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## **Welcome to Southern Nazarene University**

The Division of Student Development hopes to create a caring, Christ-centered, wisdom community where students, faculty, staff and administration grow and learn together. The Division of Student Development is responsible for the timely, courteous, efficient, effective, and responsive delivery of key institutional services to students, faculty, staff, prospective students, and parents. In order to model the hospitality of grace, the Student Handbook is published annually by the Division of Student Development, and the contents of this handbook are intended to make the student experience at Southern Nazarene University as satisfying and successful as possible.

The handbook will help clarify the expectations and standards for life in the SNU community. Please read through this material and familiarize yourself with its various policies, and guidelines. Understanding of this information is the responsibility of each SNU student. The material contained in the Student Handbook is for information only and does not constitute a contract between the student and the university. Questions about any aspect of the handbook should be directed to the Associate Dean of Students or the Vice President for Student Development.

The university and its various units reserve the right to revise, amend, alter, and change from time to time its policies, rules, guidelines, and financial charges including those related to admission, instruction, and graduation, without notice to students. The university reserves the right to withdraw curricula and specific courses, alter course content, change the calendar, and withdraw or change programs and majors offered by the university without notice to students. The official, most up to date, and binding version of this handbook can always be found at [www.snu.edu/handbook](http://www.snu.edu/handbook).

## **SNU Mission Statement**

*Our mission is to transform lives through higher education in Christ-centered community. As a Christian community of scholars, we model the hospitality of grace, the pursuit of truth, and the practice of discipleship, all within the Wesleyan-holiness tradition, as we prepare graduates who think with clarity, act with integrity, and serve with purpose.*

As stated in the mission statement, the basic commitment of Southern Nazarene University is to “to transform lives through higher education in Christ-centered community...as we prepare graduates who think with clarity, act with integrity, and serve with purpose.” SNU is a community of both developing scholars and growing Christians. Thus, each student is encouraged to recognize the privileges available to participate in a community committed to Christian scholarship. Behavioral expectations emerge because of the unique nature of this community. Students, by choosing to enroll at SNU, indicate their desire and willingness to live in harmony with these responsibilities of membership in the University community.

## **Christian Community**

There is much more at stake than a general attempt to create unity on campus. The policies and guidelines have value beyond a few years spent on campus because they are values that build Christ-like character. People on the outside looking in should glimpse the promise of a more wholesome, more selfless lifestyle - one that brings honor to God. In addition, SNU's guidelines reflect the University's integral relationship with the Church of the Nazarene.

### ***University Guidelines***

The SNU policies and guidelines fall within three broad categories:

**1) Some guidelines reflect God's moral law.**

SNU has adopted campus policies and guidelines that emerge from theological and moral perspectives. We regard the Bible as the final rule of faith and practice and believe that it must serve as our "view finder" in developing guidelines.

**2) Some guidelines reflect civil law.**

We uphold policies and guidelines that are in accordance with local, state, and federal law.

**3) Some guidelines involve judgments and prudence about the effects of certain practices.**

The University believes it is unwise to engage in some behaviors, not because they are intrinsically wrong, but because of the potential for damaging action. Christians must act wisely by evaluating the possible consequences on themselves and on the community, rather than basing decisions solely on whether a certain practice is morally right or wrong.

### ***Biblical Principles***

The Bible establishes basic principles fundamental to Christian behavior and lifestyle. These include the following:

- A personal commitment to the Lordship of Jesus Christ.
- The need to love God with our whole heart, mind, body, and soul, and love our neighbor as ourselves.
- The need to exercise our freedom responsibly within the framework of God's Word, with loving regard for the sensitivities of others.
- Participation in the worship and activities of the church which forms a necessary context for Christian living.
- Biblical Principles and Christian Lifestyle statements are foundational. They identify the essentials of our Christian life and should remain the desire of those who affiliate with Southern Nazarene University. In addition, the Biblical Principles create the kind of Christian learning environment desired by Southern Nazarene University.
- The community collectively, and each member individually, is responsible for the effective stewardship of abilities, opportunities, and institutional resources.

### ***Christian Lifestyle***

The SNU community attempts to make Christian principles the basis for corporate life and individual behavior. Therefore, living in accordance with such principles is expected of all members of the University Community.

- Love for God and others is the primary motivation for Christian conduct as taught by Jesus Christ.
- Life within a Christian community must be lived to the glory of God and in the service of one's neighbors.
- Consistent with the example and command of Jesus Christ, humility, love, honesty, faith, hope, and forgiveness, must be the determinative factors in the life of a Christian.

### **Statements of Compliance**

Southern Nazarene University is a not-for-profit exempt organization as described in Section 501(c) (3) of the Internal Revenue Code. The university maintains compliance with the Civil Rights Act of 1964 and 1991, Occupational Safety and Health Act of 1970, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Drug Free Schools and Communities Act of 1989, the Drug Free Workplace Act of 1988, the Americans with Disabilities Act of 1990 as amended, the Family Educational Rights and Privacy Act, and the Health Insurance Protection and Portability Act. Listed below is information that outlines major issues for students in four major compliance areas: Non-discrimination statement, FERPA, HIPPA, and the Clery Act. For a full listing of complete university compliance statements, please visit [www.snu.edu/compliance](http://www.snu.edu/compliance).

### ***Non-Discrimination Statement***

Southern Nazarene University does not discriminate on the basis of race, sex, age, color, national or ethnic origin, marital status, or disability in the recruitment, admission, and treatment of students or access to university programs or activities including the operation of all university programs, activities, services and employment. The following person has been designated to handle inquiries regarding non-discrimination policies including Title IX, Section 504 of the Rehabilitation Act of 1973, and Age Discrimination:

University Provost  
Southern Nazarene University  
Bresee Hall  
6729 NW 39<sup>th</sup> Expressway  
Bethany, OK 73008  
405-491-6300

### ***Federal Education Rights & Privacy Act (FERPA) and Directory Information Education Records***

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended affords students certain rights with respect to their education records. These include:

1. *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.* Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. *The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.* Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education record without consent to officials of another school in which a student seeks or intends to enroll.
4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southern Nazarene University to comply with the requirements of FERPA.*

### Directory Information

The University has defined directory information as name, address (including electronic mail), telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended. Students can update their privacy settings through their student portal. This information may be provided as public information or to individuals who demonstrate a need to contact students. Students choosing not to release this information must inform the Office of Student Development

in the Webster Commons of their request.

Periodically, SNU conducts formal and informal (photos casually taken around the campus) photo shoots for use in university publications and the SNU Web site. Students who require that no identifiable photo be used by the university must notify Media Strategies office (located in the Alumni House on 42<sup>nd</sup> and College) in writing.

### ***Health Insurance Portability and Accountability Act of 1996***

Under regulations issued by the U.S. Department of Health and Human Services pursuant to the Health Insurance Portability and Accountability Act of 1996, health care providers such as the Southern Nazarene University Student Health Center are required by law to maintain the privacy of protected health information and to provide individuals with notice of the our legal duties and privacy practices with respect to Information. These duties are outlined in a document titled Notice of Privacy Practices (NPP).

Each time you utilize the Student Health Center, a record is generated. This record contains medical information about you. The Student Health Center is required by law to protect the privacy of your medical information, provide you with the NPP, abide by the terms of the NPP currently in effect, and notify you if we are unable to agree to a requested restriction on use or disclosure of your medical information.

You will be asked to sign a written consent that enables the Student Health Center to use and disclose your medical information for treatment (such as sending medical information to a physician we refer you to), and operations (such as registering you for services). The Student Health Center may also contact you regarding your appointments or prescriptions or to tell you about health-related benefits or services. In certain limited circumstance the Student health Center may disclose medical information about you to a friend or family member involved in your care.

Under certain circumstances, uses and disclosures without your written consent or authorization may take place. For example, the student Health Center may disclose information about you when there is an emergency or communication barrier, for public health purposes, for health oversight audits or inspections, as required by law, for research studies (as permitted by law), and for law enforcement /legal proceedings.

### ***Jeanne Clery Act***

The Jeanne Clery Act has many requirements for post secondary education institutions. The availability of Campus Crime statistics and the Annual Security Report are two such requirements. Copies of both can be found at in the Office of Student Development and the Campus Safety office.

The annual Security report can be printed as needed and contains information related to other provisions of the Clery Act such as “Timely Warnings,” “the Daily Log,” and educational information on sexual assault. SNU is in compliance with the Clery Act and publishes the annual security report.



## **University Offices, Services and Opportunities**

### ***Academic Affairs Office***

Under the leadership of Provost and Chief Academic Officer, Mary Jones, Ph.D., the Office of Academic Affairs coordinates and supports the work of all the academic programs of Southern Nazarene University. This includes all traditional academic departments and schools led by the Dean, College of Humanities, Melany Kyzer, J.D.; Dean of the College of Business, Education and Kinesiology, Sylvia Goodman, Ed.D.; Interim Dean, College of Natural, Social and Health Sciences, Dennis Williams, Ph.D.; Dean, Professional and Graduate Studies, Davis Berryman, Ph.D.; and Dean College of Teaching and Learning, Dennis Williams, Ph.D. which includes the Learning Resource Center and the Academic Center for Excellence. .

Academic Affairs is located in Bresee Hall.

### ***A.C.E. (Academic Center for Excellence)***

The Academic Center for Excellence seeks to facilitate transition to the university environment, provide access to resources, and assist in the pursuit of academic excellence.

ACE is located on the third floor of the Learning Resource Center.

ACE faculty and staff provide academic support to students who are provisionally admitted, on academic probation, have a learning disability, or are from an international community. Primary areas of responsibility include teaching the two-semester Academic Success Strategy course sequence, study session training and supervision, monitoring academic progress for students on the various levels of academic probation, advising students who have not yet declared a major, coordinate services for students with documented disabilities and provide support for international students. The Academic Center for Excellence also serves in a liaison capacity with other campus areas regarding the needs of struggling students.

### **Disability Services (LRC – 405.717.6272)**

The office of Disability Services provides support for all SNU students with disability as defined by the Americans with Disabilities Act of 1990. Services may include extended time on exams, assistive technology, wheelchair access, less distracting testing environments and other support services as needed.

### **Academic Resource Center (LRC – 405.491-6353)**

ARC staff are committed to assisting all traditional undergraduate students with continued development and enrichment of skills and strategies which contribute to success at SNU. Services offered include, tutoring, paper writing assistance, drop-in study support, etc.

### ***Athletics***

Throughout the years since the inception of Athletics at SNU back in 1964, Southern Nazarene has grown from one sport, men's basketball, to 18 varsity sports and 4 junior

varsity programs under the leadership of current Athletic Director Bobby Martin. In that time span SNU has also fielded some of the most successful programs in the country.

In four decades of competition, Southern Nazarene's athletic programs have seen many changes; from changes in leadership, to changes in coaches and athletes. However, one thing has remained the same during the past four decades of Crimson Storm athletics and that is the mission of the athletic programs at Southern Nazarene University. Staying with the university motto: Character, Culture, Christ; athletics at SNU has come to stand for something more than victories and championships. SNU athletics has come to stand for sportsmanship, Christian fair-play, positive and pro-active support and most of all a family atmosphere for not only athletes and coaches to participate in, but fans as well.

### ***Bulletin Boards***

Bulletin boards are located in all buildings. To post items, contact the personnel in charge of the respective buildings as listed:

#### **Webster Commons Building**

Mrs. Cheri Pack

#### **Fine Arts Center**

Music Department Office

#### **Herrick Auditorium**

Dr. Tim Taylor

#### **Learning Resource Center**

Mr. Joshua Achipa

#### **Residence Halls**

Resident Directors

#### **Religion Building**

Mrs. Lori Cable

#### **Royce Brown Building**

Mrs. Kimberly Smith

#### **Sawyer Center**

Mr. Bobby Martin

### ***Business Office***

Located on the first floor of Bresee Hall, the Business Office provides the SNU campus with student accounting services and cashier functions while overseeing the budgetary process for the University.

### ***Campus Safety and Security***

The department of Campus Safety and Security and campus administration make continual efforts to reduce crime on campus. We believe that a well informed community is better served, and thus safer.

On the main campus in Bethany, SNU has security personnel on duty 24 hours, seven days a week. Their primary responsibility is to provide basic security services such as locking and unlocking campus buildings, maintaining campus parking regulations, assisting motorists, and surveillance of campus property for inappropriate, suspicious, or criminal activity. While not law enforcement officers, they have communication links to the Bethany Police Department, located a few minutes from campus.

SNU and the City of Bethany have an agreement wherein the Bethany Police Department assists the university's campus security efforts by patrolling campus during "non-committed time." This mainly involves uniformed police officers driving marked patrol cars, or riding bikes around and through campus, thus providing a supplemental security presence.

### ***Career Services and Student Employment***

All currently registered traditional students of Southern Nazarene University are eligible to use the services of the Career Services & Student Employment Office. All Professional Studies students (regardless of campus location) and graduates of SNU are also eligible to use our services on a limited basis due to minimal staffing resources.

There are numerous jobs on campus and off campus that are available to students. The Career Services and Student Employment office is available to assist students with locating these jobs. Priority is given to those students who qualify for Federal Work Study funding for campus positions. However, all students who need to find employment are encouraged to contact the Director of Career and Student Employment for assistance.

The Office of Career Services & Student Employment is located in the Student Development suite in the Webster Commons.

### ***Center for Student Success***

The Center for Student Success serves as the "home" to transitional services, academic engagement services, academic accountability and improvement, writing and tutoring, and student advocacy. The Center for Student Success is located in the north end of the Learning Resources Center (LRC).

### ***Commons Office***

The Commons Office is a "one stop" contact information station! We will help you fill out a change of address form or name change form and forward the information to all applicable campus offices. This will update your Storm Search Directory listing as well.

### ***Community Life***

The varied needs, interests, challenges and concerns of college students are subject to terrific change – sometimes, on an hourly basis. SNU provides several different on-campus services to assist students. The office of Community Life has an interactive website located at <http://www.snu.edu/student-life>. Within these pages you can find out about Campus Dining, which Clubs to join, updated information on Housing, look at the Photo Gallery, and get all of your questions (well, at least most of them) answered at New Student FAQ.

The Office of Community Life is located in the Student Development suite in the Webster Commons.

### ***Ethnic & Cultural Diversity***

In order to prepare students to serve in a society that will be characterized by cultural diversity, Southern Nazarene University is committed to providing a campus environment where ethnic and racial diversity is understood and welcomed, and where equity and social justice are valued and affirmed. We celebrate the variety of cultures with which God has peopled this world, and we affirm the contribution each culture makes toward a fuller understanding of God's revelation. At the same time, we affirm our oneness in Christ, committing ourselves to the task of training responsible Christian persons who can bring reconciliation through Christ to the complex world in which He has called them to live.

### ***Financial Assistance***

SNU is committed to helping students obtain a quality education at an affordable cost. After all, an SNU education is an investment. What is financial assistance?

- All federal and state assistance
- University and non-University scholarships.
- Financial Aid Facts
- Approximately 85 percent of SNU students receive some form of financial assistance;
- An overview of SNU's financial aid programs are on the SNU web site

### ***Health Center***

The Student Health Center strives to provide awareness and support for healthy living. All your medical records remain strictly confidential, and only Student Health Center personnel have access to them. We do not release information from your records for any reason unless you give us specific written consent.

The Student Health Center is located on the bottom floor of the Webster Commons Building.

### ***Information and Technology Help Desk***

The IT Network Helpdesk is maintained by the Department of Academic Computing and offers support for:

- Software and class applications
- Email and network problems
- Lab computers and printers
- Maintenance and work orders for campus equipment
- Approving, ordering and installing all computer equipment
- Network connections for all offices and on-campus housing

The Helpdesk office is located in Herrick 143 on the southwest side of the campus. Office hours are from 8 am to 5 pm, Monday through Friday. Phone support is available from 8 am to 9 pm, Monday through Friday. Email support is available at [helpdesk@snu.edu](mailto:helpdesk@snu.edu)

### ***Laptop Program***

Southern Nazarene University has gone wireless! Incoming freshmen students have received a new laptop since fall of 2006. The laptops issued to each new full-time student will be paid for out of tuition and fees and become the property of the student upon completion of one academic year. For more information visit the laptop program website at <http://www.snu.edu/laptops>.

### ***L.I.F.E***

Student Support Services helps eligible students successfully complete their post-secondary education by providing a foundation for overcoming academic, personal, and cultural barriers to higher education. By fostering a highly personalized (one-on-one) environment, L.I.F.E. staff strives to build professional and personal relationships with students in order to carefully assess their individual needs and to offer appropriate academic, personal, and career support. L.I.F.E serves approximately 160 students who meet one or more of the following: have a documented disability, first-generation students, meet a specific income criteria.

L.I.F.E. is located on the first floor of the Learning Resource Center .

### ***Postal Service***

The safe delivery of United States mail is an important service to all members of the SNU community. This service is subject to federal laws. Persons involved in tampering, theft, destruction, or deception related to mail services will be accountable to both University disciplinary procedures as well as to civil authorities and laws.

### ***ReNew Counseling Center***

Counseling services are available to all undergraduate, graduate, and professional studies students, as well as all faculty and staff members, and their families. Also offered is the opportunity for couples seriously dating, engaged, newly married, and married to take a testing inventory called the PREPARE that provides feedback helpful to identify the strengths and areas of growth in the relationship. The ReNew Counseling Center is located on the first floor of the Webster Commons.

### ***Residence Life and Housing***

Southern Nazarene University is primarily a residential campus. We believe the residential experience can contribute greatly to a student's development, enhancing their entire university experience. It is the desire of the University to provide campus housing to every student who seeks it. However, traditional, undergraduate SNU students, 24 years of age and under, will be given first priority.

National research performed at colleges and universities indicates that students who live on campus enjoy a more successful and rewarding university experience. They tend to be more involved, develop better study habits, have more contact with faculty, and achieve higher grades. SNU is committed to enhancing your learning outside of the classroom by providing a community where you can grow and learn by interacting with

other students and caring residential staff. Residence life utilizes a creative blend of programs and activities to help you reach your full potential.

### ***SNU Dining and Catering Services***

Undergraduate students residing on campus are required to purchase one of the meal plan options provided through Sodexo Food Service. Commuter students are encouraged to select a commuter meal plan and utilize the campus food service.

### ***Spiritual Development***

The Office of Spiritual Development is a resource for all of the spiritual development activities on campus. Spiritual development is integrated into all of what we do at Southern Nazarene University. It is woven into the fabric of the institution. The Office provides opportunities for students to express their faith through:

- Worship,
- Missions
- Small groups
- Service to others.

Chapel serves as one of the most visible expressions of spiritual development on our campus. Chapel meets twice a week during the academic year.

A primary goal of Spiritual Development is aiding students in integrating their growing foundation of knowledge with their maturing faith. Modules, groups that meet for four weeks at a time, dialogue on contemporary issues. Pods, year-long groups of two or three students meet regularly with a faculty or staff person serving as their spiritual mentor, also challenge students to deepen spiritually as they deepen scholastically.

The Campus Ministries Council is a student run organization that plans activities and programs to nurture the spiritual growth of the student body. The council is led by the student Vice President for Campus Ministries. Many of the activities can be found on the school calendar.

### ***Student Development***

The Student Development area exists to help students succeed at college, to discover and develop skills that will maximize their educational experience and prepare them for making contributions in their life beyond the college years. The college years can be a time where students can be contributors as well recipients in their educational process. Whether the learning experience is in or outside the classroom, Student Development believes that students can invest themselves to shape the future. The Student Development office is located in the Webster Commons.

### ***Student Government Association***

SGA's mission is "to serve God and others as leaders of integrity by providing an atmosphere of acceptance and encouragement where all can grow and become

involved in the community of Southern Nazarene University." The Student Government Association is located in the Webster Commons building.

### ***Telephone Service***

Given the proliferation of students using personal cell phones, the University no longer provides local telephone service in residence hall rooms. The university continues to provide local phone service lines to campus offices. Students may privately contract with a local vendor for telephone service at their own expense if it does not require any alterations to university owned buildings or systems. Cell phone services are available for sale in the University Bookstore.

### ***University Bookstore***

The Bookstore is located on the main floor of the Webster Commons and offers a wide variety of products the SNU community. From textbooks, to gifts, to SNU apparel, the bookstore provides a great service to the campus and greater SNU community.

## **University Lifestyle Policies & Standards of Conduct**

SNU's community is made up of students from diverse backgrounds. To create an atmosphere of dignity and respect within a community of such diversity, we strive to better understand and celebrate the uniqueness of all people. Students are expected to be respectful of the individual rights and freedoms of others. This commitment to respect others is demonstrated by our actions. Members of this community will avoid behavior that is belittling, threatening, bullying or disrespectful to others.

All students, including residential and commuters, must respect and comply with lifestyle expectations and all university policies and procedures. Each student is responsible for reading and adhering to the procedures and regulations outlined in the handbook, the Undergraduate Catalog, the Residential Living Policies and any additional policies related to living in the SNU community.

To help put these Policies and Standards of Conduct into practice, the Lifestyle Covenant summarizes the university expectations:

### ***Lifestyle Covenant***

Convinced that clear and healthy parameters are essential for a Christian community in order for it to thrive,

Expecting that each person who enrolls at SNU respects the importance of these healthy parameters,

Affirming the value of living as a people with strong character who positively influence culture in specifically Christian ways,

We, the students, faculty, and staff of Southern Nazarene University, as a Christian community willingly embrace the following values and the guidelines they create as reflected in the Manual of the Church of the Nazarene.

1. We value honesty; therefore, avoiding deceit, cheating, and plagiarism is expected.
2. We value the use of positive, wholesome, and edifying language; therefore, refraining from profanity, vulgarity, and gossip is expected.
3. We value self-control that results in physical and mental well-being; therefore, abstaining from the use or possession of intoxicants (including, but not limited to, tobacco, marijuana, alcoholic beverages, drugs) is expected; for the same reason appropriate and modest clothing is expected.
4. We value sexual purity and the sanctity of Christian marriage; therefore, abstaining from sexual immorality (including, but not limited to, premarital or extramarital sex, other immoral sexual activity, and homosexual behavior) is expected; for the same reason, abstaining from viewing or possessing pornography is expected.
5. We value discernment and wise decision making; therefore, avoiding environments that could lead to behavior detrimental to our success is expected; for the same reason making choices that are consistent with the values expressed in this covenant is expected.
6. We value respect for authority and for the persons in authority on our campus and in our community; therefore, compliance with federal, state and local laws and with the policies and procedures of the SNU Student Handbook is expected.
7. We value our faith community and the Christian practices of corporate worship, biblical teaching, prayer and fellowship; therefore, expressing our commitment to Christ and to each other through regular chapel attendance, mutual encouragement, support and accountability is expected.

The areas of personal responsibility in the SNU Lifestyle Covenant are not regarded as moral absolutes, but they are responsibilities of all members of the SNU community. These guidelines help us live together in a Christ-centered, wisdom community and are intended to strike an important balance between individual autonomy and community responsibility. While we recognize that not every individual holds the same degree of conviction on a given expectation or commitment, we as a community commit to living within the parameters of this covenant at all times, whether on or away from campus. Those who act outside of these parameters will be subject to review and disciplinary consequences as stated in the SNU Student Handbook. Students are encouraged to hold one another accountable to community and university standards to foster personal growth and development.

### ***Academic Integrity***

Southern Nazarene University seeks to support and promote qualities of academic honesty and personal integrity. Serious offenses against the University community



include cheating, plagiarism, and all forms of academic dishonesty. Any student who knowingly assists another student in dishonest behavior is equally responsible.

Cheating or academic dishonesty is defined as the deception of others about one's own work or about the work of another. Examples of cheating include, but are not limited to:

- Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
- Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism).
- The use of a textbook or notes during an examination without permission of the instructor.
- The receiving or giving of unauthorized help on assignments.
- Tampering with experimental data to obtain a "desired" result or cheating results for experiments not done (dry labbing).
- Tampering with or destroying the work of others.
- Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.
- Lying about these or other academic matters.
- Falsifying college records, forms, or other documents.
- Unauthorized access of computer systems or files.

For more information on this important principle, consult any faculty member or the Academic Affairs Office.

### ***Alcohol and other drugs***

The University requires members of its community to abstain from alcoholic beverages, illegal drugs, and attendance at establishments or activities at which such behaviors are the focus.

In compliance with the Drug Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, Southern Nazarene University clearly prohibits the unlawful possession, use or distribution of illegal drugs, alcohol, and unlawful substances by students and employees on University property or as any part of University activities. SNU prohibits the use of all illegal drugs on or off campus by students, faculty, or staff. Students under the age of 21 must understand that in Oklahoma possession or distribution of alcohol is illegal and is prohibited by Southern Nazarene University. For illicit drugs, legal sanctions apply at any age.

Students who are observed to exhibit the effects of alcohol and/or drug use (e.g., odor of alcohol, unusual behavior, or other physical symptoms) will be accountable for violation of the University Lifestyle Policy and Standards of Conduct, even if the substance itself is not observed. In addition, the displaying of alcohol paraphernalia is prohibited. Students may be asked to submit to a test measurement in order to assist in determining their use of alcohol or other drugs. If a student passes a test measurement, then the university will bear the cost of the test. If a student tests positive for alcohol or

drug use, then the student will be responsible for bearing the cost of the test. Refusal to take a test will be considered an admission to the use of alcohol or other drugs.

The unlawful manufacture, distribution, dispensing, possession, and/or use of a controlled substance is prohibited. Violation of any of the aforementioned may be cause for immediate dismissal for any student.

The full document ***Alcohol and Drug Policy Statement*** can be found in **Appendix A** of this handbook. The document details information on: standards of conduct and levels of assistance at SNU, levels of intervention and disciplinary sanctions for the possession and use of alcohol and illicit drugs, descriptions of drug and alcohol counseling and treatment programs available, description of health risks associated with use of chemicals, and a description of legal sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol by the members of the SNU community

In the event that an SNU student is found to be responsible for criminal activity, that person(s) will be subject to disciplinary action according to University procedures, in addition to any legal proceedings that may be required by federal, state, or legal codes. Counseling services are available for students who desire assistance with problems associated with drug and alcohol use. For more information, contact the Counseling Center located in the Student Development Office.

### ***Appearance & Dress***

The campus dress code represents an affirmation of modesty, neatness, timeliness, cleanliness and appropriateness. Clothing should be appropriate to the occasion, in good taste, and reflective of SNU's mission to live responsibly as Christians. The determination of appropriate attire for various occasions is viewed by SNU as part of a student's development. Faculty, Staff, Student Development and Residence Life staff in charge of activities or facilities of the university have the authority to require adjustments on the part of individuals whose apparel is considered inappropriate.

Specific guidelines:

- Appropriate clothing includes slacks, jeans, shirts, sweatshirts, t-shirts and shorts which exemplify modesty. Dresses and skirts should be a modest length. Clothing should be in good taste, not drawing undue attention.
- Short shorts and spandex (form fitting) are not permissible.
- Clothing giving the appearance of being undergarments (i.e. sports bras, boxers, etc.) is not permissible as outerwear, and should be covered by outer garments.
- Strapless, bra-less, backless, low cut tops, halter tops and bare midriffs are not permissible.
- Men's tank tops, half-shirts and cut-away shirts are allowed only in the residence halls, physical education facilities, on the sand volleyball court or in athletic or exercise settings. Shirts should be worn in all places, indoors and out.
- Footwear must be worn in all buildings, except the residence halls and residential student apartments.

- Cover swimwear worn to and from the Broadhurst pool facility. Sunbathing in swimwear is also not allowed in public view.

### ***Civil Violations***

Theft, battery, assault, unlawful restraint, and any other activity that is defined as a criminal act in the state of Oklahoma are violations of University policy. Violation of any city, state, or federal law may result in a student receiving disciplinary action from the University up to dismissal from SNU. Sanctions may be issued by the University whether or not action is taken by these agencies. Any student taken into custody or placed under arrest will be suspended from campus until such a time as the charges are dropped or the case is finalized.

### ***Computer Use Ethics: General Principles***

Computer facilities operated by the University are available for the use of students, faculty, and staff for research and instruction. The following guidelines are established for students, faculty, and staff to facilitate the ethical and responsible use of computers. Instructors or departments may impose additional requirements or restrictions in connection with course or departmental work.

Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. The Digital Millennium Copyright Act of 1998 prohibits copying and/or distributing digital media files on the network. The network automatically blocks attempts to download or share files illegally. Violations of authorial integrity, including plagiarism and copyright violations, may be grounds for sanctions against members of the academic community. All Internet access is monitored using content filtering software that blocks pornographic and questionable web sites. The IT Department maintains a record of users attempting to access these sites.

SNU also shapes the use of bandwidth for certain activities at certain times in order to ensure that information resources are functional and available for instruction and the administration of university business.

Misuse of campus computers in any way may prompt judicial action by the university as outlined in this handbook. In this Handbook, see ***Computer Use and Ethics Policy in Appendix B.***

### ***Dangerous Practices and Reckless Behavior***

Activities that endanger the lives or safety of any student or other individual in any University building or on property are prohibited. This includes, but is not limited to: students climbing on roofs or hanging from ceilings and ledges of walkways, propping doors open in residence halls (secure doors, fire doors, front doors, etc.), removing window screens, crawling in and out windows, throwing objects from windows or balconies or elevated walkways, or giving residence hall access to unauthorized persons. Additionally, roof or window mounted antennas or other equipment are not permitted.

### ***Disturbing the Peace & Destruction of Property***

Whenever a student, student organization, or group of students disturbs the peace, destroys, defaces, or removes University property without permission, the student(s), the officer(s) of the organization, or the involved person(s) will be held responsible for University disciplinary action and accountability to civil authorities, where applicable.

SNU seeks to maintain an appropriate balance between free speech and respect for all members of the community. The University's ability to accomplish its educational purpose and mission is fundamental. Therefore, any activity or behavior that is disruptive of appropriate respect and civility in classes, Chapel or University approved events may result in disciplinary action.

Any individual(s) desiring to publicly express a protesting opinion should seek guidance available from the Office for Academic Affairs or the Office for Student Development.

### ***Educational Purpose & Student Progress***

SNU students are expected to make progress toward successful completion of academic requirements, along with fulfillment of SNU community citizenship responsibilities. If at any time during the semester it becomes apparent that a student's cumulative record in the academic, citizenship, personal health, and/or Chapel facets of campus life is unsatisfactory or disruptive to the educational purpose of the SNU community, the student's enrollment at SNU may be discontinued.

### ***Entertainment***

The Church of the Nazarene, our sponsoring denomination, has established principles designed to develop Christian character and promote growth in holy living. Specifically, entertainment (including media productions) that promotes the violent, the sensual, the pornographic, the profane, or the occult should be avoided.

Also included is an expectation that SNU students avoid social dancing. In accordance with the Church of the Nazarene Manual social dancing is defined as all forms of dancing that detract from spiritual growth and break down proper moral inhibitions and reserve. SNU students, faculty and SNU organizations are not to provide, sponsor, or conduct these activities on or off campus. Attendance at establishments or activities at which such behavior is the focus is also prohibited (e.g. clubs). As outlined by the Lifestyle Covenant, establishments where individuals need to produce a legal form of identification to verify age upon entering (movie theaters exempted) should not be attended without prior consent from a professional staff member in the Student Development Office.

### ***Failure to Comply***

Failure to comply with a request or order of a University executive or other authorized official(s); refusal or failure to leave university premises as directed in response to conduct that constitutes violations of this code or a danger to personal safety, property, or educational or other appropriate University activities on such premises; or refusal or

failure to identify oneself when requested by a University official is a violation of the University Lifestyle Policy and Standards of Conduct.

### ***Falsification of Information***

Any SNU student who knowingly falsifies or is a party to the falsification of any official University records, misuse of ID cards, parking permits, or Chapel attendance records will be subject to disciplinary action. The inappropriate use of another student's ID card includes entering a residence hall with a key fob other than one's own, as well as gaining entry to Sodexo Food Service. The falsification of information or the repeated denial of actual personal responsibility for one's actions related to a violation of civil law and/or Lifestyle Policies and Standards of Conduct will result in disciplinary action.

### ***Fighting and Detention***

Fighting, detention, physical abuse, or conduct that threatens the imminent bodily harm or endangers the physical well-being of any person, including self, is strictly prohibited.

### ***Flammable Materials***

Local laws prohibit the use of fireworks and the use of or possession on campus and will result in a minimal fine of \$100 and/or additional legal/disciplinary action. Other flammable materials (e.g. gasoline, candles, incense, etc.) may not be kept in the residence halls or apartments. (See Residential Living Policies for more information).

### ***Gambling***

Gambling is prohibited. Gambling is defined as follows: playing a game for money or for something of value. Selling, bartering, betting or disposing of a ticket (except where purchaser is required to provide some service or activity) or participation in a scheme where the reward or prize is strictly based on chance, by whatever name, on University premises or while participating in University-related activities.

### ***Harassment and Disrespect***

Actions or communications that constitute harassment, disrespect, retaliation, the use or threat of physical violence, intimidation, stalking or hate violence directed toward a member of the SNU faculty, staff, student body, and/or a visitor to the campus and/or a member of the community are prohibited.

### ***Hazing***

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

Chapter 48, Section 1190 defines Hazing as . . . an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization subject to the sanction of the public or private school . . . or any institution of higher education in this state. Such conduct includes whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of

any food, alcoholic beverage, or drug or any other forced activity which could adversely affect the physical health or safety of the individual.

Endangering the mental health includes activities that would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from said intent, forced conduct which could result in extreme embarrassment, or . . . could adversely affect the mental health or dignity of the individual.

Southern Nazarene University takes these acts seriously and will not condone any hazing activity. Steps were taken several years ago to change any ideas of any “First-Year initiation” to a positive and safe welcome for new students. Any hazing experiences are considered unacceptable.

### ***Internet Posting***

For personal safety, students using Internet resources to post information are urged to take the following precautions:

- Avoid posting residential address information
- Avoid posting phone numbers
- Be selective with the content of personal information that is posted
- Be aware that information posted is available to anyone with an Internet address.

Additionally, students are responsible for internet postings that reflect University Lifestyle Policy and Standards of Conduct, and do not indicate a violation of law or University Lifestyle Policy and Standards of Conduct. Any information provided to the university that may self-incriminate individuals for violating federal, state, or local laws and/or University Lifestyle Policy and Standards of Conduct, or that harass and/or discriminate against other individuals will be taken into consideration for disciplinary action. This may include information that appears on personal websites, (i.e. Facebook, Twitter, MySpace, or other internet-based postings).

### ***Laptop Computer Etiquette***

All computer use policies as set forth in the university’s **Computer Use and Ethics Policy** apply equally to computer laptops. As a student, you are expected to know and comply with these guidelines. Several rules of etiquette need to be followed so that the use of this technology does not cause disruption or difficulties to fellow members of the campus community. General guidelines include the following:

- No computing is allowed during chapel.
- If you are computing in a public area, turn off the sound or use headphones.
- Do not play inappropriate games. Similarly, do not play games at all during inappropriate times or in inappropriate places.
- Network gaming uses bandwidth that other students need for academic purposes. Be considerate of others who need the access to network resources. The University reserves the right to prohibit or limit this type of network traffic.
- Screen savers and wallpaper containing suggestive or pornographic materials or showing products or substances prohibited at SNU will not be allowed.

### ***Pornography***

All forms of pornographic materials, obscene literature, and pictures exploiting human sexuality are not to be a part of the life of the SNU community members. Internet access is filtered by software that blocks pornographic and questionable web sites. It also keeps a record of users attempting to access these sites, which is then reviewed by the Network Administrator, the Computer Planning Committee, and Student Development personnel to determine if further action may be necessary for the well being of the user and of the university. The viewing of pornography will result in disciplinary action. While personal computers in dorm rooms are the property of the students, the Network, Internet connections, and phone lines belong to SNU. Students whose computers are used for these purposes may lose the privilege of these connections.

### ***Posture of Approval***

The SNU community is based on the core values of trust and accountability. Being present when another student violates SNU policy or enabling/assisting a student to commit a violation, and not making appropriate attempts to leave, change the situation, express disapproval, and inform appropriate college officials is behavior the university takes seriously. Students violating this policy will be referred to the student conduct and disciplinary process.

### ***Profanity***

The use of profane language or any gestures which imply profanity are prohibited.

### ***Sexual Integrity***

Human sexuality is an integral part of personhood, and is a gift from God. At SNU, we desire to respect, honor, and protect the gift of human sexuality provided by the Creator. As an institution desiring to be a Christian community, we seek to live life together under the authority of Christ, following His teaching and His life of compassion.

The University affirms the biblical teaching that sexual intimacies are to be shared as God's gift within the context of a committed marriage relationship between a man and a woman. As members of a Christian community, we are admonished to avoid certain sexual activities held to be incompatible with God's will for our sexual integrity, including cohabitation (living and/or sleeping together), fornication, promiscuity, adultery, homosexual behavior, and perversions. Students found responsible for engaging in sexual misconduct and/or other inappropriate behavior of a sexual nature (touching, presence in dorm room without express consent of their guardian, child pornography, etc.) with a child will be immediately expelled and reported to law enforcement agencies as required by state law.

Members of the SNU community are expected to not participate in the advocacy of understandings of sexuality that are contrary to biblical teaching as understood by the Church of the Nazarene (Manual pg. 56-57). SNU has also adopted the following strategic policies, which help us promote respect for life and persons in the context of human sexuality.

### *Pregnancy*

If the biblical pattern for sexual integrity is not followed and pregnancy occurs outside of marriage, there are concerns for the moral and spiritual wholeness, and the physical and emotional well-being of both individuals. This includes concern for the health and future of the unborn child. SNU attempts to seek the highest degree of health and wholeness for all parties in our policies and procedures, while maintaining integrity with the principles of Christian conduct, which we seek to affirm. A detailed policy statement is available through the Counseling Center and the Resident Directors.

### *Sexual Harassment & Assault*

These actions are in opposition to the spirit and teachings of Christ and therefore violate the environment SNU seeks to foster where the dignity and worth of all members of the institutional community are respected. These acts or behaviors also violate civil law. Important policy information and “guidelines for getting help” are given in full documentation. For more information, please refer to the documents, ***Sexual Harassment*** and ***Sexual Assaults and Offenses***, which are available in this ***Handbook*** (Appendix C) and the ***Campus Crime Report***.

### ***Sexual Misconduct Involving Children***

The University has a “zero tolerance” policy for sexual misconduct and inappropriate behavior of a sexual nature involving children.<sup>1</sup> Such inappropriate behavior includes but is not limited to:

- any inappropriate touching of a child (such as touching the child’s private parts or forcing the child to touch another person’s private parts, directly or through clothing, and any other inappropriate touching of a sexual nature);
- the presence of a child alone with a University student in the student’s dorm room or on-campus apartment without the express authorization of the child’s parent or legal guardian; provided, however, that this prohibition does not apply to (a) a child who is a sibling or immediate family member of the University student in whose room or apartment the child is present; or (b) a child who is visiting the University campus and staying with a University student of the same gender in connection with a University-sanctioned event such as College Days);
- the viewing of child pornography (images depicting sexually explicit activities involving a child).

If you have reason to believe that sexual misconduct or inappropriate behavior of a sexual nature involving a child has occurred or is imminent, you must report the incident in writing to the Vice President for Student Development as soon as possible to ensure a complete investigation of the matter. Reports may be submitted by e-mail or delivered to the office of the Vice President for Student Development. The incident also must be reported to law enforcement or other agencies if required by state law. If you have

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<sup>1</sup> The terms “child” and “children” as used in this policy are not intended to apply to or prohibit consensual dating relationships between University students and persons not yet eighteen years of age.



questions concerning these reporting requirements, please contact the Vice President for Student Development.

Any student who is found to have engaged in such conduct while a student of the University will be subject to disciplinary action according to University procedures. No student who is convicted of, admits to, or is expelled for sexual misconduct involving a child and/or the viewing of child pornography will be reinstated as a student of the University.

### ***Tobacco***

The possession and/or use of tobacco products or any product intended to mimic tobacco products in any form including cigarettes, electronic/vapor cigarettes, cigars and cigarillos, hookah-smoked products, pipes, oral tobacco and nasal tobacco, as well as, contain flavorings/tobacco flavoring or deliver nicotine are not permitted on or off campus. Also, the displaying of tobacco paraphernalia is prohibited. Individuals who are found in violation of the University Lifestyle Policy and Standards of Conduct face disciplinary action including fines, community service, or suspension from the University. Exceptions to this policy can be made for students who have entered into a plan for cessation in partnership with the Office of Student Development.

### ***Unauthorized Possession or Use of Keys & Campus Property Access***

The unauthorized possession of keys by students, the making of duplicate keys, or the unauthorized entry to a locked campus building or room is prohibited.

### ***Vandalism***

The care of University owned property is an essential responsibility of campus citizenship. Students responsible for action which results in the defacement, damaging of or destruction of University owned property will be held financially responsible for its restoration, in addition to being subject to disciplinary consequences. Deliberate acts of vandalism are expressly prohibited. Campus Network: Damage to the campus computer network will result in extensive costs for the person(s) involved. Costs for repair can easily involve a financial responsibility ranging from hundreds to thousands of dollars, in addition to disciplinary action.

### ***Weapons***

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Southern Nazarene University community. Therefore, the possession of weapons is prohibited on the University campus, and on University controlled property. For the purpose of this policy a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. Weapons may include, but are not limited to: firearms, ammunition, explosive devices, pellet/BB guns, paintball guns, bows and knives, sling shots and water balloon launchers, martial arts equipment, swords, switchblades, knives with blades longer than three and one half inches.

University personnel have the right to secure weapons on the private or controlled property of Southern Nazarene University.

## **University Policies and Procedures**

### ***Administrative Discretion***

An institution of higher learning is authorized by law to establish and administer codes of conduct and to suspend, expel or dismiss students whose actions negatively impact the campus community. The university reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the university at the discretion of the Vice President of Student Development or designee, as deemed necessary for the safety or well-being of the student or others.

The university also reserves the right to alter this handbook. The current University Lifestyle Policies & Standards of Conduct supersedes all previous handbooks, and the policies expressed in the latest policy revisions will be controlling in all student conduct issues.

### ***Amnesty Policy***

SNU encourages students who are struggling in areas that violate the lifestyle and behavioral expectations of the University community to seek support and help. Knowing that students struggling with these types of issues may be fearful of asking for help because of the potential consequences, SNU has set in place an amnesty policy. This policy allows students to be held accountable for such behaviors without going through the discipline process. Those who seek help from Student Development will be given assistance in an appropriate manner. Students requesting help may be asked to sign a behavioral contract or to seek professional help. Amnesty requests must precede any disciplinary confrontation resulting from inappropriate behavior or violations. Contact the Office of Student Development at (405) 491-6336 or a Resident Director for more information.

### ***Campus Solicitation & Sales***

Students and vendors shall not establish or conduct business-selling goods with the campus community as the primary clientele. Sale of goods and/or services from either individuals or businesses to students without written permission is prohibited.

### ***Computer Network Access & E-mail***

Student network accounts are established individually upon the completion of each student's enrollment. Network accounts provide access to all course required software as well as the Internet. Students may access the network from on-campus labs, student living areas, or off campus using a virtual private network connection. In most cases, a user's login ID is the first initial of their first name and the first seven characters of their last name. A student may visit <http://my.snu.edu> and use the Username Lookup feature to find their login name. Network account passwords are initially set to the last five digits of the user's social security number and must be changed upon the first successful login. Undergraduate student e-mail addresses consist of their login ID@mail.snu.edu.

*Example: jdoe@mail.snu.edu.* Adult student e-mail addresses consist of their login ID@as.snu.edu. *Example: jdoe@as.snu.edu.*

Any student wishing to connect a personal computer to the network must verify that the machine is free of viruses and has the most recent Microsoft security patches applied before they will be granted network access. Additionally, any student with a personal computer is required to have anti-virus software with up to date virus definition files. If a student does not have a copy of up to date anti-virus software or does not have anti-virus software at all, a free version will be provided and the student will be responsible for keeping it updated. If a student's network connection is disabled due to the machine being infected, there will be a \$25 fee for IT Technicians to clean the machine and re-enable the connection. The connection will be re-enabled after the fee is paid.

Students living on-campus who wish to split the provided network connection among multiple devices are only allowed to use a hub or a switch to do so. This equipment is available in the University Bookstore or at local computer retailers. Routers, wired or wireless, are not allowed. If a student's network connection is disabled due to a mis-configured router, the connection will remain disabled until the use of the router is discontinued and a \$25 reconnection fee is paid at the Business Office.

The United States Code Title 18 Section 2701 deems it a federal offense to read someone else's electronic mail without their knowledge or permission. System administrators are excluded for technical reasons but are prohibited from disclosing your e-mail traffic to anyone unless you (or the other party to the traffic) give permission. Computer users should not use electronic communications systems, such as e-mail, to harass others or interfere with their work on the computer.

### ***Confidentiality of Student Records***

Southern Nazarene University is the custodian of many types of student records and recognizes a duty to protect the confidentiality of the information contained therein.

The University reserves the right to notify the general public of general information about its students, such as address, photographs, telephone number, college major, classification, and graduation date, if applicable. Student records are available for official use to authorized personnel who demonstrate a need to have access to such records. Students have access at reasonable times and under reasonable conditions to their University records.

### ***Entertainment & Special Functions***

Entertainers selected by students for social activities on or off campus, must be approved by the appropriate Student Development personnel or a designated committee, in advance of either contract or publication. In cases where student organizations sponsor entertainers for their social functions, the faculty advisor must approve the selection of entertainers prior to a request of approval to the Vice President for Student Development.

### ***Facility Use***

Facilities being used for activities involving official SNU student groups become, in effect, a part of the University. Depending on the nature of the activity, some facilities will be approved only when exclusive use by the student groups can be obtained by the management. The Student Development Office is designated as the official clearing agency for off campus facilities.

### ***Fundraising***

On campus fund raising projects and dates must have written approval from the faculty advisor and Director of Community Life. Forms and guidelines are available in the Office of Student Development. Organizations planning to raise funds off campus must, in addition to the above permission, gain approval from the University Advancement Office.

### ***Grievances***

The University is committed to ensuring that all students have a positive relationship with the University and its faculty and staff. Most complaints are resolved at the local level. The Grievance policy provides the mechanism to work towards resolution of a complaint or formal grievance. **See University Grievance Policy and the Section 504/ADA Grievance Policy in Appendices G and H.**

### ***Health Insurance***

Maintaining adequate health insurance coverage may prevent severe financial hardships should unforeseen major medical care be required. In compliance with the Affordable Care Act, Southern Nazarene University encourages all students to maintain student health insurance. Any student interested in enrolling in the SNU student health insurance plan may contact the Student Health Center. When enrolled the payment is automatically billed to the student account.

### ***International Students***

For international students, student medical and accident insurance coverage is mandatory. Southern Nazarene University requires that international students maintain adequate health insurance while attending SNU. While many other countries bear the expense of health care for their residents, individuals in the United States are responsible for these expenses themselves. A good insurance policy provides access to excellent medical facilities and provides protection against the high costs of health care.

#### ***Insurance Purchased Outside the US***

Medical insurance purchased outside the U.S. does not apply in the U.S. because insurance companies outside the country do not accept and process payment requests from U.S. hospitals and clinics. Likewise, insurance purchased outside the U.S. is not accepted in the U.S. due to differences in medical payment processing systems and procedures.

The Student Health Center can provide information about an insurance policy during normal registration times (August and January). The International Student Services office is able to provide information at other times. It is mandatory that all international

students provide a copy of approved insurance coverage to the International Students Services office before you attending classes at SNU.

### ***Lost Keys and/or Student Identification Cards***

Students who lose a key or SNU ID card should immediately contact the Office of Student Development and Campus Safety and Security and report the lost item. Students will be charged a replacement cost and pay upfront to receive a new key or ID card. In the event the lost item is found, it should be returned to the Office of Student Development. Students will not be refunded the fee if the item is found.

### ***Medical Withdrawal Policy***

Southern Nazarene University cares deeply about the physical and mental health of its students. At times, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. In this Handbook, see ***Medical Withdrawal Policy in Appendix D.***

### ***Missing Persons Policy***

Per the Higher Education Opportunity Act of 2008, SNU has developed a policy for dealing with residential students who become missing. In this Handbook, see ***Missing Persons Policy in Appendix E.***

### ***Motor Vehicles***

The University does not assume responsibility for any theft, loss, damage, or destruction to students' vehicles. However, every student must register their vehicle with the University. In this Handbook, see ***Motor Vehicle Guidelines in Appendix F.***

### ***Official University Communication***

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at SNU. This is motivated by the convenience, speed, cost-effectiveness, reliability, and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communication within SNU.

Because e-mail is an official means for communication, the University has the right to send communications to students via e-mail addressed to their official SNU e-mail address and the right to expect that those communications will be received and read in a timely fashion. Students are expected to check their official SNU e-mail address on a frequent and consistent basis in order to stay current with University communications.

### ***Personal Property Insurance***

The University suggests to residential students that they enroll in a renter's insurance policy. The University does not assume responsibility or liability for any theft, loss, damage, or destruction to student's personal property that is brought to campus, including in university residence halls. Students assume full responsibility and liability for all personal property.

### ***Posting and Advertising***

The University policy on posting printed material applies to all printed materials posted in, on or around a University facility and on campus grounds. Printed material may be placed only in approved areas of campus inside academic, administrative buildings, or living areas subject to the approval of the office with administrative jurisdiction over the area. Hanging banners, posters, and stickers on the exterior of a residence hall or other living area is expressly prohibited.

Officially registered student organizations, academic departments, administrative offices, and faculty and staff groups may post written information concerning programs or activities sponsored by Southern Nazarene University or one of its groups. Off-campus groups and individuals may post written material concerning their events, goods, and services in designated areas.

All printed material posted by University organizations must contain the name of the sponsoring organization and the words SNU or Southern Nazarene University in the description of the event. Printed material posted by off-campus organizations or individuals must contain the name, telephone number, and address of a contact person. Printed material posted on campus may not be libelous, slanderous, obscene, or incite - violence. All posting on campus, whether by a University-affiliated group, an off-campus organization, or an individual, must comply with University regulations and any applicable municipal, state, and federal laws.

### ***Residential Policy***

Southern Nazarene University values the holistic learning experiences unique in a Liberal Arts education. National studies and best practices confirm that a student living on campus is better able to benefit from the living-learning community that SNU aspires to create. Research clearly shows that students who live on campus have higher levels of academic engagement and perform better in class, thus are more likely to persist to graduation. Additionally, students who live on campus are able to develop strong interpersonal relationships with faculty, staff, students and administrators which foster a community of learners important to the educational mission of the university.

In response to this philosophy, SNU's residential policy states that single students, under 22 years of age and who are enrolled in 9 or more credit hours are to live in residence at the university in one of its on-campus housing facilities. A request for exemption from the residential requirement will be considered on a case by case basis but are only granted in extraordinary circumstances. Application for exemptions should be made through the Office of Student Development well in advance of the start of the semester and/or academic year. The deadline for submission of such requests are June 1 (for returning students) and July 15, or the date of admission, whichever is later, (for new students) for the fall Semester, and December 1, or the date of admission, whichever is later, for the spring Semester.

The Housing Coordinator is responsible for perpetuating a process for fair consideration of all applications for exemption to the residential policy. Requests that contain

extenuating circumstances or appeals of such decisions will be considered by the Associate Dean of Students only if substantial information, not provided in the original application, becomes available. Any off campus stipulations issued with any exception to the residential requirement must be followed or the exception will be revoked.

Students found in violation of the off campus housing policy will face serious disciplinary sanctions up to and including immediate dismissal from SNU or face suspension and being immediately required to move back on campus, pay all campus housing costs for the entire year (even charges for time the student did not live on campus) as well as a minimum of a \$250 fine. Any SNU student who is living in an approved off campus housing situation that is party to (living with, providing housing to, providing financial assistance, etc.) the violation of the residential requirement by another SNU student will face the same disciplinary sanctions as the student who is violating said requirement.

### ***Skating \ In-line Skaters***

Skating is permitted on campus with the following exceptions: the Webster Commons Building and the Centennial Plaza, building entrances, stairs, railing, handicap ramps, or tennis courts, etc. Skates are not permitted inside any building (including the residence halls or apartments). Please wait to put on or take off skates until you are out of the building or off the tennis courts.

### ***Sponsors for Student Activities***

Meetings and social affairs given by organized groups of students in the name of the University must be attended by sponsors approved by the Director of Community Life or the Vice President for Student Development. Full-time faculty members selected for sponsorship automatically have that approval.

### ***Student Status at Off Campus Locations***

Individuals granted enrollment at SNU are students and thereby agree to support and abide within the SNU community standards of conduct whether their physical presence is on or off campus.

The University does not desire to infringe on the governance of the home; therefore, students who live with immediate family (parents) are permitted the usual privileges of the home. However, when they are on campus, in company of fellow students, or identified as students of the University they are expected to conform to the University Standards of Conduct.

### ***Visitors to Campus***

The campus of Southern Nazarene University is intended primarily to accommodate the immediate University community. Since SNU is a private independent University, the campus is private property. The University reserves the right to regulate admission of visitors and to require them to obtain permission for their presence and activities on campus.

## **CHAPEL**

Southern Nazarene University seeks to create and nurture a distinctive community based on Christian ideals. As the only activity for which the total University community meets together regularly, Chapel contributes significantly to this end. Due to this, Chapel is viewed as an integral part of the SNU experience. The University's purpose is to aid in the development of every aspect of Christian personhood, spirit, mind, and body. In accordance with this understanding of the significance of Chapel, all students carrying (7) seven hours or more of University credit are automatically enrolled in Chapel. In order to fulfill chapel requirements, students must obtain twenty-seven (27) attendance credits per semester.

### **Chapel Services and Attendance**

Services are planned and directed by the University Pastors and the Office of Spiritual Development. These services are held on Tuesday and Thursday of each week during the first and second semesters of the academic year. In addition to these Chapel services, there will be approximately 15 additional pre-approved worship opportunities which may be used as chapel credits. In total, there will be between 45-50 chapel services each semester through which students may acquire their 27 required credits. By meeting this attendance expectation, the students pass chapel for that semester. Credit for chapel attendance is obtained by scanning students' ID cards at the conclusion of the Chapel service.

### **Chapel Exemptions**

All students are required to attend chapel; however, in rare cases, a semester exemption may be requested. Students who carry "non-typical" enrollment patterns (such as graduate students and part-time students with less than 7 hours), students who have successfully completed eight (8) semesters of Chapel (by attending at least 27 chapels each semester), and student teachers are exempt from required Chapel attendance. All requests for any type of exemptions (including these listed above) must be approved by the Office of Student Development. It is the responsibility of the student seeking exemption to submit an exemption request by the 10<sup>th</sup> day of classes each semester.

The granting of an exemption is finalized when a student receives written confirmation from the Office of Student Development. An exemption for one (1) semester is not automatically granted for each succeeding semester. Records of the number of Chapels that a student has attended at a given point may be determined by consulting their student portal on my.snu.edu. Students are responsible for monitoring their chapel attendance record.

### **Chapel Behavior**

Promoting an environment that is conducive to worship, listening, and community celebration is vital. In general, students should avoid behaviors which distract others or disrupt worship. Certain activities, while appropriate in another setting, are considered inappropriate for Chapel. Examples of such activities include:

- talking



- eating and/or drinking
- wearing headphones
- use of laptop computers
- use of cell phones (including text-messaging)
- use of gaming devices
- any activities which may be distracting or disruptive

Students engaging in such activity will be subject to loss of credit for their attendance that day. Students who continue to behave in ways disruptive to the goals of Chapel will be subject to disciplinary action. Any student attempting to gain credit for chapel when they have not attended the chapel service or attempting to gain credit for someone else who did not attend the chapel service will not receive credit and will be subject to disciplinary action.

### **Chapel Deficiency**

Students who do not meet the required 27 chapels for the semester will be fined \$20 for each chapel that they are deficient. These fines will accumulate for each chapel that a student is below the required 27 credits. For example, a student who acquires 20 chapel credits for the semester will receive a fine of \$140. (\$20 for each of the 7 chapels below the standard of 27) The maximum fine is \$240, in which case the student had only received 15 chapel credits. **Any student who attends fewer than 15 chapel opportunities will be fined \$240 and will not be allowed to return to SNU the next semester.** These students may apply to return to the University after their one semester of suspension. To request permission to re-enroll, a student must submit a written appeal, which will then be considered by Student Development/Spiritual Development administration or a designated committee.

If students fail to fulfill Chapel requirements, they will be notified of their fine or semester suspension. However, it is the student's responsibility to track their chapel credits. Students who are short of the meeting the 27 required chapels may have their grades and/or transcript withheld until the Chapel deficiency is fulfilled. Students with a Chapel deficiency in the semester of graduation will be permitted to receive their diploma only after the deficiency is corrected.

### **Residence Life and Housing**

Southern Nazarene University is primarily a residential campus. The University believes the residential experience can contribute greatly to students' development, enhancing their total university experience. Additionally, by living on campus and participating in this aspect of university life, the individual student contributes to the creation of the "spirit of place" or distinctive sense of community which SNU has long exhibited. It is the desire of the University to provide campus housing to every student who seeks it. However, traditional, undergraduate SNU students, 24 years of age and under, will be given first priority.

A listing of residence life safety information, policies, resources, and procedures that follows is offered for clarification of contractual arrangement made between the student and SNU for campus housing.

## **RESIDENCE HALL SAFETY INFORMATION**

### ***Electrical Appliances and Outlets***

No upright refrigerators, freezers, or other appliances (e.g., microwaves, electric heaters, hot plates, toaster ovens, etc.) are permitted in campus residence. Small table-top refrigerators (under 2 cubic feet) and popcorn poppers are permissible.

Only one power strip may be used per electrical outlet. Multiple outlets with surge protectors are permitted. Extension cords are prohibited (by restriction of Bethany Fire Department).

### ***Fire Safety***

Fire hazards, including but not limited to, incense, burning candles, halogen lamps, exposed heating elements, or personal BBQ grills are prohibited in or around any residential living area. Cooking of food in residence hall rooms is not permitted.

Light fixtures in the residential community should never be obstructed or covered by any material. Students may not cover their walls in any material that will create a fire hazard. Flammable materials (e.g., gasoline, kerosene, fireworks, etc.) may not be kept in the campus residence.

Fire extinguishers must not be used or removed from their storage rack except in case of fire. The safety of community members requires that fire extinguishing equipment, fire alarm systems, (including smoke detectors, emergency evacuation lights), and fire doors are kept for authorized use only, other use is prohibited by law. Violators are subject to a minimum fine of \$250 and/or additional legal/disciplinary action.

### ***Safety and Security***

Residence halls are equipped with a controlled access security system that utilizes individual key fobs. The exterior doors and lobby security doors are continuously locked for students' security and safety. Current activated key fobs give access to each residence hall lobby from 7:00 AM to 12:00 Midnight each day. After midnight, only those key fobs belonging to those residential students of the same sex provide access to the lobby of the respective hall. Only those key fobs belonging to current on-campus residents of the same sex activate the security entrance into the living area of each residence hall. Members of the SNU community should not loan their key fob and thereby compromise the safety of all residents.

For enhanced security, individual rooms should be kept locked by residents when they are not physically present or when they are asleep. Specific maintenance, custodial, and administrative personnel also have access into residence hall living areas, generally during specific hours, to provide necessary maintenance and services. A limited number of identified University personnel possess key fobs which permit 24-hour access.

### ***Smoke detectors***

Each student's room in the residence halls and campus apartments is equipped with a smoke detector. Tampering with these devices is strictly prohibited. Students should contact a Residence Life or Housing official immediately to report a broken or non-working smoke detector.

### ***Windows, Roofs, and Ledges***

Removing window screens for any reason, unauthorized presence on window ledges and/or roofs, and crawling in/out of any windows is strictly prohibited. Roof or window mounted antennas or other equipment are not permitted.

## ***RESIDENCE LIFE RESOURCES AND PROCEDURES***

### ***Cable Television Connections***

All University owned housing includes a cable television connection as a part of the housing provisions. The following numbers should be helpful for reference. In case of cable outage or reception problems, contact: Cox Communications customer service (available 24 hours a day) at 600-6333.

### ***Residence Hall and Apartment Living***

Students living on campus for the first time will be assigned a roommate chosen by using the roommate profile form or by requesting a roommate.

#### ***First-year students***

New students (not including transfers), regardless of academic hours, will be considered freshmen students for residential purposes and will be assigned to the residence halls in placements reserved for first-year students:

- Any student who graduated from high school the previous academic year.
- Any student whose first time at SNU will be the first "on their own" living experience.

#### ***Upperclassmen***

New students, regardless of academic hours, will be considered upper-class students for residential purposes and will be assigned to the residence halls and apartments (as space is available) under the following circumstances:

- Any student who has been graduated from high school at least one year.
- Any student who has lived on their own for at least one year.

The residence halls and apartments are designed to be living-learning centers conducive for studying, interaction, sleeping, and social gatherings. Because of group needs, the desires of individual students for exercising their freedom of choice in regard to choice of lifestyles are secondary to those of the larger community and to the university's commitment to its goals and purposes. The privilege of being a member of a student residential community of SNU is conditional upon personal responsibility for:

- Consideration of others' needs and rights of sleep, privacy, etc.
- Care and upkeep of university property.

- Compatibility with the behavioral expectations for all SNU students as outlined in the SNU Catalog and the Student Handbook.

Within the campus residences, the University reserves the right at any time to re-assign residents on the basis of enrollment and housing needs without notification of the student(s) involved.

### ***Resident Advisors (RAs)***

The office of Residence Life and Housing at Southern Nazarene University seeks to recruit, select and train qualified student leaders who support the mission of the office and Southern Nazarene University. Successful RAs will display a basic proficiency in each of the following areas.

#### Character

- Realistic about whom God has made them to be
- Willing to learn about themselves
- Honesty
- Strive to find balance between spiritual, social, academic life and work
- Excitement for the position and display a willingness to have fun
- Supports and works well with Student Development
- Flexible
- Have a heart to help others
- Ability to lead other students

#### Culture

- A genuine love for others
- A willingness to help others grow
- Cares about the overall student experience
- Have realistic expectations for what it means to work and serve in community
- Live a life above reproach while serving in the leadership role
- Have a willingness to understand conflict management

#### Christ

- Have a dynamic, growing relationship with Jesus Christ
- Seek God for guidance throughout the leadership position
- Willing to be held accountable by their peers
- Challenge those around them to grow spiritually

### ***Resident Directors (RDs)***

RDs are college-educated adults who live in the residence halls and provide services of leadership training, counseling, administration, and participation in the personal education and development of students. RDs provide direct supervision to Resident Advisors specific to the different living areas on campus.

Resident Directors provide 24 hour emergency support to the campus by rotating through an On-Duty RD schedule. RDs are on call weekly for a 24 hour period. To speak to the on-duty RD for emergency purposes, contact the Security Dispatch officer at extension 6300 or contact a RA.

### ***Room deposits***

New students are required to pay a \$250.00 registration deposit to the Admissions Office as they enter SNU. A room deposit of \$150.00 is taken from this deposit for any student residing in SNU campus housing. Charges for damages or unapproved alterations to the room are assessed against the room deposit. If charges are assessed to the point of depleting the deposit balance to \$75.00, the student must bring the deposit back to the full \$150.00. The full deposit or unused balance is refundable upon graduation, when the student withdraws from SNU, or if the student is granted an exemption from the residential requirement through the Student Development Office. If the deposit is unclaimed one year (12 months) from the time of a student's graduation or departure from campus housing, the unclaimed deposit will be used by the University for improvements to student living areas without notification to the student.

### ***Roommates***

An important aspect of the on-campus living environment is living in community and in close proximity to one another. Roommates are an integral part of this community. Students are encouraged to communicate openly and honestly with their roommates, as this will ultimately lead to a healthier living environment. Inevitably, issues will sometimes arise that require more intentional conversations. The Residence Life staff is trained and willing to help facilitate this conversation.

The first step in working through a roommate conflict is roommate mediation. This mediation will be facilitated by a Residence Life staff member and the roommates will be encouraged and coached in healthy, direct communication. A typical outcome from roommate mediation is a roommate contract. This contract will be agreed upon and signed by both roommates. If one or both of the roommates violates a condition of the contract on a future date, the contract will be reviewed in a conversation with a Residence Life staff member. We intend to encourage students to embrace and work through differences, not run from them. However, in extreme circumstances the healthy option is moving/changing rooms/roommates. Only a breach of contract, and/or an unsafe living environment will necessitate a roommate move.

## ***RESIDENCE LIFE POLICIES***

### ***Accountability for Activities in Room***

The Student is responsible at all times for all activities in his or her assigned room/apartment suite in accordance with the Housing Contract, SNU and Housing policies, and applicable federal, state, and local laws.

### ***Care & Cleanliness of Room***

Students are expected to maintain their rooms in a clean and orderly manner. A student who vacates his/her room without properly cleaning the room and/or without clearance from the Resident Director and/or Resident Advisor will be fined and any damages will be charged against the room deposit.

Students who vacate residence at the end of the semester without turning in their key and key fob will receive a charge to change the lock and to replace the key fob. Students should thoroughly check the condition of their room with their RA upon move-in to assess its condition. The room is to be returned to its “standard” condition when it is vacated, or repair costs and a service charge may be assessed against those who occupied that room.

### ***Community Damage***

It is the policy of Southern Nazarene University that students share in the responsibility of setting and maintaining a studious and respectful environment in the campus residence halls. Resident students are entitled to an atmosphere that fosters spiritual development, facilitates personal growth, and encourages the pursuit of academic endeavors. Each student shares in the effort to maintain a high quality of community life.

Students are responsible for treating the facilities and residence hall equipment with care. Students are expected to exercise good stewardship of rooms, lounges, halls, and furnishings. Residence halls must be financially self-supporting, and any damage, whether accidental or intentional, ultimately results in higher costs to students.

In light of the above, any damage which is the result of accidental or deliberate actions of an individual or group is the responsibility of the person(s) rather than the resident population as a whole. Every attempt will be made to identify the individual(s) responsible for the damage. These individuals will need to reimburse SNU for all costs associated with restoring the residence hall. As well, dependent upon whether the act was potentially deliberate or not, other appropriate sanctions might be issued via the university judicial process.

When deliberate or accidental damage is not assigned to an individual or group, that damage becomes known as vandalism. Vandalism in residence halls is a problem with financial, psychological and social impacts on those affected. Simply stated, vandalism is theft. Vandals steal valuable resources that would normally be put towards community enhancement projects, significantly lower community morale, and create safety and security concerns. Students held responsible for vandalism will be promptly referred for appropriate disciplinary action. Such acts are not tolerated.

As such, in order to ensure fairness and equity in recovering costs, the burden of repair costs for all acts of vandalism will be shared by all residents of that living unit or section as determined by SNU. The damage costs to restore the residence hall are pro-rated among those students who are in the position to prevent damage from occurring in the first place or to identify specific individuals who are responsible. In order to ensure effective and efficient administration of this policy, students will be charged a minimum of \$10 and in \$5 increments thereafter per incident that takes place during the academic year. Charges will be placed on student’s accounts several times throughout the academic year.

By expecting students to take responsibility for their environment, we strive to instill a sense of community and pride in our residence hall communities as well as provide responsible stewardship of God's resources.

### ***Entry, Search and Inspection of Rooms***

The Offices of Residence Life and Housing and the Department of Campus Safety, reserve the right to enter students' rooms to ensure community health and safety, and assess violations of the University Policies and Standards of Conduct.

In order to maintain physical facilities and cleanliness of living conditions, it is imperative that appropriate administrative officials inspect residence hall rooms and apartments at regularly stated intervals. Students whose rooms are found lacking will be expected to promptly make any needed corrections as determined by SNU officials. Failure to comply with these directions will result in the student being fined or other corrective intervention.

To ensure the safety, security or well-being of members of the SNU residential community or the community at-large, and to enforce the University guidelines or policies, University officials, with probable cause or reasonable suspicion, may enter individual rooms, make a search, and confiscate illegal or otherwise forbidden items which may be used as evidence in subsequent disciplinary proceedings, provided authorization for such entry and search is obtained from the Vice President for Student Development and/or the Associate Dean of Students or designate. Students at the time of search are required to present and unlock any safes, locking cabinets, or other storage devices that are on University Property.

The University recognizes that students' rooms and apartments are their homes while enrolled at Southern Nazarene University and acknowledges each student's right of privacy. It should be noted that all residential units, and parking lots owned by the University, are the property of Southern Nazarene University. Responsibility for immediate supervision lies with the university administration. The University may make random, unannounced checks of any resident spaces to ensure the safe and secure operations of University residence facilities.

### ***Living Area Meetings***

Residents are expected and required to participate in living area meetings conducted by Residence Life and Housing staff members. Meetings are primarily called to discuss, promote, and educate residents about events or community issues and concerns. Because of the importance of these meetings, failure to attend a "required" meeting may result in disciplinary action. Please report scheduling conflicts with one's Residence Life staff member and schedule an alternate meeting.

### ***Living Area Hours and Privileges***

For security reasons, all residence halls are closed and secured at 1:00 a.m. every night. First-year students are required to be in their respective halls at these hours unless specified by a University Official. Exceptions to this policy will be considered on a case by case basis.

The Living Areas are the primary place of residence for students during the academic year. Students are expected to remain over night in their assigned living area. Overnight checkouts are a privilege designed primarily for visiting family, attending school-sponsored activities, and for occasional visits to friends living off-campus. These checkouts are intended to occur on the weekend nights of Friday and Saturday. For first year students, weeknight checkouts are discouraged and are allowed only with the advance approval of one's Resident Director. For upperclassman students, advance approval is required if the student is checking out for more than one week night during any given week.

When checking out, students must do so through their MYSNU account. A student may checkout from anywhere with a computer, but must do so BEFORE they spend the night away from campus. Students must furnish full information, including destination and phone number where they can be reached. This process is to help ensure safety and have an accurate log of all on campus residents to be used in case of emergency. Routine verification of this information may be made by the Resident Director or other University personnel.

As a part of securing the building, Resident Advisors may account for residents on their floor at the closing hour. Students who are in the living area but not "in their room" at closing are expected to notify their RA of their presence. Students not accounted for at the closing hour will be reported to the RA on duty and the Resident Director.

First year students arriving at their residence halls past closing are expected to enter and sign-in at the residence hall desk. Improper residence hall entry or the falsifying of sign-in forms will result in disciplinary action. Chronic violators of closing hour policies will be subject to disciplinary action.

Persons whose employment requires them to work past residence hall closing hours (including babysitting) must have advance clearance from the Resident Director. After receiving permission for work clearances, students are expected to follow sign-out/sign-in procedures.

Students who are out of the residence hall past closing hours MUST carry their student identification for campus security reasons. Failure to do so may result in loss of privilege or other disciplinary options.

### **Noise**

Noise that is audible beyond the confines of one's room/apartment is prohibited and may result in disciplinary action. Students are free to have radios, stereos, televisions, etc. in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student's room.

Students are encouraged to ask others to "hold the noise down" and will be expected to reciprocate when requested. Additionally, the resident advisor or residence director



reserves the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others, in the immediate outside vicinity of the living area (e.g., courtyards, sidewalks, entryways). Individuals and groups may be asked to leave the area.

Musical instruments, including, but not limited to electronic instruments (e.g., guitars, pianos, etc.) may not be practiced in residence halls.

### ***Pets***

Animals or pets (e.g., dogs, cats, birds, hamsters, etc.) of any kind are not permitted inside campus residence halls. An exception would be for those animals needed for disability support and for those full-time university staff members who reside permanently in residence.

### ***Recreational Sports and Equipment***

The playing of recreational sports (e.g., bowling, archery, golf, bicycling) is not permitted in the residence halls or apartments. Weight-lifting equipment may be used only in areas designated by the Resident Director.

### ***Removal of Property/Theft***

The removal of personal property belonging to your roommate or another community member without their consent is prohibited and will be treated as theft. The removal of university owned property without the written consent of the Associate Dean of Students or designee will be treated as theft.

### ***Study Hours in Residence Halls***

The right to study and sleep supersedes the privilege to entertain one's self or others. This right must be given consideration by others in the community. In principle, it is held that students should be able to study at any time in their residence hall room should they desire. In reality, a residence hall is valued as a place of socialization, interaction, fellowship, and fun. A proper balance is the goal. To this end, morning and evening hours are established as study hours. Quiet hours in the living areas will be from 10 p.m. to 10 a.m. Residents are expected to respect this time and during these hours noise should be kept to a minimum.

### ***Visitation and Guests***

At any time, rooms are to be occupied only by the students who are assigned to that room, except in the case of guests. Students may have overnight guests of the same sex with permission from the Resident Director. Guests must abide by all University regulations and receive approval from their hosts, in addition to the permission from the Resident Director. As a matter of respect, residents should receive permission from their room/apartment mates before making an invitation; guests may not occupy or use residential facilities for more than two consecutive nights, and no more than six nights per semester. Additionally, no more than one overnight guest is allowed at a time, and overnight guests must be accompanied by the student host at all times. As a courtesy to

others, during the week before finals and finals week, overnight guests are prohibited. Residents with special circumstances may request an exception from the resident director. The University reserves the right to refuse permission to house overnight guests. Guests are expected to abide by Federal, State and County laws. Residents are responsible for the actions of their guests and for ensuring that guests abide by University rules and regulations. Visitation by the opposite sex in areas other than the lobby is considered unauthorized and is prohibited when not during these designated times and without permission from the Resident Director. Students should refrain from excessive display of affection in community areas. Unauthorized visitation in motel rooms, apartments, or homes of persons who are of the opposite sex is prohibited.

### ***Withdrawing from University Housing***

Students wishing to withdraw from university housing must complete the formal checkout process with a Residence Life representative. This process includes moving out all belongings, leaving the room in the clean condition it was at the time of move in, returning the key and ID card before leaving campus, and finalizing all checkout procedures at campus offices (bookstore, finance office, library, etc.).

Students failing to follow proper check out procedures may be issued a fine. Personal belongings left in the living area after a student has withdrawn from the university will be handled with the following guidelines.

Students will have 3 days from the withdraw date to remove personal belongings unless more time is granted by a University Official. If the belongings are not removed within the 3 day (or agreed upon) grace period, the belongings will be collected and placed in university storage for one month and the student charged \$50.00 for storage. At the end of one month, the collected items will be donated to a local charity chosen by the University and/or any university items returned to the university.

## **Conduct and Disciplinary Process**

### ***Philosophy of Student Discipline***

*“He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.” Micah 6:8 (NIV)*

The underlying hope of the University is that the consequences of any disciplinary action affecting a student be redemptive and corrective, and not merely punitive. The goal in any disciplinary action is to increase a student’s development through the assessment and acceptance of responsibility for one’s choices and actions. To that end, the University seeks to find disciplinary action appropriate to both the specific actions in question and the student’s cumulative history of violations of, or disregard for, University Lifestyle Policies & Standards of Conduct.

The process of administering sanctions for violations of University Lifestyle Policies & Standards of Conduct at SNU will follow principles of fairness to both the student and

the University. Incidents of violation of university Lifestyle Policy and Standards of Conduct requiring consideration for disciplinary action are considered by either student development administrative staff and/or a Campus Judicial Council (CJC). The CJC consists of student, faculty, and student development staff representatives. Decisions involving disciplinary issues are made to help the student learn and grow from their mistake and also to ensure that the integrity of the SNU learning community is maintained.

Student disciplinary proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures should be structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be very informal. In all situations, fundamental fairness requires that students be informed of the nature of the charges and be given a fair opportunity to respond to them.

### ***Sources of Information***

Information about a student's misconduct may come from a variety of sources including, but not limited to, reports from faculty, staff, students, departments (e.g., Housing and Residence Life, Campus Safety), law enforcement agencies, or community members. Other sources of information may include Internet sites, email, instant messaging; photographs, and/or audio or video recordings.

### **Reporting Violations of the Student Handbook**

In order to maintain the integrity of the community, all members of the SNU community are encouraged to report observed or suspected violations of the policies with a spirit of fairness, honesty, and respect for the rights of others. Reported violations should be directed to a professional staff member in the Student Development Office. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by University policies, as well as all applicable state and federal laws.

### ***Definition of Student***

Southern Nazarene University may exercise authority over any matriculated undergraduate or graduate student who is enrolled full or part-time; has completed the immediately preceding term, is not presently enrolled, and is eligible for re-enrollment; or is on an approved educational leave or other approved leave status. This includes the period before classes begin, while the student is attending classes, between academic sessions or on leave.

### ***Investigation***

An investigation involves an inquiry into an incident or matter by university officials, and may involve interviewing community members involved in the case and verifying evidence regarding alleged violation.

### ***Administrative Hearings***

In most cases of student misconduct, the student attends an administrative hearing with a University staff member (normally the Associate Dean of Students or a Resident Director) to discuss the incident, the student's involvement in it, and any steps that must be taken or sanction imposed to resolve the matter. Hearings will not adhere to formal rules of procedure or technical rules of evidence followed by courts of law. Hearings will be conducted according to the following guidelines:

- Reading of the allegation(s) and/or incident report(s).
- Opening Statement by Student
- Questions and clarification about the information by the student charged and/or the hearing officer.
- Presentation of information by the student charged that rebuts the charges and questions by the hearing officer.
- Closing remarks by the accused student.

The hearing officer's determination will be made on the basis of whether it is more likely than not that the accused student violated SNU policies as stated in the Student Handbook.

The hearing officer will notify the student of the decision and the sanctions issued, if any. There will be a single record of the hearing, which normally consists of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the accused, statement of the decision, and the sanctions issued, if any. The hearing will not be transcribed or otherwise recorded.

If the accused student fails to appear at the hearing, the hearing officer may make a decision based on the available information. If the hearing officer determines that good cause exists for the accused student not appearing at the hearing, a new date may be set for the hearing.

### ***Campus Judicial Council (CJC) Hearings***

If, after reviewing a report of misconduct, an incident may be submitted for hearing by a Campus Judicial Council. The Associate Dean of Students will chair the Council but is not a voting member. Before meeting with the Campus Judicial Council, the student will be provided with a summary of the behavior that allegedly violates particular provisions of the Student Handbook.

Hearings will not adhere to formal rules of procedure or technical rules of evidence followed by courts of law. All procedural questions are subject to the final decision of the Associate Dean of Students. The hearing will normally be conducted in private and the proceedings may be kept confidential at the discretion of the university. Admission of any person to the hearing will be at the discretion of the Associate Dean of Students. Accused students may be assisted by any advisor they choose. The advisor, for example, may be a parent or an attorney. Accused students are responsible for presenting their own case and therefore advisors are not permitted to represent the student or to participate directly in the hearing. The role of the advisor is to accompany

the student and advise him or her privately during the hearing process. Advisors who are disruptive may be asked to leave the hearing. Parents of the accused student may also attend as support persons and observers. However, they may not speak or otherwise participate in the hearing. Parents who are disruptive may be asked to leave the hearing.

Hearings will be chaired by the Associate Dean of Students (or designee), and will proceed in the following manner:

- Reading of the allegation(s) and/or incident report(s).
- Review of the information in support of the allegation(s) and/or incident report(s).
- Questions about the information by the student charged and/or the CJC.
- Presentation of information by the student charged that rebuts the charges and questions by the CJC.
- Closing remarks by the accused student.

If, during the course of the hearing, additional allegation(s) are discovered, the accused student will be notified of the new allegation(s) and will be granted additional time, if needed, to prepare a defense of the new allegation(s). The accused student may waive the additional time and the hearing can proceed with the new allegation(s) taken under consideration by the CJC. A record should be made in the hearing notes of additional allegation(s) and whether or not the student desires additional preparation time. Information about the misconduct of other students shared at the hearing may be used as the basis for disciplinary action.

The CJC's determination will be made on the basis of whether it is more likely than not that the accused student violated SNU policies as stated in the Student Handbook and will be based on a majority vote. If the student is found to have violated the University Lifestyle Policy and Standards of Conduct, the CJC will then issue appropriate sanctions.

The Associate Dean of Students will notify the student of the CJC's decision and the sanctions issued, if any. There will be a single record of the hearing, which normally consists of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the accused, statement of the decision, and the sanctions issued, if any. The hearing will not be transcribed or otherwise recorded.

If the accused student fails to appear at the hearing, the CJC may make a decision based on the available information. If the Associate Dean of Students determines that good cause exists for the accused student not appearing at the hearing, a new date may be set for the hearing.

### ***Imposing of Sanctions***

This act concludes the disciplinary process. Sanctions are imposed when there is information indicating that the accused student violated the Student Standards of Conduct. This determination is made by an SNU official or CJC responsible for the administration of the disciplinary process. The following are sanctions that may be

imposed by a university official upon any student for violating the Student Standards of Conduct (listed in alphabetical order):

*Contributed Service:* Contribution of service to the University or a designated community agency

*Disciplinary Probation:* Disciplinary Probation indicates an extremely tenuous relationship with the university as a student. This designation may be established for a variety of time periods. The length of the probationary period is dependent upon the nature of the violation and the student's history of violations. A student placed on Disciplinary Probation will forfeit certain privileges for the duration of the probationary period (unless modified by the university hearing officer), including, but not limited to, the following:

- Participation in junior varsity/varsity athletic contests
- Participation in activities in which the student appears as a performer, worship leader, accompanist, master of ceremonies, or director
- Privilege of writing for either the Echo or Arrow
- Opportunity to hold or run for student offices
- Opportunity to represent SNU in organized groups on or off campus (e.g., Chorale, University Singers, SGA, Resident Advisors, etc.)
- Reduction of university funded scholarships (minimum 20%) for the semester during which the student is under Disciplinary Probation
- Eligibility for future University-funded scholarships, grants, or honors will be evaluated
- Campus housing in university apartments

A student who is or has been on Disciplinary Probation and is found in violation of the guidelines stated in the Student Handbook may be subject to immediate dismissal. It is the obligation of students who are on Disciplinary Probation to clear their participation in any activity in advance with the Vice President for Student Development.

*Dismissal:* Cancellation of registration. The student is ineligible to continue at the university and may not be present on the campus. Dismissal is usually for no less than one full semester following the effective date thereof. There is no reduction of tuition and fees to a dismissed student.

*Educational Activities:* Required activities specifically designed to enhance understanding of an infraction and its impact on the community (i.e., reading prescribed material, viewing videos or films, etc.), writing reports, or other sanctions determined to have educational value.

*Emergency Suspension:* In exceptional circumstances, the Vice President for Student Development may suspend a student or take other disciplinary action pending a hearing, especially in matters of safety, student welfare, or for the good of the community.

*Expulsion:* Permanent dismissal from the university. There is no reduction of charges to an expelled student.

*Fine:* A financial charge assessed for an infraction of policy, rule, or regulation by a designated university official.

*Loss of privileges :* A.) Limitation on University-related services and activities for a specified period of time, which is consistent with the offense committed; including but not limited to ineligibility to serve as an officer or member of any University organization, to participate in intercollegiate competition, to receive any award from the University, or to participate in graduation-related ceremonies. B.) Residence hall relocation or restrictions. C.) Restriction from using specific University facilities and services (including parking facilities). D.) Denial of the on-campus use of a vehicle.

*Other Sanctions:* Authorized staff, judicial bodies, residence hall staff, student government, athletic coaches, music directors or student organizations may establish additional rules of conduct for students subject to their jurisdiction and may establish other appropriate sanctions to regulate conduct in addition to the formal sanction process.

*Parental Notification:* When allowed by FERPA, notification of parents of a significant disciplinary issues involving their student, usually in response to disciplinary probation or violations of alcohol and or drug policies.

*Restitution:* Reimbursement for damage to, destruction of, or misappropriation of university or personal property resulting from conduct in violation of university regulations.

*Restricted Curfew:* Restricted Curfew is a restriction on the time in which a student is required to be in the living area each night. This can be for as short as one week or up to one semester in length depending on the past policy violations.

*Suspension (while classes are in session):* Withdrawal of the privilege of attending classes and being present on campus for a specific or indefinite period. Students must get written permission if they will be residing at any location other than with their parents. During suspension a student may not participate in any university-related activities. Academic work missed as a result of suspension may not be completed prior to, during, or after the stated period of suspension.

*Verbal Warning:* A documented verbal admonition for an infraction of policy, rule, or regulation issued by a designated university official.

*Written Warning:* A written admonition for an infraction of policy, rule, or regulation issued by a designated university official

## ***Appeals***

Students wishing to appeal the disciplinary process must do so, in writing or by e-mail, to the supervisor of the staff member who imposed the sanction on the student, or his/her designee. The request must be submitted within 72 hours of the original decision. If this time period involves a weekend, the appeal may be submitted by the end of the next business day. If the request for appeal is granted, an appeal hearing will be conducted. The request for an appeal shall consist of one or more of the following exclusive grounds for appeal:

- There is new and significant evidence that has not yet been considered.
- There is evidence to indicate that the principle of fairness was violated in the original hearing.

### **Guidelines for an appeal**

- The appeal must include:
  - Names of the parties involved.
  - Clear statement of the nature of the appeal.
  - A narrative of the incident including:
    - What occurred
    - When it occurred
    - Where it occurred
    - Who was present
  - The evidence on which the appeal is based.
  - The desired outcome.

The supervisor (or designee), may, in response to the written appeal and upon review of all evidence and testimony presented, revise or confirm an earlier disciplinary process. The decision of the appeal may be made with or without meeting with students. After a decision has been reached, the student will be notified by the appeal hearing officer. Decisions made in the appeal process are binding and final.

### ***Notification***

Any disciplinary process resulting in university suspension or expulsion will be reported to the student's professors and the registrar and may be noted on the student's transcript. Southern Nazarene University reserves the right to deny re-enrollment to a student when such action is deemed to be in the best interest of the student or the University.



## GRADUATION RATE

The United States Department of Education published rules requiring colleges and universities to track the progress of a group or cohort of students who enter college a certain year. The institution is to report the graduation rate of that group of students following a six-year period.

The following table shows the six-year graduation rates of all SNU students from their year of entry:

Entering Year	Six-year Graduation Rate
2002	54.0%
2003	49.0%
2004	46.0%
2005	52.0%
2006	48.0%
2007	46.0%
2008	43.0%

The following table shows the six-year graduation rates of SNU students identifying as Nazarene from their year of entry:

Entering Year	Six-year Graduation Rate
2002	60.0%
2003	54.0%
2004	53.0%
2005	59.0%
2006	45.0%
2007	61.0%
2008	57.0%

The following table shows the six-year graduation rates of SNU student-athletes from their year of entry:

Entering Year	Six-year Graduation Rate
2002	56.0%
2003	36.0%
2004	41.0%
2005	38.0%
2006	34.0%
2007	33.0%
2008	42.0%

*These percentages do not include those students who have transferred from or to SNU.*

## **APPENDIX A ALCOHOL AND DRUG POLICY STATEMENT**

In compliance with the Drug-Free Schools and Campuses Act of 1989, the Federal government requires that we explain the legal sanctions regarding alcoholic beverages and illicit drugs, discuss the effects of drug and alcohol use, disciplinary actions to be taken in case of violation, and sources assistance and counseling. Ignoring the act can result in the loss of federal monies to the institution, which impacts everyone.

### ***What is the policy?***

At Southern Nazarene University, we have long maintained a policy that the use, possession, or distribution of alcoholic beverages and illicit drugs on or off campus is prohibited. Students under the age of 21 must understand that legal sanctions apply for the unlawful possession or distribution of alcohol. For illicit drugs, legal sanctions apply for any age. By SNU's code of conduct, the use of tobacco in any of its forms is not permitted on or off campus.

### ***What is SNU's response?***

Students participating in such activities will be involved in a program of education, counseling, probation, suspension and/or dismissal from the university. Students who are concerned about their need for therapeutic treatment in these areas are encouraged to come to the Student Development Office or the Counseling Center for assistance without disciplinary implications (see Amnesty Policy). The Student Development Office and the Counseling Center have established networks with a number of substance abuse treatment programs in central Oklahoma and are able to work with students to make necessary referrals. Outpatient treatment is also available through campus counselors. Informational sessions relating to substance abuse will also be offered during the year. Confidential, personal, free counseling sessions are available to students, staff, and faculty at SNU. Phone 405-717-6200 to make an appointment for a counseling session. All calls are confidential.

### ***What are the effects of alcohol and drug use?***

Generally, drugs and alcohol impair how your brain takes in and sort's information. They can distort what you hear, see, and feel. Control of your actions is impaired. Users may feel they are at their best when in reality they are performing poorly. Use can also motivate crime to finance the use and can leave a criminal record behind, which impairs future activities.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in high mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Illegal drugs involve a wide variety of drugs with significant impact to the body. A detailed list of controlled substances and their effects can be found in a document available in the Counseling Center at the Student Development Office. To highlight some of the better known illegal drugs, the following description of effects is offered.

**Marijuana** (pot, grass, weed, reefer) damages lungs, reproductive organs, slows physical reflexes, alters judgment of space and distance, and promotes forgetfulness.

**Cocaine** (coke, snow, freebase, crack, rock, ice) in its many forms is damaging to the lungs, immune system, and impacts the heart and lungs. Its euphoric effect can be especially compelling for some and is highly addictive psychologically. A temporary “superhuman” feeling makes for very poor decision-making. Emotional problems and mood swings are frequent symptoms. Depression often follows the euphoria as the person is coming off the drug. Death can result even after only one application.

**Heroin** (junk, H, horse) is very addictive and withdrawal is difficult and painful. Heroin seems to take over leaving a disinterest in other things including work and relationships. Coma and death can come as a result of over-dose. AIDS and hepatitis can be contracted from sharing contaminated needles and other drug-use items.

**Amphetamines** (speed, uppers) can be addictive and cause brain damage. It speeds up activity and can push the users beyond their physical abilities. Long-term use can result in amphetamine psychosis.

**Sedatives** (downers) slow down mental processes and reflexes and can be addictive. Use can cause kidney and liver damage, and death can result from overdose particularly when used with alcohol.

**Hallucinogens** (PCP, LSC, MDMA, designer drugs) cause hallucinations in which the user sees or hears things that are not in reality. Perceptual distortions can lead to dangerous behavior. Some hallucinogens can cause sudden, bizarre actions including violent behavior, loss of concentration and memory and behavior problems. Permanent brain function impairment can result from use.

Other problematic substances include inhalants such as glues, cleaning fluids, etc., which can harm vision, memory, thinking, and coordination and can cause death. Steroids cause damage to the liver, heart, and reproductive organs and can induce depression and aggression. Tobacco is very addictive and has long term impacts including cancer, heart and lung disease, and complications for pregnancies. It is the leading preventable cause of death in the U.S.

### ***What are the laws concerning alcohol and drug use and possession?***

#### **Summary - Legal Sanctions Covering Alcohol and Drug Abuse**

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend college or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

The following information addresses issues most commonly associated with alcohol and drug use:

- **Public consumption of alcohol**  
Oklahoma law prohibits consumption of alcohol or any intoxicating substance in any public place and further prohibits drunkenness or intoxication in any public place. Fines and periods of imprisonment are given for violation for this statute.
- **Sale/Delivery of alcoholic beverages to persons under 21**  
The sale, delivery or furnishing of alcoholic beverages to persons under 21 is prohibited under Oklahoma law. Such an act is considered a felony with a fine ranging from \$2,500-\$5,000 and imprisonment of up to one year for the first offense.
- **Misrepresenting one's age or falsifying an ID to obtain alcoholic beverages**  
This misdemeanor is punishable in Oklahoma by a fine of \$50 for the first offense, with a possible suspension of a driver's license up to the time an individual is 21.
- **Driving under the influence**  
First conviction of a DWI results in a sentence of up to one-year imprisonment and a fine of up to \$1,000. Subsequent convictions are considered a felony charge resulting in a prison term ranging from one to five years and a fine up to \$5,000, accompanied by a mandatory participation in an alcoholic and drug substance abuse evaluation program.
- **Criminal penalties**  
Oklahoma has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotics and drugs with a higher potential for abuse have heavier penalties. For example, possession of a

narcotic drug such as heroin results in a felony conviction ranging from a period of one year for the first offense and a fine up to \$100,000.

- **Possession of drugs**

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal law, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

- **Sale and possession of drug paraphernalia**

A person convicted of this offense is guilty of a misdemeanor punishable by imprisonment of up to one year and a fine of up to \$1,000.

- **Student federal aid and drug related convictions**

Because of the 1998 Anti-Drug Abuse Act, a court or judge may suspend or terminate an individual's eligibility for student financial aid upon conviction of certain drug charges.

- **Distribution of drugs to persons under the age of 21 and to minor children under 18 years.**

- Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one-year in prison. These penalties apply to distribution of drugs in or within 1,000 feet of a college.
- In addition, Oklahoma law provides that any person who causes, acts, or encourages a minor child under 18 years of age to have in their possession a controlled substance is guilty of a felony resulting in a prison sentence ranging from two to thirteen years and a fine of up to \$200,000.

## **APPENDIX B COMPUTER USE & ETHICS POLICY**

### **Underlying Principles**

This Computer Use & Ethics Policy relates to use of all computer facilities operated by the University by students, employees, or guests for any purpose. The University makes available computer facilities primarily for the use of students, faculty, and staff for purposes of research and instruction. We aspire that such facilities be used in faithful accord with the ethical perspective of the Church of the Nazarene and the Wesleyan-Arminian theological tradition.

Respect for intellectual labor and creativity is vital to academic discourse and to the learning enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.

Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism and copyright violations, may be grounds for sanctions against members of the academic community.

The following principles and guidelines related to academic honesty, copyright, privacy, security, and appropriate use have been established to facilitate the ethical and responsible use of computers. Instructors or departments may impose additional requirements or restrictions in connection with course or departmental work.

### **Guidelines**

#### **Academic Honesty & Intellectual Theft**

*Originality, derivation, and the acknowledgement of sources and collaboration are essential to scholarship and the progress of knowledge. Respect for the work and personal expression of others is especially critical in computer environments. Plagiarism and copyright violations infringe on authorial integrity and are grounds for sanctions.*

Students are expected to avoid all forms of academic dishonesty, including plagiarism, misrepresentation of authorship, and inappropriate collaboration on assignments. The Office of Academic Affairs will be notified of occurrences of academic dishonesty.

Examples of academic dishonesty include such cases as the following:

- Turning in or submitting electronically someone else's work as your own (with or without his or her knowledge)
- Allowing someone else to turn in or submit electronically your work as his or her own

- Several people's completing an assignment and turning in or submitting electronically multiple copies, all represented either implicitly or explicitly as individual work
- Using any part of someone else's work without proper acknowledgement
- Stealing a solution from an instructor
- Submitting work products that are substantially similar on an assignment that calls for independent work (for example, academic dishonesty in a computer assignment will be suspected if an assignment that calls for independent work results in two or more solutions so similar that one can be converted to another by a mechanical transformation)

Examples of academically honest practices include cases such as the following:

- Turning in or submitting electronically work done alone or with the help of the course's staff
- Submitting one assignment for a group of students if group work is explicitly permitted or required
- Getting or giving help on how to solve minor syntax errors
- Discussing assignments to clarify what to do and how to do it

### **Copyright**

*The interests of authors, inventors and software developers in their products are protected by United States copyright and patent laws. Software license agreements serve to increase compliance with copyright and patent laws, and to help insure publishers, authors, and developers return on their investments.*

Violating the copyrights or patents of computer software is against University policy and is a violation of state or federal law. Making your own copies of software having a restricted use license is theft.

It is against University policy to violate software agreements. The number of software users must not exceed the purchased software licensing.

The Digital Millennium Copyright Act of 1998 prohibits copying and/or distributing digital media files on the network. The network automatically blocks attempts to download or share files illegally.

### **Privacy**

*Students, faculty, and staff who use the computer have the right to privacy and security of their computer programs and data. At the same time, University ownership of the computer system network implies a limited expectation of privacy. The University reserves the right to view and/or retrieve any file or software stored on the computer or passing through the network.*

Computer users should not tamper with files or information that belongs to other users or to the operating system.

Reading someone else's electronic mail is a federal offense (Title 18 of the United States Code Section 2701). Computer system administrators are excluded for technical reasons. They are, however, prohibited from disclosing a user's e-mail traffic to anyone, unless the user or the other party to the traffic gives permission.

## **Security**

*Owners and users of computer networks operate in an interdependent environment that necessitates joint ownership of institutional information. Reliability and accessibility of information is critical to the successful operations of the University.*

Accessing a computer system without authorization is a federal offense (Title 18 of the United States Code Section 2701).

Computer users must not attempt to modify system facilities or attempt to crash the system. Users should not attempt to subvert the restrictions associated with their computer accounts, the networks of which the University is a member, or microcomputer software protections.

Loopholes in computer security systems or knowledge of a special password should not be used to breach security by:

- damaging computer systems or degrade the performance of a computer system
- obtaining extra resources or taking resources from another user
- gaining access to systems or use systems for which proper authorization has not been given
- falsifying University records, forms or other documents
- tampering with or destroying the work of others

## **Appropriate Use**

The primary purpose of computer communications systems and networks in an academic environment is to promote the free exchange of ideas and information, thus enhancing teaching and research. All online communications and behavior should respect the Wesleyan theological perspective of Southern Nazarene University.

The University prohibits the use of computing resources to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation.

Fraudulent, threatening, or obscene e-mail or graphical displays or audio files used to harass or intimidate are prohibited.

Chain letters, mass mailings, and campus-wide network broadcast messages are also examples of inappropriate uses of University electronic communications resources.

The use of University computers for commercial purposes requires prior approval by the Vice President of Academic Affairs.



## **Enforcement**

*The University reserves the right to examine computer files as necessary to enforce these policies. Use of this computing system in any way contrary to applicable Federal or State statutes or the policies of Southern Nazarene University is prohibited and will make users subject to University disciplinary actions and may also subject users to criminal penalties.*

Violations of these policies and guidelines may result in the loss of a user's computer use privileges. These privileges may be suspended immediately upon the discovery of a violation of these guidelines. The account may be removed or deactivated or privileges removed from one or all University computing systems permanently or until the matter is completely resolved.

SNU personnel discovering violations of these policies should report to their direct supervisor, who will report incidents to the appropriate office (Academic Affairs, Student Development, or Human Resources). Information related to violations will be shared among these offices and the appropriate disciplinary procedures will be followed in keeping with University policy for students and employees.

Violations of these policies will be dealt with in the same manner as violations of other University policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available. These include, but are not limited to, the loss of computer use privileges, immediate dismissal from the University, and legal action. Violations of some of the above policies may constitute a criminal offense. Criminal offenses may be subject to a fine of not more than \$5,000 or imprisonment for not more than six months, or both.

Appeals related to any disciplinary actions resulting from violations of these policies should be taken to the Student Judicial Council (student appeals) or the President's Cabinet (employee appeals).

The Technology Advisory Committee will be responsible to periodically review and revise these policies. Final approval of these policies rests with the President's Cabinet.

*Revised 05-21-2009 TAC*

## **APPENDIX C**

### **POLICY AND PROCEDURES ON SEXUAL HARASSMENT**

#### **Introduction**

The Mission Statement of Southern Nazarene University begins with the affirmation that the University is committed, “to transform lives through higher education in Christ centered community.” This commitment should be reflected in the quality of campus life for every member of the community. Each person should be provided equal opportunity in education and employment.

SNU regards sexual harassment as detrimental to the development of a Christian academic community. Sexual harassment pollutes, damages, and can eventually destroy the atmosphere of open and mutual academic exchange, which ought to characterize a university, particularly a Christian university. As such, sexual harassment is detrimental to the individual, compromises the integrity of the institution, and will not be tolerated.

The following policy defines a full range of harassment from innuendo to assault. It also seeks to outline procedure to be followed in the event of a grievance.

#### **Policy Statement**

To fulfill our commitment to providing equal opportunity in education and employment, Southern Nazarene University strives to maintain an environment in which individuals are judged and rewarded solely on the basis of the relevant factors such as ability, prior experience and accomplishments, effort, and performance. The environment also should be one in which all employees and students can pursue their work free from coercion, intimidation, and exploitation. Sexual harassment is a form of discriminatory misconduct that harms the environment we seek to maintain.

Sexual harassment, moreover, violates federal and state laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972.

Therefore, conduct on the part of any member of the University community which inappropriately introduces sexuality into a teaching, learning or working relationship will not be tolerated. Members of the community include teaching and administrative faculty, staff and students. Sexual harassment, as defined below, or failure to carry out responsibilities specified below, may result in disciplinary action, up to and including separation from the University.

Outside contractors, vendors and others who do business with the University or enter University premises are expected to comply with this policy, and ensure that their agents comply with this policy; the University will take appropriate action if they fail to do so. The University, for example, may suspend or terminate a contract if the contractor fails to correct a sexual harassment problem that appropriate University officials have brought to its attention. Furthermore, the University, if it determines that the contractor

has failed to take appropriate action or has shown a tolerance for any activity which in the belief of the University constitutes sexual harassment, may be debarred from holding future contracts with the University.

### **Definitions**

The Equal Employment Opportunity Commission Guidelines define sexual harassment as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature” and includes the following:

- **Sexual Behavior** - Uninvited inappropriate and/or offensive physical or verbal advances of a sexual nature
- **Sexual Bribery** - Solicitation of sexual activity or other sex-linked behavior by promise of reward
- **Sexual Coercion** - Coercion of sexual activity or other sex-linked behavior by threat of punishment
- **Peer Harassment** - Sexual harassment by colleagues in a classroom, dormitory, work environment or social setting. Peer harassment, as harassment by faculty or staff members, “creates an environment that makes education and work less equal for women and men.”
- **Sexual Assault** - Assault and/or rape. This is the ultimate form of sexual harassment and is a criminal offense as well.

### **Examples of Prohibited Conduct**

Examples of conduct prohibited by this policy include but are not limited to:

- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature
- Repeated insults, humor, jokes and/or anecdotes that belittle or demean an individual’s or a group’s sexuality or sex
- Repeated, unwelcome comments of a sexual nature about an individual’s body or clothing
- Unwarranted displays of sexually suggestive objects or pictures
- Inappropriate touching, such as patting, pinching, hugging, or repeated brushing against an individual’s body
- Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual’s employment, work assignment or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation
- Sexual assault

### **Consensual Relationships**

Where a power differential exists, it may be exceedingly difficult to defend against a charge of sexual harassment on the grounds that the relationship was consensual. In internal proceedings, the University generally will be unsympathetic to a defense based

on consent when the facts establish that the accused had the power to affect the complainant's academic or employment status or future prospects.

### **Procedures for complaints against members of the University Community**

Any person enrolled or employed by the University who believes that she/he has been a victim of some form of sexual harassment should present their complaint immediately to a designated administrator. A student should report to the Vice President for Student Development. A faculty member should report to the Provost, and a non-faculty employee should report to his/her supervisor and/or the Vice President for Financial Affairs.

The student or employee may choose to present the complaint to any member of the administrative group of the University with whom the employee feels comfortable.

The following elements are important in seeking resolution to the complaint.

- Complaints should be written. The complainant should specify as clearly as possible the nature of the incident(s) and the date(s) when the incident(s) occurred. Complaints will not be disclosed except to the extent necessary to conduct a thorough and complete investigation, and the existence or substance of complaints will not be disclosed except on a strict need to know basis. Every effort will be made to keep the complainant's identity confidential, and the complainant will be fully protected from retaliation of any kind for having filed a complaint.
- The designated administrator, on receiving a formal complaint and talking with the complainant, will notify the supervisor of the person who is alleged to have harassed in an effort to achieve resolution at the informal level. Failing this, the designated administrator will take the steps necessary for a formal grievance procedure.

### **Disciplinary Action**

Sanctions may take different forms. In those situations where it is determined, following a thorough investigation, that a violation of this policy has occurred, disciplinary action will be taken. Appropriate disciplinary action will depend on the seriousness of the offense and may range from a verbal reprimand to separation from the University. Other immediate steps, again depending on the offense, may include: written reprimands, monitoring for behavioral changes, written warning of potential separation, referral for required counseling, suspension with pay, or suspension without pay. In those instances where a violation is found, reference to the violation as well as to the disciplinary action taken will be placed in the offender's official University personnel file.

### **False Charges**

Because of the nature of the problems, complaints of sexual harassment cannot always be substantiated. Lack of corroborating evidence should not discourage complainants from seeking relief through the procedures outlined above. However, charges found to have been intentionally dishonest or made without regard for truth will subject complainants to disciplinary action.

## **APPENDIX D MEDICAL WITHDRAWAL POLICY**

### **Introduction**

Southern Nazarene University cares deeply about the physical and mental health of its students. As a result, SNU is committed to offering excellent services to all students out of both the counseling and health center. At times however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps towards recovery, even if academic progress must be delayed. The University is committed to supporting necessary student initiated self care plans, and/or may initiate actions necessary that consider the welfare of the individual student and the University community.

When a student demonstrates conduct that violates SNU Community Standards or other policies, that conduct will be addressed through the appropriate disciplinary processes. This Policy is not intended to be disciplinary in nature. Students may voluntarily withdraw from SNU at any time during his/her matriculation at SNU. However, situations as described below may arise when the University determines on an individualized, case-by-case basis that a student may qualify for a voluntary medical withdrawal or may need to be involuntarily withdrawn from the University. This Policy outlines the criteria and procedures for a student to request and receive a voluntary medical withdrawal and for when and how a student may be withdrawn from the University for medical reasons or for demonstrating behavior that creates a direct threat to the safety or health of the student or others or that unreasonably disrupts the normal education processes and orderly operation of the University. There may be situations in which this Policy and the Community Standards and/or other SNU policies are applicable.

### **Voluntary Medical Withdrawal**

Students are encouraged to request a voluntary medical withdrawal when they believe their physical or mental health problems are preventing successful engagement, and completion of, academic course work; when safety is in question; or when the demands of university life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge. Typically, chronic medical or mental health problems are not issues that qualify a student for a voluntary medical withdrawal unless there is a documented escalation of symptoms and/or adverse behavioral outcomes.

Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with providers at the Health Center or the Counseling Center, or they may independently initiate the process through the Director of the Counseling Center with or without support from their program of study. If a voluntary medical withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on campus housing.

Students who make this choice will be required to follow the reentry procedures listed below. These students may also be required to meet with the director of the Health Center or the Counseling Center upon reentry to ensure that they are aware of on campus and community services available to address their needs.

#### *Grades and Completion of Academic Work*

An approved voluntary medical withdrawal during the final forty percent of the academic term will be deemed medically excused and grades of "I" (Incomplete) for one or more courses may be granted but only with the approval of the faculty member(s) and the appropriate form completed for each course. It is the responsibility of the student to contact individual instructors to arrange for the timely completion of course work. If the student does not complete work in a course in the time agreed upon with professor, the grade of "I" will be changed to the replacement grade indicated on the Incomplete "I" Grade Form. When completion of the semester requirements and a grade of "I" are not deemed feasible, the designation grade of "AI" (Administrative Incomplete) may be approved by the Chief Academic Officer which will allow the student to retake the courses at a future time.

#### *Refunds of Tuition*

All tuition actually paid by the student (total tuition less any grants, scholarships, refunds, and loan adjustments) for courses not completed during the term in which the approved voluntary medical withdrawal occurs is credited for the next academic term in which the student re-enrolls at SNU. University fees, room and board charges are prorated from the date of checkout during the first sixty percent of the academic term. No refunds of university fees, room and board charges will be given for students who are granted a voluntary medical withdrawal during the final forty percent of the academic term. A student is only eligible for this financial arrangement one time in his or her academic career.

#### *Financial Aid Implications*

It is the responsibility of the student to contact the Financial Aid Office individually to discuss the financial aid implications of a voluntary medical withdrawal.

#### *Laptop*

It is the responsibility of the student to contact the Laptop Office individually to discuss the financial implications and/or necessary return of SNU owned laptops based on a voluntary medical withdrawal.

#### *Financial Hardship*

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the Counseling Center Director.

### *Advantages of Taking a Conditional Health Withdrawal*

- a) The time away from the University will allow the student to focus on his/her health condition without the additional responsibilities associated with being a student.
- b) The student can seek the most appropriate professional treatment and resources without the constraints imposed by remaining enrolled at the University.
- c) The student is given special academic and grade dispensation.
- d) The student is given special financial dispensation.

### **Criteria for an Involuntary Withdrawal**

A student may be involuntarily withdrawn from SNU if the University determines on an individualized, case-by-case basis, in accordance with the procedures listed below, that the student:

- a) Demonstrates behavior or possesses a condition that is unreasonably disruptive to the normal education processes and orderly operation of the University;
- b) Demonstrates behavior or possesses a condition that endangers him/herself, or that creates a direct threat that the student may endanger him/herself, or;
- c) Demonstrates behavior or possesses a condition that endangers others, or that creates a direct threat that the student may endanger others.

### **Emergency Interim Removal**

If a student's behavior or condition presents an immediate, severe and direct threat to him or herself or others (by evidencing a likelihood of harm to him or herself or others), or is substantially disrupting the learning or working environment of others, the Vice President for Student Development or designee (if such Officer is not immediately available) may direct an emergency interim removal of the student that restricts the student's access to the College's campus or residence hall, as appropriate, for an interim period before a final determination of the matter.

Except as permitted above, before determining whether to require an emergency interim removal, the Vice President for Student Development or designee shall take the following steps:

- a) exercise all reasonable efforts to meet with the student; and
- b) in that meeting, offer the student the opportunity to be evaluated at the college's expense by a qualified, licensed mental health professional, who may be an employee of SNU or on retainer to SNU. Whenever possible, that professional shall have had no prior contact with the student. The professional shall assess whether the student's behavior or condition presents an immediate, severe and direct threat to him or herself or others or presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others, and, if so, whether the student's behavior may be the result of a medical issue. That professional shall present his or her findings to the Vice President for Student Development or designee, who shall determine based on those findings and other evidence available whether emergency interim removal under these procedures is appropriate.

- c) If the student refuses to meet, and/or refuses to undergo such assessment or to keep a scheduled appointment, the Vice President for Student Development or designee may require emergency interim removal without a meeting and/or mental health assessment if he or she reasonably concludes on the basis of the available evidence that the student's behavior or condition evidences an immediate, severe and direct threat of harm to the student or others or is substantially disrupting the working or learning environment of others and presents a significant risk to continue that substantial disruption.
- d) The emergency interim removal from the College and/or residence hall shall remain in effect until a final decision has been made pursuant to the procedures below, unless, before a final decision is made, the Vice President for Student Development or designee determines that the reasons for imposing the interim removal no longer exist.

### **Involuntary Withdrawal Process**

If it becomes evident (through observed behavior or condition or by report(s) from faculty, staff or students) that a withdrawal from the university may be in the best interest of a student and the university and the student do not agree, then the following procedures will be engaged:

- a) The Vice President for Student Development, or designee, will collect all available information obtained from incident reports, conversations with students, faculty and staff, and the expert opinions of appropriate medical professionals.
- b) Notice of the involuntary withdrawal hearing and the time and place of the hearing shall be personally delivered or sent by the Vice President for Student Development or designee to the student at the address appearing on the records of the College, by overnight or certified mail, by regular mail, and, for students who have a college e-mail address, to that e-mail address. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing. The notice shall contain (i) a statement of the reasons involuntary withdrawal is sought, and (ii) a statement that the student has a right to present his or her side of the story, to present witnesses and evidence on his or her behalf, and to have legal counsel or an advisor present at the student's expense.
- c) The Vice President for Student Development, or designee, will seek, if appropriate and feasible, the cooperation and involvement of parents or guardians of the student. The decision to notify a student's family members will be weighed carefully against the student's privacy rights. The student's parents or guardians may be contacted without the expressed consent of the student if it is perceived necessary to protect the welfare of the student or other individuals.
- d) If reasonably possible, the Vice President for Student Development, or designee, will meet with the student, giving notice to the student of the meeting, and providing an opportunity for the student (and his/her family or legal counsel if the student has a signed waiver indicating permission to share information) to review all information collected on the matter to date as well as to provide



- evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the university.
- e) The Vice President for Student Development, or designee, will ask the student to provide recently available medical evidence if available. If not available, the Vice President for Student Development or designee, may invoke an Emergency Interim Removal (see above) so that a medical or psychological evaluation and assessment can be completed. Students who are on medical leave for any health reason are temporarily not allowed to participate in any University activities, attend classes, reside in or visit on campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. The student must be assessed by an appropriate professional: a licensed psychologist or psychiatrist if evaluating mental health concerns or a licensed physician if the evaluation is regarding other medical concerns. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern. The off-campus health care professional will be asked to provide a written evaluation of the student's current health status, the nature of the treatment, and provide recommendations regarding: a) the student's readiness to return to the academic and co-curricular demands of university life; b) the student's readiness to live in the on-campus residential community; c) ongoing treatment, academic accommodations or testing needs; and d) any conditions or restrictions that the University should impose.
  - f) If, after conversation, the student maintains that he/she would like to remain enrolled, the Vice President for Student Development, or designee, will consult with appropriate medical professionals regarding the evidence presented by the student. Failure by the student to sign the Consent to Share Information form so that medical/clinical professionals may be consulted will result in the involuntary withdrawal from the university as SNU will have insufficient evidence to render an individualized determination. The Vice President for Student Development, or designee, will also consult with other University officials as appropriate.
  - g) The Vice President for Student Development, or designee, will then convene a committee comprised of the Director of the Student Counseling Center, the Director of the Student Health Center, the Director of Disability Services, and a representative of the faculty to review collected information and evidence presented by the student. The committee will engage in a determination on an individualized, case-by-case basis and will apply the direct threat analysis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the university community.
  - h) The Committee will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter.
  - i) Should the student choose to appeal the Committee's decision, s/he will make such appeal to the Vice President for Student Development, within 10 calendar days of the date of the withdrawal letter. If the Vice President for Student Development was the officer that coordinated the involuntary withdrawal panel

and process, the President of the University, or their designee, will be the appeal officer. The decision of the appeal officer will be final and will be communicated within 72 hours. The bases overturning a decision of the Committee are limited to the following: (i) clearly erroneous factual findings; (ii) procedural irregularities; (iii) newly available evidence that would have affected the outcome; (iv) the remedy and/or conditions on re-entry were unreasonable or inappropriate.

#### *Grades and Completion of Academic Work*

For all involuntary medical withdrawals, the student will receive 'W's (withdrawals) on their academic transcript with notation on the transcript of having left for medical reasons. No "I"s (Incompletes) will be granted.

#### *Refunds of Tuition*

All tuition actually paid by the student (total tuition less any grants, scholarships, refunds, and loan adjustments) will be refunded based on the normal University tuition refund policy. University fees, room and board charges are prorated from the date of checkout during the first sixty percent of the academic term. No refunds of university fees, room and board charges will be given for students during the final forty percent of the academic term.

#### *Financial Aid Implications*

It is the responsibility of the student to contact the Financial Aid Office individually to discuss the implications of an involuntary medical withdrawal on his or her financial aid.

#### *Laptop*

It is the responsibility of the student to contact the Laptop Office individually to discuss the financial implications and/or necessary return of SNU owned laptops based on an involuntary medical withdrawal.

#### *Financial Hardship*

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the Counseling Center Director.

#### **Re-Entry Procedures**

Prior to returning to or enrolling at the University, a student who has withdrawn, voluntarily or involuntarily, must submit a written plan that identifies how the student will resume his/her status at the University. The plan must respond to the condition that gave rise to the need for the student's withdrawal (i.e., need for ongoing medical or psychological care, ability to maintain a standard of responsibility and self care; ability to assume class participation) and clearly demonstrate full compliance with any re-entry requirements made at the time of withdrawal. If the student will reside in the residence halls, the plan must also state how the student will transition back into this community.

The Vice President for Student Development, or their designee, will review the student's plan to determine on an individualized, case-by- case basis whether or not the student's request to re-enroll at that time shall be granted or denied by taking into consideration

all of the relevant factors and information presented. The decision of the Vice President for Student Development, or their designee, is final.

### **Special Notes**

- a) Copies of the decisions made regarding either voluntary or involuntary leaves will be maintained in the student's files. Original documentation from the student's medical records and outside evaluators will be maintained in a confidential file in either the Counseling center or the Health center.
- b) There may be occasions in which SNU requires, and may pay for, an additional evaluations and/or assessments.
- c) SNU reserves the right to require the student to comply with a treatment plan recommended by the outside and/or SNU healthcare/mental health professional as a condition of returning to, or remaining in, the campus community. Review and monitoring of the student's required treatment plan may be assigned to a University designee. Failure to comply with requirements may result in the University issuing an involuntary medical leave.
- d) If a student was living on campus prior to the emergency, approval for return to the University usually includes approval to return to housing. However, a student's on campus housing status may be restricted if the student's behavior or condition poses a health or safety threat to him/herself or others.
- e) If a student was required to complete specific treatment (e.g., eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

### **Deviations from Established Procedures**

Reasonable deviations from this policy will not invalidate a decision or proceeding unless significant prejudice to a student may result.

## **APPENDIX E MISSING PERSONS POLICY**

The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in campus housing, including off-campus apartment units leased by the college for student residents.

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

- I. Procedures for designation of emergency contact information
  - a. Students age 18 and above and emancipated minors  
Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
  - b. Students under the age of 18  
In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- II. Official notification procedures for missing persons
  - a. Any individual on campus who has information that a residential student may be a missing person must notify the Office of Student Development as soon as possible.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Office of Student Development, in collaboration with Campus Safety, will assist external authorities with these investigations as requested.

- b. The Office of Student Development will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and

mental well being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

- c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Office of Student Development will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
- d. No later than 24 hours after determining that a residential student is missing, the Vice President for Student Development will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

III. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the SNU spokesperson and/or the Media Strategies team. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Office of Student Development, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the SNU community with any information about a missing student, the Office of Student Development or the University spokesperson shall consult with local law enforcement authorities to ensure that communications do not hinder the investigation.

Cabinet Approved August, 2009

## **APPENDIX F MOTOR VEHICLE GUIDELINES**

### **Registration**

- Every student must register, at the time of fall and spring registration, any motor vehicle that will be on campus for any period of time, however short during the school year.
- Students acquiring use of a motor vehicle after enrollment should immediately register that vehicle at the Security Dispatch Office (on the first floor of the Science Hall) in order to avoid parking citations.
- Every student who registers a motor vehicle is assigned a campus decal. These decals are provided at no additional charge to the student.
- Decals must be promptly and permanently affixed to the lower right corner of the front window, or in the case of motorcycles, on the rear fender.
- Decals are not transferable. Students who change vehicles must obtain a new decal at the Security Dispatch Office with no additional charge and destroy the old decal.
- When students change license plates, they should report the license number change to the Security Dispatch Office.

### **Parking**

- Students with vehicles at SNU must have an SNU decal.
- Under no circumstances can parking provisions be made for more than one motor vehicle per student. Double parking, blocking other cars in parking lots, and parking under building overhangs, on sidewalks, or on grass areas are violations of the parking code and will result in citations being issued or vehicles towed away at the owner's expense.
- The ramps and staff parking areas at Bethany First Church are tow-away fire zones 24 hours a day.
- Red curbs are fire zones and indicate no parking. Yellow curbs indicate loading zones for passengers, merchandise, and restricted parking. A vehicle left unattended in a loading zone or parked in a no parking zone may result in citations being issued or vehicle being towed away at owner's expense.
- After two tickets for non-registration of a vehicle, the vehicle may be towed away at the owner's expense.
- Vehicles left unattended on North Peniel Street will be ticketed and/or towed at the student's expense.

### **Operation**

Students are expected to operate motor vehicles within the framework of city and state ordinances. Driving of motor vehicles (including motorcycles) on campus walkways or grass areas, without permission of the Director of Campus Security, is prohibited and will lead to a "moving violation" fine.

Motor vehicles (including motorcycles) are not permitted inside any University owned building, including residence halls and apartments.

## **Vehicle Repairs**

Major repairs such as opening the motor, transmission, differential, or removal of the radiator will not be permitted on the campus or parking lots owned by the University.

## **Penalties for Violations**

- All violations of the registration code will result in a fine of \$25 per violation (i.e., per ticket issued). This fine doubles within 72 hours and may result in the vehicle being towed away at owner's expense.
- Violations of the campus parking code will result in fines of \$20 to \$200 per ticket issued. The City of Bethany fines are set by the City Council.
- Violations of the vehicle repair code will result in a fine of up to \$50.
- Moving violations will result in fines not less than \$20.
- Failure to appear at the Security Dispatch Office within three days after a ticket has been issued will result in an additional penalty of \$100. Each ticket shall be considered a separate violation and is subject to the late penalty.
- Oil spills resulting from a student servicing a vehicle on campus will result in a fine of up to \$50.
- Students with a pattern or series of motor vehicle violations may be referred for disciplinary action to the Office of Student Development for disciplinary proceedings.

## **Appeals for Campus Tickets**

When a ticket is issued by a Campus Security Officer, one copy of the citation is attached to the motor vehicle in violation and one copy is sent to the University Business Office. If a student fails to appear at the University Business Office to pay for fine(s) within the penalty period, the cost of the violation, plus any late penalty, will be added to a student's bill.

No notice beyond the copy of the ticket left with the vehicle will be given to a student after a citation is issued. Students observed removing a ticket from a vehicle with the intent of destroying the citation without the owner's knowledge will be subject to disciplinary action.

Students wishing to appeal citations and/or penalties may do so by filing a written appeal with the Security Dispatch Office. The appeal must be filed within 72 hours of the time the ticket is issued.

## **APPENDIX G UNIVERSITY GRIEVANCE POLICY**

Any person enrolled or employed by the University who believes that she/he has been mistreated, treated unfairly, harassed, intimidated, or simply has a major concern about a university decision, practice, or policy should present their complaint immediately to a designated administrator. A student should report to the Vice President for Student Development. A faculty member should report to the Provost, and a non-faculty employee should report to his/her supervisor and/or the Vice President for Financial Affairs.

The student or employee may choose to present any complaint or grievance to any member of the administrative group of the University with whom the employee feels comfortable.

The following elements are important in seeking resolution to the complaint:

- Complaints should be written and submitted in person (not electronically or via e-mail). The complainant should specify as clearly as possible the nature of the incident(s) and the date(s) when the incident(s) occurred. Complaints will not be disclosed except to the extent necessary to conduct a thorough and complete investigation, and the existence or substance of complaints will not be disclosed except on a strict need to know basis. Every effort will be made to keep the complainant's identity confidential, and the complainant will be fully protected from retaliation of any kind for having filed a complaint.
  
- The designated administrator, on receiving a formal complaint and talking with the complainant, will make an effort to achieve resolution to the issue at the informal level. Failing this, the designated administrator will take the steps necessary for a formal grievance procedure.

Typically, formal grievance or complaint procedures involves both an investigation, as may be appropriate, and a meeting with all of the impacted or affected university parties to discuss the issues and present information in an open forum with the university administrator. Rules governing the meetings procedures will mirror those of a Campus Judicial Council where appropriate and as determined by the university administrator hearing the complaint. These rules contemplate a prompt, impartial and thorough investigation which afford the complainant, the subject of the complaint, other interested persons, and their representatives, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.

The University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways are protected from retaliation. This action may come at any time during or following an investigation of a complaint. Persons who retaliate will be subject to disciplinary action.



## **APPENDIX H SECTION 504/ADA GRIEVANCE POLICY**

Southern Nazarene University has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by federal regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and ADA state, in part, that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such an entity.”

Issues that may be grieved include, but are not limited to, a denial of a requested accommodation, the inadequacy of an accommodation, the inaccessibility of a program or activity due to disability, or discrimination, harassment or retaliation based on disability. The following person has been designated as the compliance officer to handle complaints:

University Provost  
Southern Nazarene University  
Bresee Hall 200  
6729 NW 39<sup>th</sup> Expressway  
Bethany, OK 73008  
405-491-6300

The following steps explain the procedure:

1. A complaint should be filed in writing, and shall contain the name and address of the person filing it, and briefly describe the nature of the complaint and the alleged violation of the regulations.
2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation. Complaints received later than thirty (30) days after complainant became aware of the alleged violation will be dismissed as untimely.
3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation shall be conducted by the University’s Compliance Officer (or another administrator acting at the Compliance Officer’s request). These rules contemplate a prompt, impartial and thorough investigation which afford the complainant, the subject of the complaint, other interested persons, and their representatives, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.
4. An investigation will generally include the following steps:
  - a. Review the grievance report from the student or employee.

- b. Gather any additional information from the student or employee that is needed.
  - c. Gather a response and any additional information from the accused and any necessary witnesses.
  - d. Document and assess the finding of facts, including those agreed upon and those that are disputed.
  - e. Attempt a resolution of the grievance between the student or employee and the individual, if appropriate.
  - f. Determine final decision regarding the complaint.
5. If a determination is made that prohibited discrimination, harassment or retaliation has occurred, appropriate corrective and remedial actions will be taken by the University
6. A written notice of the Compliance Officer's determination as to the validity of the complaint and a description of the resolution or remedial measures, if any, shall be issued by the University's Compliance Officer or another University office acting at the Compliance Officer's request and a copy forwarded to the complainant no later than fifteen (15) working days after receipt of the complaint.
7. The University's Compliance Officer shall maintain the files and records of the University relating to complaints filed.
8. The complainant can request reconsideration of the resolution if dissatisfied with the resolution. Requests for reconsideration should be made within seven (7) days to the appropriate senior officer – the Provost where a faculty member is the accused, the Vice President for Financial Affairs where a staff member is the accused, or the Vice President for Student Development where a student is the accused.
9. The senior officer shall conduct a review to determine if:
  - a. The complaint alleges facts which, if true, would demonstrate a violation of an anti-discrimination statute or rule;
  - b. The investigation was conducted in accordance with the grievance procedures;
  - c. All relevant witnesses were interviewed and their testimony was recorded; and
  - d. The conclusions of the Compliance Officer or his or her designee are supported by the evidence.

If the senior officer finds that the initial investigation was not conducted properly, he or she must assign the case to a new investigating administrator within 15 calendar days. This new investigating administrator must not be an interested party to the allegation and must not be a subordinate of the original investigating administrator. If the senior officer finds that the initial investigation was

conducted properly and the conclusions are valid, a written response to the appeal that explains this finding will be provided. The senior officer has thirty (30) days to respond to the request for reconsideration. Decisions of the senior officer are final.

10. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of a Section 504/ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
11. The University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways, are protected from retaliation. This action may come at any time during or following an investigation of a complaint. Persons who retaliate will be subject to disciplinary action.
12. To the extent possible, university proceedings will be conducted in a manner that protects the confidentiality of all parties involved.
13. Reasonable extensions of an investigation can be made for extenuating circumstances due to continuing a complex investigation, illness, scheduled vacations, professional presentations, etc. These extensions are granted by the Provost and the complaining party shall be informed of any such extensions.
14. This procedure shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the Southern Nazarene University complies with Section 504/ADA and implementing regulations.
15. Retaliation against any complainant under this grievance procedure or against any person who assists a complainant in his/her pursuit of a complaint under this grievance procedure is prohibited.

## **APPENDIX I STUDENT INTELLECTUAL PROPERTY POLICY**

SNU respects the long-standing tradition that students own their academic work. In general, any Intellectual Property (such as theses and dissertations, inventions, discoveries, creations and new technologies) conceived or first reduced to practice by a student at SNU as a work product (including homework assignments, laboratory experiments, special and independent study projects) of a “for credit” course will be owned by the student. The University does not claim ownership of such Intellectual Property.

### **General student rights and responsibilities regarding Intellectual Property**

Students not employed by the University. Generally, undergraduate and graduate students, who are not employed by the University own any Intellectual Property that they create through enrollment in courses for academic credit. There are three exceptions where the University rather than the student would own the Intellectual Property unless there is prior agreement through the written approval process involving the University Provost:

1. When there is collaboration between a student and University faculty or staff to create works as part of research or development activities.
2. When the student receives material support beyond the standard level provided by the University to students, including non-credit work. Material support for student academic research will mean that for the project that produced the Intellectual Property the creator received staff, salary or facility support beyond the standard resources provided to a student in the University in a typical classroom or laboratory setting.\* The term must be defined in comparison to the usual level of support provided to all students within a department or discipline. The definition may vary from one discipline to another. The determination must be made by the department or division head, subject to the affirmation of the dean. Should a question arise about whether support is beyond the standard, a written statement will be obtained from the unit leader (department or division head, dean, director, etc.) concerning the level of use of University support and facilities.

\*Standard level of support may include use of office or classroom space, libraries, general computational facilities or equipment routinely used in the regular performance of academic duties, and the use of specialized experimental or computational laboratory facilities or equipment or other special instrumentation if it involves only brief periods of time or limited use, e.g. for exploratory tests.

3. Special situations may occur in certain courses or special projects where students are presented with the opportunity to participate in projects or activities in which the ownership of any resulting Intellectual Property must be assigned either to the University or to a sponsoring entity as a condition of the student's participation. Students are never obligated to participate in projects or activities

that require the assignment of the student's Intellectual Property to the University or to another entity. In these situations students will always be presented with two options: 1) to participate in alternative projects or activities that do not require the student to assign their Intellectual Property or 2) to participate in projects or activities that require the student to assign their Intellectual Property. The student's grade and/or evaluation of performance in the course will not be affected by the student's decision to participate or not to participate in projects or activities requiring the assignment of the student's Intellectual Property.

See possible scenarios (See full policy available at the Office for Academic Affairs).

Students employed by the University. When the student creates Intellectual Property as part of their work duties when employed by the University, the property is owned by the University under conditions outlined in the SNU Intellectual Property Statement II.A.

**A Student Intellectual Property Agreement Form** is available to deal with such situations (See full policy available at the Office for Academic Affairs). This form must be filled out in advance of activities being undertaken. Faculty members should advise students of the need to complete this form at the outset of a class and/or project involving undergraduate research and/or joint faculty/student research. Faculty members have the responsibility to collect the appropriate Intellectual Property agreement signed by the student at the first meeting of the project or course. If a student feels his/her faculty advisor has a conflict of interest in requesting assignments from students, a student should consult with the designated University authorized official [Provost], who will also serve as the point of contact for any student appeals related to concerns about Intellectual Property issues.

To see the full student intellectual policy including frequently asked questions and the referenced forms, please visit the Office for Academic Affairs.

## **SOUTHERN NAZARENE UNIVERSITY**

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