Music 1, Music 2

The Collins Chapel (not University property)

International Pentecostal Holiness Church Global Center (not University property)

II. Department of Student Development

Department of Student Development

The Department of Student Development oversees aspects at SCU that are outside of the classroom. The Department of Student Development functions under the dual operations of *student advocacy* and *student discipline*. Student Development exists to assist students in all co-curricular and extracurricular activities and experiences during their time at SCU.

Department Staff

Vice President of Student Development - The VP of Student Development oversees all staff, committees, programs, policies, and procedures pertaining to Student Life.

Director of Student Life - The Director of Student Life oversees all student leadership boards – Student Leadership, Blue Crew, Intramurals, Eagle Staff, and discipleship groups. In addition, this position oversees all co-curricular and extracurricular (non-athletic) events and works to provide a vibrant campus experience for all SCU students by cultivating SCU core values of Scholarship, Spirit, and Service. The DSL reports directly to the Vice President of Student Development. Email: campuslife@swcu.edu

Director of Resident Life (DRL) - The Director of Resident Life is a professional staff member who resides in the residence halls providing leadership to the Resident Life staff while managing all day-to-day operations of their assigned residential facilities. The RD reports directly to the VP of Student Life. Email: housing@swcu.edu

Resident Assistants (RA) - Resident Assistants live within each residence hall for behavioral role modeling, encouraging faith development, building community, acting as a student advocate and resource, and confronting individuals who exhibit behavior that is contrary to Southwestern Christian University's community standards. The Resident Assistants report directly to the Resident Director(s).

ADVOCACY & DISCIPLINE

Student Development believes that students deserve respect, accountability, and correction. These three aspects are in place to ensure students are seen and heard while also protecting the University's mission, ideas, and goals for students. The Department of Student Development acts on behalf of both students and University.

III. THE LIFESTYLE

The Four Guiding Principles

SCU is a Christ-centered academic institution where students are expected to follow the principles, policies, and procedures of the University. The Four Guiding Principles are the standard through which all principles, policies and procedures adhere:

1. **God Honoring** *(Exodus 20:1-11; Deuteronomy 6:4–9; Mark 12:28-30-34)*
2. **Neighbor Respecting** *(Genesis 1:26-27; Leviticus 19:9-18, Mark 12:28-34)*
3. **Individual and Communal Protecting** *(Exodus 20:12 -17; Micah 6:8; Ephesians 2:10; Colossians 3:13; 1 Peter 2:16)*
4. **Civil Understanding** *(Mark 12:13-17; Romans 13:1-7; Acts 5:29; 1 Peter 2:13-23)*

The Four Principles Explained
Students are expected to apply the Four Guiding Principles to their lives while enrolled or associated with SCU, both on and off campus.

1. **God Honoring:** SCU affirms the existence of the one true and living God as revealed in Jesus Christ and confirmed by the Holy Spirit.
2. **Neighbor Respecting:** SCU affirms that both male and female persons are made in God's image and have intrinsic value, worthy of dignity and respect.
3. **Individual and Communal Protecting:** SCU values both the individual and the community; therefore, events, activities, disciplinary processes, etc., are designed for both the betterment and advocacy of the student and student body.
4. **Civil Understanding:** SCU affirms the legislative powers of local, city, state, and federal authorities and adheres to all levels of governmental laws that do not conflict with basic Christian beliefs.

If a particular issue is not explicitly addressed in the Student Handbook, the University reserves the right to address and handle the matter according to the above listed principles.

Any student accepted to Southwestern Christian University agrees to adhere to Christian principles depicted in the Bible and this Student Handbook:

1. A strong commitment to high academic standards.
2. A willingness to cooperate accordingly with the demands of the Spiritual Life requirements.
3. An understanding that acceptance and attendance at this University is a privilege granted to the student and not a right of the student. That privilege can be withdrawn through the established disciplinary process of the University to safeguard the ideals of scholarship and the moral atmosphere assumed by this lifestyle.

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

The Lifestyle Covenant Explained

Regardless of a student's faith, creed, or ethnicity, all persons admitted, attending, or associated with SCU are expected to uphold the Lifestyle Covenant and the rules governing the University. It is a contractual agreement to adhere to and follow the principles, policies, and procedures of the institution.

Lifestyle Application: On & Off Campus

The Lifestyle Covenants applies to all students:

- For the entire duration of their time as a student associated with Southwestern Christian University. This includes breaks and holidays.
- Who are representing SCU in any off-campus events, such as mission trips, internships, study abroad, and athletic or academic activities;
- Who are not enrolled in classes but are living on campus, and not checked out of their room.

The fact that the Lifestyle Covenant can only apply to students while they are enrolled or in residence in no way indicates that SCU believes that contrary behavior is acceptable during non-enrolled periods. SCU recognizes that it is inherently the responsibility of the individual to make such behavior decisions. The essential role of individual judgment, discernment, and recognition of personal accountability to God throughout SCU cannot be overemphasized. Behaviors while not enrolled may affect a student's ability to re-enroll or continue at SCU.

Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them and SCU. Accordingly, the University reserves the right to take disciplinary action in response to behavior off campus that violates University standards and policies or adversely affects SCU and/or the pursuit of its objectives. SCU also reserves the right to take disciplinary actions for violations of Lifestyle Covenant by graduates awaiting degrees and students who withdraw from school while a disciplinary matter is pending.

Lifestyle Covenant

Jesus said to him, 'You shall love the Lord your God with all your heart and with all your soul and with all your mind.' This is the greatest and first commandment. And a second is like it: 'You shall love your neighbor as yourself.'
Matthew 22:37-39

As part of the registration process, the student will be required to sign the Lifestyle Covenant. Failure to sign the covenant is grounds for dismissal from SCU. The University believes that as Jesus Christ becomes the center of the student's life, the student's behavior will be transformed into a lifestyle that cultivates spiritual, ethical, social, physical, and academic growth.

SCU Lifestyle Principles

- **Spiritual Principle** - I acknowledge that SCU is a Christian institution of higher education that uses the Bible as its foundational text regarding principles, policies, and procedures as described in the Student Handbook, which I will follow. I will seek to encounter, embrace, and embody Christ in developing my relationship with Him as I engage in Chapel and other spiritual life and discipleship opportunities.
- **Intellectual Principle** - I acknowledge and agree that SCU expects academic excellence from all students and does not tolerate academic deception. I commit to excellence and will not participate in academic dishonesty.
- **Communal Principle** - I acknowledge and agree to cultivate good social relationships and participate in community life at SCU. Understanding that my behavior affects community life, I will give respect and consideration to fellow students, staff, and faculty.
- **Reflection of Christ Principal** - I agree to develop my body with sound healthy habits by embracing a healthy lifestyle. I acknowledge and agree that SCU's stance on matters relating to a person's intrinsic value and dignity is founded on the Bible, which prohibits various activities and practices, which include but are not limited to:
    - Discrimination (Galatians 3:28)
    - Harassment (Ephesians 4:29)
    - Pornography (Matthew 5:28)
    - Sexual misconduct (premarital and extramarital sexual relationships, LGBTQ+ behavior, etc.) (1 Thessalonians 4:3-4)
    - Use of tobacco, alcohol, vapes, illicit substances and/or drug-related products including use of marijuana in any form (1 Corinthians 6:19-20)
    - Any other behavior deemed inappropriate by scripture or SCU.
- **Civil Principle** - I agree to live with integrity and to abide by the rules and regulations adopted by the University's administration as stated in the Southwestern Christian University Student Handbook. I agree to obey all federal, state, and local laws. I understand the University reserves the right to require the withdrawal/ dismissal of a student at any time, if in the judgment of the University, such action is deemed necessary to safeguard SCU's ideals of scholarship or its spiritual and moral atmosphere as a Christian University.
- **Representation Principle** – I acknowledge that Southwestern Christian University promotes biblical values, morals, and ethics. I will abstain from putting myself in or associating with environments that are in conflict with the image, goals, and mission of SCU. This can include but is not limited to: bars, clubs, parties, social media or other environments encouraging behaviors that the University finds harmful.

IV. CAMPUS/SPIRITUAL LIFE

At Southwestern Christian University, we believe in growth for each student in Scholarship, Spirit, and Service as our motto states. Engaging and participating in the community is one of the best ways for this growth to take place. Our goal is to provide students with a variety of activities that will give them opportunities to become the person that God has called them to be.

To foster this growth, students are required to achieve levels of completion in different areas to show that progress is being made to accomplish these goals. Students must complete the following each semester:

Spiritual Life Credits – 25 credits per semester

Community Life Credits – 5 credits per semester

Christian Service Credits – 3 credits per semester

Spiritual Life - Growing in knowledge and relationship with Christ is one of our foundational goals for every student at SCU. This is encouraged in multiple ways: through classes, personal study/devotional time, chapels, and discipleship groups.

Chapel
Spiritual growth is a strong component of a student's development at SCU. One of the ways this growth is encouraged is through corporate worship during our weekly chapel services that are held on Tuesdays and Thursdays at 10:45am throughout the semester. **Attendance is mandatory** for all full-time students. Participation in these chapels provides students with Spiritual Life Credits.

Discipleship Groups
Men's and women's discipleship groups are established to provide students with connection with other students as they encourage each other to grow in their walks with Christ. Participation in these events provides students with Spiritual Life Credits.

Community Life - Involvement in community life is an integral component in the campus experience. Students have various opportunities to get involved in the following areas:

Blue Crew – Student organization that promotes SCU Spirit for athletic competitions. Students can receive Community Life Credits through these game times.

Intramurals – Student opportunities to be involved in competition outside of organized sports competition. Tournaments and competitions are held throughout the semester to provide team building within different communities on campus. Students can receive Community Life Credits through these competitions.

Eagle Staff – Student organization that organizes various student events on campus throughout the school year. Participation in these events provide students with Community Life Points.

Christian Service – Service is important to Southwestern Christian University because it is a pattern that Christ Jesus established for us. He came to serve not to be served. We should in turn follow Christ's example.

SCU Serves – Student organization that organizes service opportunities on and on campus so that we can serve our community. Participation in these events provides students with Service Credits.

V. UNIVERSITY POLICIES

Institutional Compliance

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. Exceptions and disclosure of "directory" information can be reviewed from the Family Educational Rights Privacy Act. (20 U.S.C.ϕ1232g; 34 CFR Part 99)

Title IX

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits sex discrimination at educational institutions that receive federal funding. Under Title IX, sexual discrimination includes harassment on the basis of sex. This can take many forms including:

- Verbal or written harassment
- Sexual assault, attempted sexual assault, and/or other unwanted sexual touching
- Stalking
- Abusive relationships
- Violation of protective orders

If you need to report a Title IX related issue, please contact our Title IX Coordinator. They can be reached at titleix@swcu.edu and will be able to assist you in reporting or resolving Title IX issues.

University Policies

Academics

The Academic Catalog is available online at *swcu.edu/academics/academic-catalogs*. The catalog serves to inform students of academic standards, academic probation, suspension, and the academic appeals process.

Address/Name Change

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

Alcohol, Tobacco/Vape, and Illicit Substances

SCU prohibits student association with alcohol, tobacco/vape, and illicit substances; during a student's affiliation with SCU, possession (on person, dorm, vehicle, etc.), usage, or distribution or association (including on social media) of alcohol or tobacco/vape, will result in Disciplinary Procedures.

SCU does not allow the use of illicit substances, medicinal or otherwise; during a student's affiliation with SCU, possession (on person, dorm, vehicle, etc.), usage, or distribution of illicit substances, will result in immediate Disciplinary Procedures.

Alteration of University Property

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

Body Art

All visible body art must not contain content that conflicts with the SCU Mission Statement or the University's values or lifestyle covenant.

Campus Publications

Any student who publishes, writes, distributes, or is involved in any campus publication or petition must have the written authorization of the VP of Student Development and/or the Administrative Cabinet.

Campus Visitors

Any individual visiting the campus that violates Southwestern Christian University's policies 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.

Children on Campus and in Classrooms

Minors (17 and under) are not allowed on campus unsupervised and must be in the presence of a parent or responsible adult at all times. Those of the opposite sex are **not allowed** in residence halls/rooms. The minor must be approved as a guest in order to stay overnight and only allowed to stay for 2 nights at a time. No infant or child will be permitted in a regularly scheduled class or to stay in a residence hall/room.for more than 2 hours and must also be supervised and in the presence of a parent or responsible adult at all times.

Clubs and Organizations

Five or more students may request the formation of a club or organization. Contact the DSL for more information.

Communicable Disease and Illness

Southwestern Christian University is dedicated to maintaining a healthy and safe environment for learning, living, and working for every student, employee, and guest. Every Eagle shares the responsibility of protecting our campus community by adopting necessary measures to hinder the transmission of communicable diseases.

Students who suspect or confirm they have been exposed to a contagious illness that could endanger others are encouraged to contact the Office of Student Life or a designated University official as quickly as possible, adhering to all privacy regulations. Eagles living in Resident Facilities may also be required to notify the Resident Life staff when necessary. Eagles showing signs of a communicable illness—such as a fever of 100.0°F or higher, vomiting, diarrhea, a persistent cough, or other symptoms that might risk the well-being of others—should stay in their residence and abstain from attending classes, campus functions, and other University activities while seeking medical care if needed. It is the student's responsibility to notify instructors regarding absences and to finalize any missed academic work according to University attendance and course policies.

Students must not return to in-person classes or campus events until they are fever-free for at least 24 hours without medication, have not experienced vomiting or diarrhea for 24 hours, or, if prescribed antibiotics for a bacterial infection, have finished at least 24 hours of treatment. Symptoms should be improving, and the student must be able to participate safely in University life. SCU reserves the right to request medical records or official verification as allowed by law. The University tracks guidance from the CDC, the Oklahoma State Department of Health, and other health authorities. Depending on current conditions, SCU may enact temporary health measures to lower transmission risks. These may include increased sanitation, operational changes, remote learning options, health screenings, isolation requirements, or event limitations deemed appropriate to safeguard the campus community.
All students are expected to follow temporary health and safety protocols established by the University. Neglecting to follow directives intended to protect the community's health may result in corrective measures under the established Disciplinary Procedures of the Student Handbook.
This policy does not restrict the University's power to address public health emergencies or change its obligations under federal or state laws, such as the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, or the Family Educational Rights and Privacy Act (FERPA).

Computer and Technology
Technological resources made available to students are expected to be utilized for their intended purposes. When accessing any remote resources using Southwestern Christian University technology resources, users are required to comply with both the policies set forth in this document and all applicable policies governing the use and access of the remote systems. When these policies conflict with each other, this policy and all other Southwestern Christian University policies will supersede the remote system's policies.

Contraband
The University reserves the right to dispose of any and all contraband found on its campus or other facilities, and is under no obligation to return confiscated contraband to its owner. Contraband includes but is not limited to:

- Alcoholic beverages and containers
- Tobacco and tobacco products
- Vape apparatuses and products
- Illicit substances including marijuana
- Prescription drugs not prescribed to the individual holding them
- Weapons and weaponry including but not limited to: guns, fireworks, explosives, knives (beyond standard 3.5inch folding pocket knives), swords, polearms, tasers, bows, crossbows, etc.

Crime and Sexual Assault Prevention and Awareness
Crime and sexual assault prevention programs are offered through Title IX. Title IX concerns should be presented to the Title IX coordinator (*titleix@swcu.edu).* Information may be released to the SCU community through security alerts posted promptly throughout campus as well as via emails and e-alerts.

Disruptive and Obstructive Behavior
A student, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any campus operation, teaching, research, administrative, disciplinary, public service events/activities, or sponsored events/activities authorized to be discharged or held on the campus of SCU or at an SCU related event off-campus shall be subject to disciplinary action up to and including suspension and dismal.

Dress Code:

The Dress Code's governing principle is modesty in respect of God and others. Modesty reflects humility, respect, and a desire to honor God. This includes:

1. **Avoiding Provocative Clothing**:
    - Wearing clothes that are not too tight, revealing, or designed to draw excessive attention to one's body.
    - Shirts must fully cover the torso in a modest manner, including covering the midriff.
    - Distressed areas on pants must be below mid-thigh.
    - Shorts should be modest in length.
    - Compression shorts, sports bras, and tank tops are appropriate for practice, training, and games but should not be worn uncovered outside these settings.
2. **Promoting Dignity and Respect**:
    - Choosing attire that conveys self-respect and respect for others, avoiding anything that might be seen as inappropriate or suggestive.
    - Undergarments should always remain hidden.
    - Clothing must not be transparent or display inappropriate content.
3. **Emphasizing Inner Beauty**:
    - Focusing more on character and virtues rather than outward appearance, aligning with Biblical teachings that value inner qualities over physical appearance (e.g., 1 Peter 3:3-4).
    - Wearing clothes that make you feel comfortable and confident without the need for excessive external validation.
4. **Reflecting Christ-like Values**:
    - Dressing in a way that reflects Christian values of purity, humility, and love for others.
    - Dressing in a way that avoids causing others to stumble or feel uncomfortable, aligning with the principle of loving your neighbor (e.g., 1 Corinthians 8:9).
    - Wearing clothes that are suitable for the activities you are engaged in, such as modest athletic wear within sporting events.

Enforcement and Compliance

Any issue not explicitly addressed in this policy will be subject to interpretation by members of the Department of Student Development. Directors of Resident Life and Student Life may be contacted for questions. Designated faculty, staff, and administration may also address Dress Code violations. Immediate cooperation is expected from the student upon notification of a violation. This policy includes but is not limited to the guidelines mentioned above.

Drug Testing
All students must sign the Drug Testing Consent Form (DTCF). Refusal to sign the DTCF will result in dismissal from the University. Unannounced drug testing, either by random selection or on suspicion, can occur. Refusal to take a drug test will result in an automatic positive test.

Any attempt or aiding in an attempt to falsify, manipulate, tamper with, or alter a drug test in any way is viewed by the University as a positive test and will result in immediate expulsion.

SCU reserves the right to require the student to take another test. The University also reserves the right to retest a student who has been tested at any point.

In the event of a drug dog being on campus, a resident student refusing to let the drug dog into their room will be subject to the same disciplinary measures as an automatic positive test.

A student that has been dismissed (voluntarily or involuntarily) from SCU for drug related offenses and desires readmission may be required to submit to drug testing during the application process and/or at other designated times. In cases where a student has been dismissed (voluntarily or involuntarily) from SCU for drug related offenses, it is not guaranteed that SCU will readmit them.

Email Use
All Southwestern Christian University students are assigned a SCU email address. All individual email communication to students, administration, faculty, and staff must be through the Southwestern Christian University issued email address.

Emergency Mass Communication
Emergency Mass Communication to students from the University occurs through RAVE, with regards to inclement weather, unscheduled facility closings, etc. At the start of the semester all students' University email addresses will be signed up for RAVE automatically. All students that choose to must sign up to receive RAVE Alerts on their cellular devices. Signing up for RAVE is highly encouraged.

Gambling
Gambling is *the playing of games of chance, generally for money*, which is prohibited in University common areas or residential areas for personal gain. Per the University lifestyle covenant, gambling at casinos is also prohibited.

Harassment
To harass is *to be subject to aggressive pressure or intimidation*. Physical, verbal, sexual harassment, and/or bullying motivated by racial, sexual, or other prejudices is prohibited by the University.

Harassment incidents should be reported to DSL. Sexual Harassment incidents should be reported to the Title IX Coordinator. The University will immediately investigate any reported harassing, threatening, and/ or physically harmful behavior toward a person or persons.

Confirmed reports of such behavior will result in disciplinary action against the offending individual(s) up to and including dismissal from the University in addition to any legal remedies. False accusations will result in disciplinary action toward the offending party up to and including expulsion/dismissal from the University in addition to any legal remedies.

Additional Title IX information is located in the Additional Resources section of this Handbook.

Hazing
SCU prohibits engagement or participation in hazing: **Oklahoma Statute Title 21-1190** defines "hazing" as "…an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state…" Such conduct includes "…whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage,…drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual…" Endangering mental health includes activities "…which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced

conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual."

Health Insurance
The University requires students to be responsible for their own medical expenses including 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 for all students. Failure to provide health insurance will prohibit students from participating in NAIA sports as well as being allowed to enroll/remain enrolled.

Communicable Disease
Any person who has a compromised immune system or communicable disease of any kind should contact the Director of Disability Services (*stephen.davis@swcu.edu*) and the DSL 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.

Incendiary Devices and Weapons
Incendiary devices or weapons are prohibited. Students found in possession (person, room, vehicle, etc.) of incendiary devices or weapons on the Southwestern Christian University campus will be dismissed from SCU.

International Student Liaison
Every international student must register with the International Student Liaison (*International@swcu.edu*) before classes begin and present the International Student Registration Form and an ID in person to the International Student Coordinator or to a designated school official. The SCU International Student Registration Form (SEVIS) must be completed before their registration is finalized.

Liability
SCU does not accept responsibility for personal injury, theft, or damage to personal property occurring on the campus. Students should verify that personal insurance coverage is adequate.

Lost and Found
Items lost or found should immediately be reported to the Campus Security office (1st floor LLC). Southwestern Christian University is not responsible for lost, stolen, or misplaced items.

Official Summons
An official summons is a request made by a University administrator to conference with a student. Such requests will be made through e-mail. Students have 24 hours to respond to the official summons.

Parking Areas, Enforcement & Fines
Students may not park in assigned Faculty, Staff, Visitor or otherwise designated spaces. Resident Students may park in assigned Resident parking spaces. Additional parking is designated along Divis Ave, extending to the athletic fields. Failure to adhere to University, Local, and/or Federal vehicular laws will result in fines, restriction of vehicular use, towing, etc., at the owner's expense. SCU reserves the right to search student vehicles at any time. The parking areas, or campus property, may not be used as a garage, oil changing space, or repair area. All parking fines must be paid by the end of the semester: grades, transcripts, or diplomas may be held until all fines are paid.

Pets
Pets are prohibited from campus. Pets may be removed from the buildings. The owner(s), if student(s), will be subject to disciplinary action.

Students in need of a Service Animal who is qualified under the ADA requirements must contact the Director of Disabilities Services and the Vice President of Student Life to obtain the process for consideration and approval.

Students who are requesting the privilege of any other type of assistance animals including Emotional Support Animals must be pre-approved by the University administration. Students should follow the same approval process with the Director of Disabilities Services and the Vice President of Student Life.

Pregnancy
Students involved in a premarital and/or extramarital pregnancy will be counseled and disciplined appropriately according to biblical standards.

Profanity
While SCU recognizes that different cultures label different words as acceptable, profane, or vulgar, cultural profanity is prohibited.

Vocalizing, broadcasting, or displaying obscene language and material(s) of any kind that do not align with the general spirit and message of SCU is prohibited. This includes, but is not limited to, music and conversation in the form of swear words, racial slurs, and derogatory terms and gestures towards an individual or group of individuals.

Safety and Security Devices
Interfering with the safety and security systems established within the campus community, including tampering with safety detection devices and/or misusing fire extinguishers or other safety devices/mechanisms, will result in disciplinary action up to and including dismissal from the University.

Sexual Misconduct Policy
Students are prohibited from sexual activity outside of marriage or behavior promoting sexual activity outside of marriage (including, but not limited to nudity, cohabitation, pornography, etc.).

SCU Identification Standard
All students are required to carry their University issued ID cards on campus. Student ID cards are needed for campus facility access. Students are prohibited from sharing their ID's with other persons.

- ID card replacements are available in the Director of Resident Life Office in the LLC.
- Cost for ID card replacement is $25, which can be paid in the Business Office.
- When asked by Campus Security or SCU administration, students MUST identify themselves.

Student Complaints
Students may submit written formal complaints.

1. **Academic:** Student complaints relating to an academic grievance should be resolved in accordance with the Academic Grievance Policy found in the Academic Catalog located on SCU's website.

2. **Non-Academic:** For complaints that are outside the area of academic affairs (i.e., involving other students, facilities, etc.), the complaint should be submitted in writing to the Director of Student Life.

Student Complaint Procedure is as follows:

1 **- Appeal to Director of Student Life:**
The student will seek to resolve any non-academic problems by direct appeal to the Director of Student Life. A copy of the complaint will be filed with the President's Office.

2 **- Appeal to Vice President of Student Development:**
If a meeting with the Director of Student Life does not resolve the matter to the satisfaction of the student, the student shall be entitled to a hearing before the Vice President of Student Life. A copy of the complaint will be filed with the President's Office.

3 **- Appeal to President's Cabinet:**
A final appeal may be made by submitting a written appeal to the President's Cabinet in a written format. The VP Student Life will establish a mutually satisfactory date for hearing the appeal. The President's Cabinet may hold informal or formal hearings as it deems necessary. The burden of proving grievances shall be upon the aggrieved student, but the student may be entitled to witnesses if approved by the University VP Student Life. All decisions by the President's Cabinet shall be final and binding upon all parties involved.

Suspension, Dismissal, Expulsion

- Suspension is *to temporarily prevent from continuing.*
- Dismissal is *the act of allowing or ordering someone to leave.*
- Expulsion is *the action of depriving someone of membership from an organization.*

If a student is involuntarily separated from the University for a specified time, parents may be notified if FERPA permits and a temporary or permanent record will be kept. A student who is suspended, dismissed, or expelled from the University may not be eligible for refunds or academic credit.

Unauthorized Entry/Reproduction of Keys

Students are prohibited from entering facilities without proper authorization. Reproduction or sharing of University campus physical or digital keys is prohibited.

Vehicle Registration & Regulations

Students must register their vehicles with the Security Office in the LLC in order to obtain a Parking Permit. Vehicle owners are expected to follow all University, State, and Federal vehicular laws. Registration information must include:

1. Proof of student ownership of vehicle
2. Current license number (5 days allowance if updated)
3. Proof of Insurance
4. Current License plate number
5. Contact phone number

Registered owners are responsible for all penalties incurred and/or any liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus.

Southwestern Christian University assumes no legal responsibility for the care or protection of any vehicle or its contents at any time including the time it is in any parking area.

ALL illegally parked automobiles are subject to impoundment at the owner's expense.

Withdrawal

Withdrawal is to *remove or take away (something) from a particular place or position*.

- **Voluntarily Withdrawal –**
  - Students who voluntarily withdraw from the University do so of their own accord with no Disciplinary Actions or Consequences.

- **Involuntary Withdrawal –**
  - Students who pose a threat to themselves or others, who are unable to cope with his/her own needs, or who create patterns of extreme disruption, after, as needed, investigations, interviews, and interpretation of the matter, will be involuntarily withdrawn from SCU. If such behaviors constitute any violation/s of University policies or regulations, cases will be referred to the DSL and VP Student Life for action.
  - Readmission: Any student who leaves campus under the above conditions may be readmitted to the University only after being cleared by the VP Student Life. Permission for readmission is based on the student's demonstrating of stable behavior outside the University which may require official statements from a physician, psychologist, or other qualified professional. Certain conditions may apply for readmission.

- **Administrative withdrawal**
  - A student is withdrawn from his/her courses due to dismissal from the University for disciplinary reasons.

VI. RESIDENCY PROGRAM

On Campus

Traditional students under the age of 20 are required to live on campus as part of the Residency Program. In order to reside on campus, a student must meet all of the following requirements:

1. Must be enrolled as a full-time student
2. Must be a traditional, on campus student
3. If a student is under the age of 18, a parent signature is needed on Housing Contracts, Room Condition Forms and waivers
4. Must be 24 years of age or younger. A student may live on campus as a 24 -year-old and turn 25 and finish out the dates on that housing contract
5. SCU does not provide renter's insurance; it is the Student's responsibility to obtain this privately should they wish to insure the valuables in their room.
6. Any exception to these policies may be requested in writing to the Vice President of Student Development. Exceptions will be heard by the President's Cabinet. The student will be formally notified by the Vice President of Student Development.

Off Campus

All students that desire to live off campus must fill out the Request to Reside Off Campus Form available on the University's housing page on the website (www.swcu.edu/housing). Final approval of all requests to live off campus come from VP Student Life.

If a student does not follow the SCU student housing protocol for living off campus, the student is subject to a fine up to the amount of the cost of Room and Board per semester. The amount of the fine is determined and agreed upon by the DSL, VP Student Life, and the President of SCU. Any attempt by a student to bypass or undermine the SCU student housing protocol could jeopardize that student's enrollment at the University.

Housing Contracts
Student Housing Contracts (SHC) are for the full academic year. A student who occupies a room in University Housing will be held responsible for that room and stipulated charges until the end of the academic year unless otherwise noted. Each student must sign a Southwestern Christian University Office of Housing and Campus Life Housing Contract before receiving a room key. Any exceptions to the instructions stated regarding housing contracts will be viewed on a case-by-case basis.

1. All University Residents are assigned a meal plan automatically, included in their Housing charges. Students may apply to be on a reduced meal plan for a lower housing charge. Applications for this can be found on the Housing page of the University's website (www.swcu.edu/housing).

Residence Hall-Room Procedures

Room/Roommate Assignments
Rooms and roommates are assigned when a Housing Application and a non-refundable Room Fee are received.

Room Check-In/Check Out
The Check-In/Out procedures are overseen by RAs or RD.

Students are required to complete the following for Check-In to Resident Facilities:

1. Housing Contract
2. Room Condition Form (RCF)
3. Emergency Medical Card
4. Parking Permit (if applicable)
5. Obtain room key

Students are required to complete the following for Check-Out from Resident Facilities:

1. Room Condition Form (RCF)
2. Remove all personal items (items will be disposed after 5 days)
3. Return room key
4. Pay fines (if applicable)

Change of Resident Facility Request (CRFR)
Students may move to alternative Resident Facilities on "Friendly Moving Day" as determined by the DRL. Students may submit a request to move to an alternative of Resident Facility to the RD. Approved CRFR's will result in a $25 fee. Resident Facility changes may result in an adjustment to the charges on the Student's financial account.

Students who participate in an unauthorized move will be fined $100 and will return to their originally assigned room.

Housing Policies

Care of Facilities
Students will maintain the Residence Facilities so that they are in the same condition as they were found in at the beginning of the semester. Students will clean up after themselves and throw all trash away immediately.

Common Area furniture should not be taken to the residence hall rooms. No one is allowed to move furniture or furnishings from the rooms without permission from a RD. Students damaging or placing excessive wear on furniture will be in violation of school policy.

Products that damage surfaces or remove paint may not be used to hang objects on the walls in student rooms or hallways.

Curfew
SCU residence halls do not have a curfew. However, the campus of SCU is considered closed at 12:00AM. Non-students will be required to leave, except as provided in an approval process for guests in the residence halls. Residence hall curfews can and will be reinstated for disciplinary reasons or out of necessity to maintain the safety of the student body when deemed necessary by the University administration.

Fire Drills
Instructions for the evacuation of the halls in the event of a fire or emergency are provided in Student Resident Facilities and on hall bulletin boards. All Residents must evacuate the Resident Facilities if a fire alarm is activated. In case of fire, Call 911.

Forfeiture of Residence Hall Privileges
Living in the Southwestern Christian University residence halls is a privilege, not a right. A student may be asked to move out of a residence hall with or without warning for any reason deemed necessary by the Director of Resident Life and the VP Student Life in order to protect the health or welfare of students, faculty, staff, or others or to safeguard University property or the property of

others. The official decision to remove a student from University housing will come from the consent of the University's Housing Committee which consists of the RD, and the VP Student Development. The following are examples, but not an exhaustive list, of conduct which may warrant removal from the residence halls:

- Abusive behavior (including continued disrespect) toward people
- Intentional or reckless destruction of, or damage to, property
- Any serious violation of the housing contract or of University policy, rules, or regulations
- Any individual who poses a threat to themselves or others
- Any behavior deemed inappropriate by RD or the VPSD/DSL

If a student is asked to move out of the residence halls, they may or may not be allowed to stay that night if deemed necessary by the Housing Committee. Every reasonable effort will be made by Southwestern Christian University officials to accommodate the student removing their belongings. If a student is asked to move out and does not comply with those instructions, the Bethany Police Department will be notified to assist in the removal of the student from campus. Due to safety concerns, the parents of students being dismissed from the residence halls may be notified.

Furniture

Southwestern Christian University provides each resident with standard University furniture. Students are responsible for proper use of furniture provided by the University.

1. Mattresses must remain on bed frames and may not be placed on the floor.
2. Dressers may not be stacked or used as supports for other items.
3. Any damage that results from improper use of furniture will be charged to the resident(s).
4. Beds may not be placed on other furniture.
5. University-supplied room furniture is not to be removed from rooms for any reason.
6. Any non-University provided furniture must be approved by the RD.

Hallways

Hallways are to be kept clean and clear at all times.

Inclement Weather Conditions

The Director of Resident Life shall monitor certified meteorological broadcasts for threatening weather information. In the event of a tornado warning, the Director of Resident Life, along with the Resident Assistants, shall notify campus Residents.

The Learning and Living Center (LLC) basement is the University Storm Shelter. RAVE is SCU's emergency notification system.

In the event of an evacuation, if a student is on campus they are required to evacuate. Failure to do so will be met with disciplinary action.

Laundry Facilities

Complementary laundry facilities are provided in each Residence Hall for Resident Students only. Students must provide their own detergent.

Noise Control

The following guidelines will be enforced to regulate noise control:

1. Room doors and windows must be closed when music is being played. Repeated violation of this guideline may result in loss of privilege of having the device in one's room or removal from campus housing (if a student is of age to live off campus).

2. Stereos, radios, and televisions must be turned off when a student is absent.
3. A moderate level of volume must be used when operating stereos and televisions. This applies to both the lobby and residence hall rooms.
4. Lights, stereos, televisions, etc. must not be left on, or unattended, for an extended period of time.
5. Quiet/study time will be from 10 p.m. - 10 a.m. All talking, music, etc. must be at a reasonable volume and confined to individual residence hall rooms.
6. The commons areas should be a place where students can congregate to talk, hang out, etc. without being overly concerned about excessive noise level. Pillow fights, wrestling, rowdiness, excessive noise, etc. are not allowed in the common areas. All hours other than those designated as quiet/study time are considered to be courtesy hours. Any student who confronts other residents regarding bothersome noise or activity should do so in a respectful manner and expect cooperation from the student(s) in resolving the issue.

Privacy Rights
In a resident community, privacy and respect for others is of great concern. Therefore, the following guidelines are necessary:

1. Permission must be obtained to enter another's room.
2. Items should never be taken from another room unless permission has been granted to do so.
3. Students are expected to obtain room keys from a RD and should lock their rooms when planning to be away from the residence hall area.

Residence Hall Meetings
Regularly scheduled meetings are held for resident students. Resident students are **required** to attend all hall Meetings. Schedules for Residence Hall Meetings will be posted at the beginning of each semester. Failure to attend Hall meetings will result in a fine and disciplinary action.

Residence Hall and/or Overnight Guests
All overnight guests must be approved by a Resident Director. Hosting an overnight guest is a privilege, not a right. Guest requests must be approved by all occupants assigned to the resident facility. Guests are permitted to stay for a maximum of two nights per week. The week resets one week after the last night of the guest's stay. Requests for guests staying more than two nights are less likely to be approved without extenuating circumstances..

Any individual in the resident halls, commons areas included, after 12 AM (midnight) must be signed in as guests or leave the building. The sign in/approval form is posted as a QR code in the resident halls. A request must be submitted before 10PM and approved by the resident director or appointee. Failure to sign in as a guest will result in disciplinary action for the host as well as the guest (if a student). A student hosting a guest will be considered responsible for any and all actions of their guest. A host should not give their keys or ID card to the guest, but should instead be the one to let them into the building, hallway, and room.

Restricted Areas
Students are not allowed in the Residence Halls of the opposite sex. Approval must be obtained in advance from a RD for a Student to bring guests of the opposite sex into their Residence Hall or room. Commons areas are not restricted.

Room Inspections
Resident Life staff will conduct room inspections of the residential facilities. Such inspections will be made for health, safety, and maintenance purposes. If a student is found to be in violation of the Student Handbook, appropriate action will be taken. Students are not required to be present for

inspections to take place. A schedule for room inspections will be posted at the beginning of the semester. They will take place twice a month.

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

Room Possessions
Possessions or displays that are inconsistent with SCU's Vision, Mission, and Values Statement (i.e. alcohol advertising, pornography, etc.) and/or items which violate accepted campus standards will be confiscated.

Room Prohibited Items/Actions
The following items/actions are prohibited in Southwestern Christian University residence halls, rooms, and common areas. Items found in rooms that are in violation of school policy are subject to confiscation by school officials. The University reserves the right to dispose of any and all contraband and is under no obligation to return contraband to its owner. The Director of Resident Life, Director of Student Life and Vice President of Student Development have the right to make alterations to this non-exhaustive list. Resident Students are expected to follow the University Policies in addition the following items/actions:

- Antennas attached to windows or outside of buildings
- Athletic activities
- Children are not permitted within the residence halls (except as approved signed in guests of a resident. Individuals under 18 years old must be approved by the Resident Director or Vice President.)
- Babysitting is not permitted.
- Blocking and/or propping open entrance and/or exit doors
- Cooking appliances with open heating elements including but not limited to: (grills, hot plates, rice cookers, coffee maker, miniature ovens, waffle makers, etc.)
    - Air fryers are allowed, but **have to be approved** and documented by the resident director. To be approved an air fryer needs to have **automatic shut off** and **cannot** be a multipurpose appliance.
- Pets, animals, fish etc.
- Excessively large mini-fridges **(beyond 3.5 cubic feet)**
- Anything containing or powered by flammable liquid, or accessories therein
- Candles, electric lighters, matches, fireworks
- Paint or painting on room walls or furniture
- Space heaters
- Throwing anything off of a roof or out of a window
- Weapons including but not limited to: guns, explosives, swords, polearms, knives (outside of standard 3.5 inch folding pocket knives), bows, crossbows, bb and pellet guns.
- Tattooing apparatus

- Any other item/action deemed inappropriate by the RD, VP Student Development, or other University office

Room Safety and Security
Students are urged to keep their room doors locked. Students are encouraged to report any strangers in the building to the Residence Hall staff or to notify Campus Security immediately. SCU does not assume responsibility for damage to or loss of personal belongings.

Room Sign-Out (Overnight & Weekend)
For Check Out on the weekend or a weeknight, students must contact their RA. Sign-outs must be completed and approved before 10 p.m. on the day of departure. Contact with the RA should take place upon return to campus. Southwestern Christian University does not permit students to spend the night in the company of members of the opposite sex. Abuse of these privileges may result in disciplinary action and/or loss of privileges. The RD and/or RA reserve the right to deny or limit sign-out requests.

Room and Property Alterations
Students are prohibited from making any physical alterations to the Resident Facilities. Any constructive repairs to the Resident Facility will be done at the Resident student's expense and subject to disciplinary procedures.

SCU has the right to determine the costs of damages to be assigned to students for damages to room. Listed below are some approximate damage costs to students:

1. Broken door - $300
2. Broken window - $300
3. Drawer replacement - $100
4. Un-cleaned room - $50
5. Painting door - $50
6. Broken bed - $350
7. Chest defacement - $250
8. Screens - $100

Damage costs must be paid within 30 days. All costs must be satisfied prior to a student receiving his or her grades, transcript, or enrolling in the University for a subsequent semester. Scholarships may not cover damage costs.

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

Trash Collection
All residents must dispose of their trash into the outside University dumpsters. Resident students are expected to regularly remove trash from their rooms to maintain health and cleanliness standards of the residential facilities. Failure to do so can result in disciplinary action taken by the University. Trash from a resident's room is not to be thrown away in University commons areas, the hallway, and/or laundry room; it should instead be taken to an outside dumpster.

University Breaks/Residence Hall Closures

Southwestern Christian University residence halls will be officially closed during Christmas break. Residential students are responsible for securing accommodations off campus during any University breaks when the residence halls are closed. Signs will be posted and hall meetings will be held by Resident Life staff to inform students how to properly prepare for leaving/staying in the residence halls during University breaks. The residence halls will be available during Fall and Spring break, and limited food service will be provided. For security purposes, those who need accommodations during Fall and Spring break must communicate with the Department of Housing in advance, which is located in the Housing and Residence Life office within the Learning and Living Center. Failure to communicate in advance can result in food accommodations not being available as well as disciplinary action taken as deemed appropriate by the Resident Director.

VII. Disciplinary Policies & Procedures

Interpretation and Revision

Any question of interpretation regarding Disciplinary Processes, the Lifestyle Covenant, and/or any other University policy shall be referred to the VP Student Development for final determination.

While 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, reconciliation in relationships, accountability for behavior, and restoration back into the SCU community. At SCU, we believe in Redemptive Discipline.

SCU faculty, staff, and administration has the right to confront and address other student behaviors that are viewed as dangerous, destructive, unbiblical, or inconsistent with the mission of the University.

Redemptive Discipline (Proverbs 12:1; 26:4-5)

Students who fail to comply or adhere to any Student Handbook principle, policy, or procedure are subject to Disciplinary Action.

Additionally, SCU reserves the right to help individuals who are struggling with personal issues, relationships, or an issue that would normally be handled through the Disciplinary Process. When a student comes to an administration, faculty, and staff member on their own initiative, there may be no formal Disciplinary Action. However, that student will need to comply with the Redemptive Disciplinary Process. SCU 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 the representatives for inappropriate behavior.

As a part of the Redemptive Disciplinary Process, the student will submit to the following guidelines:

1. Agree to sign a Redemptive Discipline Contract
2. Agree to an ongoing mentoring relationship with a faculty or staff member
3. Agree to personal counseling or counseling at an off-campus facility at the student's expense
4. Agree to sign waiver of confidentiality for attendance monitoring
5. Agree to stop punitive behavior
6. Agree to sanctions that may be imposed to help the or provide restitution to any victims

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 VP of Student Development or University Disciplinary Committee reserves the right to render a decision even if the student does not comply.

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

University Disciplinary Committee
The University Disciplinary Committee (UDC) is a standing committee of the following members:

1. One member of the President's Cabinet (the VP Student Development who will serve as chairman)
2. Two faculty members
3. Director of Resident Life
4. Student Representative
5. Resident Life Student Representative

The UDC will hear cases for Disciplinary Violations involving Class B offenses. The chairperson will conduct the meeting. The DSL will present the case to the committee including evidence(s), incident reports, and previous violations, etc. The DSL will remain present with the committee, but will not take part in voting on the committee's decision.

Southwestern Christian University Disciplinary Actions
The following Actions may be taken with regard to any rule or policy violation at the University:

1- Student Handbook Warning

The Student is contacted, a formal discussion may be held, and a warning is issued and documented.

2 - Student Handbook Violations

The Student is contacted, a formal discussion may be held, and a Handbook Violation with fine is issued to the offender.

3 - Disciplinary Notice

Student(s) on Disciplinary Notice will meet with the DSL, the UDC, or VP Student Development, and receive a Disciplinary Contract with specified sanctions.

Failure to meet the terms of a Disciplinary Notice Disciplinary Contract within the allotted time frame will result in further disciplinary measures assigned by either the VP of Student Development or the University Disciplinary Committee up to probation or in some cases, suspension and expulsion.

4 **- Disciplinary Probation**

Student(s) placed on Disciplinary Probation are no longer in *good standing* with SCU until completing the necessary tasks required in their Probation Agreement. Individuals on Disciplinary Probation are not permitted to represent SCU in any extracurricular capacity; this includes but is not limited to games, practices, tournaments, traveling groups, competitions, leadership roles, etc.

Failure to meet Probationary Agreement terms within the allotted time frame will result in further disciplinary measures assigned by either the DSL or the

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

5 - Disciplinary Suspension

The student is involuntarily suspended for a stated length of time. The student may not spend the night on campus and must vacate campus, with possessions, within 24 hours. Time extensions may be given at the discretion of the DRL, DSL, or VP Student Development. Suspension does not include summer semesters. Students are eligible to reapply for admission the subsequent semester after the suspension's time sanctions conclude. Upon readmittance, the student will return under probation. Conditions of readmission shall be stated. Readmitted suspended students are subject to immediate dismissal if another Major Violation is committed. Parents of the Student may be notified of the Student's status. No extracurricular or co-curricular leadership will be permitted during this period. The VP of Student Development has the authority to assign suspensions. In extenuating circumstances, such as but not limited to the absence of the VP Student Development, the DSL also has the authority to assign suspensions on behalf of the VP Student Development.

Tuition and room/board costs are forfeited as specified by SCU's refund policy. Sanctions that deny a student the privilege to continue or to re-enroll at SCU will be communicated to the Registrar and noted as part of the student's transcript for the duration of the dismissal or probation period.

Suspension duration will be determined by the UDC and/or VP Student Development.

6 - Disciplinary Dismissal

The Student's enrollment is terminated and he/she is required to vacate campus, with possessions, within 24 hours after the dismissal is announced. Time extensions may be given at the discretion of the RD, DSL, or VP Student Development. SCU reserves the right to require students to leave the campus immediately.
Dismissed Students may apply for readmission to SCU, but are subject to further review and may be under probationary status. Dismissed students are not eligible for refunds of any kind and the dismissal will be noted on official transcripts. The decision to dismiss a student will be made by the VP Student Development, UDC, and/or the President's Cabinet.

7 - Expulsion

In the instance of some dismissals the decision will be made for the student to be expelled from the University. Expulsion means that the student will not be eligible to continue, reapply, or be accepted back to the University in the future.

8 - Removal from University Housing

SCU reserves the right to remove a Student from University Housing. Access to University-owned facilities may also be restricted. Guardian(s) of Students

may be notified. Students removed from University Housing are prohibited from University Resident Facilities, including common areas.
SCU reserves the right to ban the individual from campus, SCU activities, and University functions at the discretion of the Director of Student Life, the VP Student Development, or Campus Security.

Classification of Violations

Minor Violations (A Class)

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

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

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

A3. Quiet Hours – Residence Hall Quiet Hours are from 10pm-10am. 24-hour Quiet Hours are in place each semester from 8:00 pm on the day before final exams begin until the end of the last exam.

A4. Removal of Room Furnishings – All furnishings assigned to a Residence Hall room must remain in that room. Furniture must remain in the lounges and may not be taken to individual Residence Hall rooms.

A5. Failure to Report Maintenance Concerns – It is the responsibility of the resident to report maintenance concerns in his/her room.

A6. Pets – Pets, animals, rescues, strays, fish, crustaceans, etc. are not permitted in the Residence Halls. Under no circumstance is a student to offer on-campus lodging, even if only temporarily, to an animal that they find and/or "rescue."

A7. Improper Check-Out – When vacating your Residence Hall room, you must check out with your Resident Assistant or a Resident Director and turn in your key.

A8. Unauthorized Move – You must obtain the permission of the Director of Resident Life before moving from one Residence Hall room to another. If a student initiates an unauthorized move they will be subject to both a fine and being moved back to their original room.

A9. Failure to Attend Mandatory Meeting – Periodically throughout the year, the Resident Life staff will hold mandatory floor and building meetings. Residents are required to attend these meetings.

A10. Solicitation – Solicitation without permission is prohibited on campus.

A11. Objects in Windows – No items may be hung in residence hall windows except for the actual window dressings placed there by the University. Any other items are prohibited.

A12. Possession of Objects Prohibited in the Residence Halls – Objects prohibited in the Residence Halls include, but are not limited to: weapons of any kind, illegal drugs, prescription drugs (unless a prescription has been obtained), any heat generating items, or items that have an open flame or heating element. This includes but is not limited to hot plates, coffee pots, toasters and toaster ovens, candles, incense, space heaters, and irons.

A13. Disruption or Interference – Disruption of or interference with any institutional activity, program, class, meeting, research project, or University operation, or interference with the rights of any member of the campus community.

A14. Inappropriate Conduct – Intentional behavior by an individual or group that unnecessarily disturbs other individuals or groups.

A15. Profanity – Vocalizing, broadcasting, or displaying obscene language and material(s) of any kind that do not align with the general spirit and message of SCU is prohibited. This includes, but is not limited to, music and conversation in the form of swear words, racial slurs, and derogatory terms or gestures towards an individual or group of individuals.

A16. Unauthorized use of the name or insignia of the University by individuals or groups. Unauthorized use or misuse of University property or equipment.

A17. Failure to comply with directives or to identify oneself when requested by persons in authority who are in the process of discharging their responsibilities is prohibited.

A18. Misuse of Position – Any misuse by a student of his/her position as a student or his/her right to use University property.

A19. Disrespect – Disrespect is defined as a lack of courtesy or respect directed toward SCU staff, faculty, students and guests. Disrespect can be verbal and non-verbal.

A20. ID Sharing – Lending your student ID to someone in order to give them access to a campus facility that they do not have access to. This is a major security concern and liability. Students should not share their ID with anyone. If they wish to allow access to their dorm room or another facility, they must accompany that individual as a supervised guest.

A21. Failure to Meet Chapel Requirements – Student had more than five unexcused Chapel absences for a semester. Additional disciplinary action will occur with each additional absence.

A22. Dress Code – Student is in violation of University Dress Code.

Major Violations (B Class)

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

B1. Actual or Threatened Physical Assault or Injury to Persons – This includes, but is not limited to, injury or threat to injure, or coerce by bodily harm or restraint or threats.

B2. Harassment and/or Intimidation – Conduct causing alarm or recklessly creating a risk by threatening to commit crimes against persons or their property or the face-to-face use of "fighting words" by students to harass any person is prohibited. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person, in the context and as a matter of common knowledge, are inherently likely to provoke an immediate violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics.

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

B3. Behavior or Activities that Endanger the Safety of Oneself and/or Others – This includes, but is not limited to, destructive behavior by individuals and/or groups, self-destructive behavior, arson, and tampering, damaging, or misusing fire equipment or other safety mechanisms.

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

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

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

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

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

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

B10. Misappropriation or Misuse of Student Organization Funds or Property – This includes, but is not limited to, over-extension of the budget of a student organization, spending receipts prior to proper deposit, personal expenses, and unauthorized personal use of equipment.

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

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

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

B14. **Fraud -** Knowingly passing a worthless check or money order in payment of any financial obligation to the University.

B15. Recurring Violations – Habitual, repetitive, or recurring violations of University regulations.

B16. Discrimination – Any action that constitutes unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, age, or any other protected category.

B17. Alcohol – Usage, public intoxication, or possession of alcoholic beverages on the University campus including, but not not limited to, carrying open or unopened containers in the public areas of campus, having open or unopened containers in a Residence Hall or other University owned property, or having open or unopened containers in a vehicle parked on University property. Alcohol paraphernalia of any kind including, but not limited to, bottles, cans, bongs, advertisements, signs, etc. is prohibited in the residential facilities or on campus in general. Consuming alcohol at any time/place is also a violation of the Southwestern Christian University Lifestyle Covenant and will result in disciplinary sanction(s).

B18. Tobacco – Southwestern Christian University is a tobacco-free campus and the possession, association with and use of tobacco in any form is prohibited.

B19. **Vapes and other smoking-alternative apparatus-** Possession or use of any smoke alternative devices including but not limited to: vapes, hookahs, e-cigarettes, etc.

B20. Illegal Drugs – The manufacture, distribution, sale, use, offer for sale, association with or possession of drugs, narcotics, or drug paraphernalia in accordance with state statutes or any of the laws of the United States pertaining to a "controlled substance."

B20.5 Marijuana- Marijuana is currently recognized as, at the time of writing this in the handbook, a Schedule 1 drug according to the Federal Government. To remain in compliance to receive federal financial aid SCU recognizes this substance as such with a 0-tolerance policy when a student is found to be in possession of, to have used, or to be affiliated with this substance. Should the federal government change its current classification of this substance during the school year, SCU will still retain its 0-tolerance policy of this substance with disciplinary action resulting in dismissal in the form of suspension or expulsion.

B21. Actual or Threatened Sexual Assault or Harassment – This includes, but is not limited to, unwanted sexual touching, making unwelcome sexual advances, or requesting sexual favors.

B22. Possession of Weapons – The use or possession of weapons at Southwestern Christian University is strictly prohibited. Weapons include, but are not limited to, guns, knives, swords, throwing stars, nunchucks, fireworks, and hazardous chemicals.

B23. Providing False Information – In the application for admission, petitions, requests, disciplinary hearings, or other matters of record and transactions with officials of Southwestern Christian University.

B24. False Reporting of an Emergency – The false report of a bomb, fire, or other emergency in any building, structure, or facility by means of activating an alarm or in any other manner.

B25. Hazing – No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. Southwestern Christian University students and student organizations are prohibited from engaging in any action which subjects a pledge, initiate, or member of a student organization to

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

B26. Criminal Offenses – Committing any act which is a violation of a criminal law of the United States, a State law, or a municipal ordinance.

B27. Stalking – Behaviors or activities occurring on more than one occasion that collectively instill fear in the victim and/or threaten his or her safety, mental health, or physical health.

B28. **Door Propping** – The exterior doors of the residence halls are to remain properly closed at all times unless permission is otherwise given by the Resident Director on moving days.

B29. Failure to Follow Safety Procedures – Students must evacuate buildings during fire alarms and remove themselves from the vicinity of any other emergency situation at the request of University faculty and staff or emergency services personnel.

B30. Gross Disrespect – Disrespect is defined as a lack of courtesy or respect. Disrespectful actions and/or behavior exhibited toward an SCU staff member, faculty member, student, or guest either verbally or nonverbally are not permitted. This includes, but is not limited to: conversation, email, the classroom setting, inappropriate or obscene body language directed toward an individual, and/or obstructing or disrupting any college activity, including teaching, research, social activities, games, and public service functions.

B31. Visitation – Men and women must remain on/in their assigned halls/floors of their Residence Halls. Any visitation or social gatherings between men and women must take place in the commons areas.

Members of the opposite sex are not to be brought into a Residence Hall at any time for any reason without permission obtained through a Resident Assistant who has cleared it and documented it with a Resident Director.

B32. Breach of Lifestyle Covenant– This category is for failure to adhere to the lifestyle standards established in the SCU Lifestyle Covenant. It covers behaviors that negatively reflect the University's agreed upon standards in the lifestyle covenant.

B33. Housing Policy Violation – Any attempt to bypass or undermine the SCU student housing policy and exemption protocol.

B34. Disorderly Conduct – Individual or group behavior that unnecessarily disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, hazing, and boisterous or threatening conduct which is unreasonable for the area, time, or manner in which it occurs. It also includes abusive, obscene, violent, excessively noisy, or drunken misbehavior on any University property.

B35. Repeated Failure to Meet Chapel Requirements – Failed to reach Chapel requirements for second or third semester.

B36. Repeated Failure to follow Dress Code – Student repeatedly violates University Dress Code.

Disciplinary Process:

Minor (A Class) Violations/ Student Handbook Violations

SCU Staff, Faculty, or Administrators may issue a Student Handbook Violation (SHV).

The Minor (A Class) Violations Process is as follows:

1. A member of Student Life will contact the Student via email, clearly stating the offense and the terms of the disciplinary measures being taken.

a. Violations will count against the student for the academic year (Fall to Spring).

2. If the SHV involves Residency Program matters, the Student may meet with Resident Assistant or Director of Resident Life for counsel, a possible fine, community service, and any other consequences deemed appropriate by the Director of Resident Life.
3. If the SHV occurs outside of the Residency Program, the student may meet with the DSL for counsel, a possible fine, community service, and any other consequences deemed appropriate by University staff.
4. If a student is issued a 4th SHV, a meeting with the Director of Resident Life, Director of Student Life and/or VP Student Development will take place and/or possibly the University Disciplinary Committee. SCU is not bound by rules of evidence or procedure and the Student is not permitted to appear with Legal Counsel.

Violation Appeals: Minor (A Class) Violation

RAs, DRL, DSL, or Campus Security will handle violations that are considered to be minor offenses. Students may appeal the Disciplinary Action of minor violations to the VP Student Development.

Appeal Process is as follows:

1. Appeals must be made in writing within **five (5) calendar days** from the time the Disciplinary Notice or Student Handbook Violation was issued to the student.
2. The VP Student Development addresses all Appeals for Minor Violations. The VP Student Development will have the final verdict for all Minor (A Class) Violation Appeals

Disciplinary Process: Major (B Class) Violations

SCU may impose sanctions up to and including suspension and/or dismissal from the University for Major Violations. The UDC handles most Major (B Class) Violations for secondary (and beyond) major offenses or severe first offenses that could result in suspension, dismissal, or expulsion should the Director Student Life or VP Student Development recommend its utilization. All Major (B Class) Violations count against Students for the entire time that they are attending SCU.

The Major (B Class) Violations Process is as follows:

1. The DSL will notify the Student(s) of the charges and will summon the Student by email to appear for an official meeting.

- These meetings are between the student and administration. Parents and legal counsel are not permitted to attend these meetings.
- All students summoned to meet with the Director of Student Life or VP Student Development will be required to participate regardless of classes, work, or other scheduling conflicts.

- Failure to show up for an official summons will result in further Disciplinary Action and or an official decision made for punishment without hearing from the student.
- If evidence warrants further action, the University Disciplinary Committee may be summoned for a hearing.
- In the event of an atypical situation or severe major violation the Director of Student Life, should they feel that there is sufficient evidence and the situation merits it, may make the decision to immediately remove from campus, suspend, dismiss, or permanently expel a student without utilizing the UDC or VP Development. A situation in which this could be deemed necessary for the University can include but it not limited to the following reasons:
    - The violating student posing a security risk to a student or staff member
    - The VP Development is unable to be utilized at the time
    - The situation/violation needs to be dealt with expediently to safeguard the University and its community
        1. The UDC may call witnesses, inquiry the accused, and investigate all evidence presented or exposed during the Hearing Process. The Committee may consider past offenses and Student's willingness to cooperate when determining sanctions and Disciplinary Measures that will be taken.
        2. The student will have the right to testimony, call witnesses on their behalf, and summarize concerns regarding the incident. This is not a court proceeding. The UDC is not bound by rules of evidence or procedure and the student is not permitted to appear with Legal Counsel.
        3. Students will be notified in writing by the VP Student Development 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, students have the right to Appeal to the President's Cabinet.
        4. A student not appearing at a scheduled hearing will be considered to have waived the right to appearance, waived rights of appeal, and accepted pending charges and sanctions. All students, including witnesses, summoned to a Hearing will be required to participate regardless of classes, work, or other scheduling conflicts. Failure to attend UDC Hearings will result in further Disciplinary Action.

Violation Sanctions: Major (B Class) Violations

First Major (B Class) Violation Sanctions are as follows:

1. **Sanction Option 1** – *Short-term Disciplinary Notice Sanctions* – (1 to 2 months in length)

A meeting will be held with the VP of Student Development and/or the University Disciplinary Committee. A Disciplinary Contract, a fine, community service, disciplinary probation, suspension from participating in student leadership positions, suspension from participating in games and functions in SCU athletics for a stated period of time, suspension from the University entirely for a stated period of time, expulsion, and any other actions deemed appropriate by the Director of Student Life, VP Development, and/or University Disciplinary Committee will be rendered.

2. **Sanction Option 2** – *Long-term Disciplinary Sanctions* – (3+ months in length)

A meeting will be held with the DSL and/or the UDC. A Disciplinary Contract, a fine, community service, disciplinary probation, suspension from student leadership positions and

traveling groups, suspension from participating in games and functions in SCU athletics for a period of time, suspension from the University entirely for a stated period of time, expulsion, and any other actions deemed appropriate by the DSL, VP Student Development, and/or UDC will be rendered.

Sanction Addendums

a. Students may be moved from Sanction Option 1 to Sanction Option 2.

b. The VP of Academic Affairs handles academic issues except student behavior and classroom dishonesty.

c. A student that does not complete the conditions of short-term sanctions will be placed on probation until conditions are met with the potential for additional sanctions to be added at the discretion of the DSL, VP Student Development, and/or UDC.

Second Major (B Class) Violation Sanctions are as follows:

1. Meeting with the VP Student Development and UDC
2. Students will be placed on probation, a fine, community service, disciplinary suspension, suspension from participating in games and functions in SCU athletics for a stated period of time, or any other actions deemed appropriate by the VP Student Development and/or UDC.

Third Major (B Class) Violation Sanctions are as follows:

1. Meeting with the VP Student Development and UDC, suspension from participating in student leadership positions and traveling groups, suspension from participating in games and functions in SCU athletics, and dismissal from the University will be recommended.

Drug-Related Offenses (*including marijuana*)

SCU may immediately involuntarily dismiss the Students involved in Drug related Violations. SCU may give the Student the option to voluntarily withdraw. Whether dismissed involuntarily or withdrawn voluntarily, the student may not return for two (2) semesters unless stated otherwise. The semester that the student is removed from does not count toward this 2-semester suspension. Depending on the severity of the drug related offense, the student may be expelled without the opportunity to reapply at the discretion of SCU administration.

Drug-Related Violations Addendums

a. In the event of an involuntary dismissal or a voluntary withdrawal for drug related offenses, the student becomes ineligible for all institutional scholarships and is responsible for all charges on their student account.

b. If a student is readmitted after committing a drug related offense, they will automatically be placed on Second Violation Probation. This means that they will not be able to represent the University in leadership positions, traveling groups, games, practices, competitions or teams for the first semester of their return unless stated otherwise.

c. As part of readmission requirements, the student will be required to provide the results of a laboratory drug test at the expense of the individual.

d. SCU will not allow students to finish courses remotely, even if they are in the final weeks of the semester.

Severe Alcohol-Related Offenses

Alcohol related offenses fall under **Sanction Option 1**. SCU may administer more severe Disciplinary Actions should the offense be classified as a Severe Alcohol-Related Offense. Severe Alcohol-Related offenses are subject to sanctions up to involuntary dismissal in the form of suspension or expulsion at the discretion of SCU administration, if determined that escalated safety risk(s) occurred. Factors include:

- Intoxicated driving occurred
- Underage drinking occurred
- Student hosted an event or facilitated an event where other individuals consumed alcohol
- The safety of other individuals was compromised due to the student's involvement
- The student exhibited disorderly conduct while intoxicated

Severe Alcohol-Related Violations Addendums

a. If a student is readmitted after committing a severe alcohol related offense, they will automatically be placed on Second Violation Probation. This means that they will not be able to represent the University in leadership positions, traveling groups, games, practices, competitions or teams for the first semester of their return unless stated otherwise.

a. In the event of a dismissal for a severe alcohol-related offense, the student becomes ineligible for all institutional scholarships and is responsible for all charges on their student account.

b. SCU will not allow students to finish courses remotely.

c. Students may apply for readmission after one (1) semester of non-enrollment at SCU for severe alcohol related dismissals unless stated otherwise. The semester that the student is removed from does not count toward the 1 semester suspension.

d. Should the student be readmitted after committing an alcohol related offense, they will automatically be placed on Second Violation Probation. This means that they will not be able to represent the University in leadership positions, traveling groups, games, practices, competitions or teams for the first semester of their return unless stated otherwise.

Violation Appeals: Major (B Class) Violations

The following may be grounds for consideration on appeal:

1. Disciplinary Action(s) imposed are considered grossly disproportionate to the offense.
2. Rights of Students were ignored, which affected a fair hearing and its outcome.
3. Lack of substantial evidence to support the Committee or Representative's decision.
4. Testimony or evidence was false or given fraudulently.
5. New evidence has become available that would significantly alter results and the Appealing Student is not responsible for the evidence being absent from the initial review.
6. A UDC member or representative had a serious conflict of interest which prevented fair consideration of the case.

Appeals Process for Director of Student Life Disciplinary Contract Decision

1. Appeals for a disciplinary decision made by the DSL must be submitted to the VP Student Life in writing **within 5 calendar days** of the disciplinary decision being given to the student. Appeals can be sent to the Vice President of Student Life with the title "Appeal of Disciplinary Decision."
2. The VP Student Life will review the appeal. The VP Student Life may choose to uphold the original decision, involve the University disciplinary committee in deciding, or modify the decision at VP Student Life's discretion. Until a decision is reached on the appeal, all sanctions of a disciplinary decision will remain in effect.

Appeals Process UDC or VP Student Development Disciplinary Decisions

1. Appeals to the President's Cabinet must be made in writing to the VP Student Development **within five (5) calendar days** from the time the Disciplinary Notice was issued. The VP Student Development will inform the President's Cabinet of the written appeal.
2. The President's Cabinet will review the written Appeal, the case file, and written findings of the UDC. Sanctions placed on the student by the VP Student Development and/or UDC 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.

VIII. Additional Resources

Compliance

Family Educational Rights and Privacy Act (FERPA)

American with Disabilities Act Policy
Jeanne Clery Act–Campus Crime & Annual Security Report
Notice of Non-Discrimination
Title IX –Sexual Harassment Assault
Violence Against Women Act

Scan the QR Code to access the University website for Compliance literature.

Resources:

Bethany Police Department (Rape Crisis Intervention Team)
405-789-2323

Crisis Hotline
405-848-2273

Suicide Prevention Hotline (Also takes texts)
988

INTEGRIS Baptist Medical Center Portland Avenue
405-604-6000

24-Hour YWCA Domestic Violence Hotline
405-917-9922

24- Hour YWCA Sexual Assault Hotline
405-943-7273

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

Mercy Hospital Social Services Department
417-820-3462

Legal Ownership

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

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

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

In keeping with these objectives, Southwestern Christian University maintains the authority to
i. Restrict or revoke any user's privileges.
ii. Inspect, copy, remove, or otherwise alter any data, program, or other resource that may undermine these objectives.
iii. Take any other steps deemed necessary to manage and protect those systems.

c. This authority may be exercised with or without notice to the involved users. Southwestern Christian University disclaims any responsibility for loss or damage to data or software that results from its efforts to meet these security objectives.

Intellectual Property

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

Software: Respect for the intellectual work and property of others has traditionally been essential to the mission of academic institutions. As members of the academic community, Southwestern Christian University values the free exchange of ideas. Just as Southwestern Christian University does not tolerate plagiarism, Southwestern Christian University strongly supports strict adherence to software vendors' license agreements and copyright holders' notices. If internet users or other system users make unauthorized copies of software, the users are doing so on their own behalf since all such copying is strictly forbidden by Southwestern Christian University.
Fair Use: Unless permission from the copyright owner(s) is first obtained, making multiple copies of material from magazines, journals, newsletters, and other publications is forbidden unless this is both reasonable and

customary. This notion of "fair use" is in keeping with international copyright laws.

Discipline for the Misuse of University Technology

a. All technology used on campus is the sole property of SCU. Anyone who accesses any of the following without permission, servers, websites, emails, and computers, will be subject to being disciplined by the University Disciplinary Committee and could be expelled.

Student Handbook Oversight Committee 2025-2026:

Vice President of Student Development

Director of Student Life

Director of Resident Life

Director of Security

All Scripture references are from the Newly Revised Standard Updated Version, 2023 All definitions from New Oxford American Dictionary, 3rd Ed., 2010.