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The Division of Student Life hopes to create a caring, Christ-centered community where students, faculty, staff and administration grow and learn together. The Division of Student Life 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 Life, 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. Questions about any aspect of the handbook should be directed to the Associate Dean of Students or the Vice President for Student Life.

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.

SNU Mission Statement

Our mission is

“To make Christlike disciples through higher education”

As stated in the mission statement, the basic commitment of Southern Nazarene University is to “make Christlike disciples through higher education...” 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 "viewfinder" 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, HIPAA, and the Clery Act. For a full listing of complete university compliance statements, please visit <http://snu.edu/disclosures-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 39th 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.*

The university reserves the right to disclose, without consent of the student, a violation of a title ix or other conduct policy to another institution with legitimate educational interests (upon request). 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.

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 (i.e. athletic programs). Students choosing not to release this information must inform the Commons Office located on the main floor of the Webster Commons.

Periodically, SNU conducts formal and informal (photos casually taken around the campus) photo shoots for use in university publications, on display in university buildings, and the SNU Website. Students who require that no identifiable photo be used by the university must notify the Director of the Creative Development Group.

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 in the Office of Student Life 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.

Title IX

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from

certain Title IX regulations on religious grounds, including the specific religious tenets of the University.

A Title IX investigation begins when Southern Nazarene University Title IX Coordinator and/or Title IX Deputy Coordinator receive actual knowledge of behavior that may violate Title IX, which prohibits sex discrimination, including sexual violence, in educational programs and activities. For additional information, see Appendix C.

University Offices, Services and Opportunities

Academic Affairs Office

Under the leadership of the Provost and Chief Academic Officer, Tim Eades, Ed.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: Dean, College of Humanities and Education, Steve Betts, Ph.D.; Dean, College of Natural, Social and Health Sciences, Mark Winslow, Ph.D.; Chair, School of Business, Tamara Dawson, Ed.D.; and Vice President for Strategy and Innovation, College of Teaching and Learning, Dennis Williams, Ph.D. which includes the Online Resource Center and Institutional Research. Dr. Eades also has oversight of Professional and Graduate Studies led by: Kristin Jasper, Vice Provost for Professional and Graduate Studies, Cathy Hutchings-Wedel, Dean of Professional Studies, Melany Kyzer, Dean of Graduate Studies.

The Academic Affairs office is located in Bresee Hall, Room 200.

Athletics

Since the inception of Athletics at SNU in 1964, Southern Nazarene has grown from one sport, men's basketball, to 16 varsity sports and 4 junior varsity programs under the direction of strong Athletic staff leadership and talented student athletes. In that time span, SNU has also fielded some of the most successful programs in the country.

In more than five decades of competition, Southern Nazarene's athletic programs have witnessed many changes; moving from the NAIA to the NCAA Division II and changes in leadership, coaches and student athletes. However, one thing remains consistent in Crimson Storm Athletics and that is the mission of the athletic programs at Southern Nazarene University: "Making Christlike disciples through higher education". Exemplifying the university motto: Character, Culture, Christ, SNU Athletics has come to stand for more than victories and championships. SNU Athletics stands for sportsmanship, Christian fair play, positive and proactive support, servant leadership, always giving your best effort and a family atmosphere for not only athletes and coaches who participate, but for fans as well.

Public Information Boards

Public information 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

Residence Halls

Resident Directors

Fine Arts Center

Music Department Office

Religion Building

Mrs. Lori Cable

Herrick Auditorium

Dr. Tim Taylor

Royce Brown Building

Mrs. Kimberly Smith

Learning Resource Center

Mr. Joshua Achipa

Sawyer Center

Athletic Office

Business Office

Located on the lower level 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.

As part of campus safety, security personnel has access and continuous monitoring of cameras located around the campus. Cameras are located inside and outside of campus buildings but only in places where the public would have access.

Career Education

All currently registered traditional students of Southern Nazarene University are eligible to use the services of the Office of Career Education. 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 Office of Career Education 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 Education.

The Office of Career Education is located in the Student Life suite in the Webster Commons.

Center for Student Success

The Center for Student Success, under the umbrella of Intercultural Learning and Engagement, seeks to facilitate transition to the university environment, provide opportunities for inclusion and belonging for all students, develop and foster a culturally responsive community, and assist students in their endeavors towards graduation.

Services include:

Transitional Services

- NSI for 1st year and transfer students
- Collaboration with General Education Program on 1st year Learning Communities
- Advising for Undeclared Majors
- Testing Services
- Strategies courses

Academic Engagement Services

- Academic Engagement Plan
- Academic Coaching
- Clifton Strengths Program
- Student Retention Alerts Responses

Commuter Services

- Commuter Connection Program
- Commuter Peer Mentors
- Commuter Small Groups

Disability Services

- Accommodations for students with documented disabilities
- Campus wide education
- Southern Nazarene University is committed to providing equal educational opportunity for all students. The Disability Services Department enhances this mission for students with disabilities by providing services and accommodations to students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Disability Services works closely with faculty and staff in an advisory capacity and assists in the development of reasonable accommodations that allow students with disabilities to fully participate in all of the programs offered on campus.
- ***Students who have been on an IEP or 504 or students with a disability that may affect a student's success are encouraged to contact Disability Services at (405) 717-6272 for more information.***

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.

Financial Aid

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 website

The Financial Aid office is located on the 1st floor of Bresee Administration Building.

Health Center

The Student Health Center aims to provide primary care and health education to the students of SNU, as well as the faculty and staff of Southern Nazarene University. The Christian atmosphere of the school is continued in the health services department. All medical records remain strictly confidential, and only Student Health Center personnel have access to them. The institution does not release information from records for any reason, unless specific written consent is given by the student. The only exception to this would be if a student is a danger to themselves or others.

The Student Health Center is located on the 1st floor of the Webster Commons Building. Hours of operation vary and are listed on the student portal and on the door of the Health Center.

Intercultural Learning and Engagement

The Intercultural Learning and Engagement Area includes The Center for Student Success, The Center for Service and Global Engagement and Access and Opportunity Programs and Initiatives and Renew Counseling Center.

Our Intercultural Learning and Engagement Team (ILE) seeks to nurture a culturally responsive and inclusive learning institutional culture throughout Southern Nazarene University. This work is integrated in the areas of curricular, co and non-curricular, advocacy, assessment, and institutional responsiveness. We are committed to engage the unique needs of faculty, staff and students, by embracing a Kingdom identity and where the intercultural community is valued through diverse citizenship, equity and justice here and in the world.

ILE collaborates with others to inform, inspire, and invite learning opportunities that affect policy and promote culturally responsive pedagogy and praxis, resulting in reconciliation and transformational learning outcomes and a culture of belonging. We desire that data reflects the humanity rather than having humanity reduced to data.

In collaboration, the ILE team consults with faculty, staff, and students and facilitates seminars, workshops, conferences, and other experiential learning opportunities that raise awareness regarding issues of diversity, equity, justice, and inclusion—locally, nationally, and globally. In addition, intercultural academic development and learning is a vital part of diversity, equity, and justice work. Providing curriculum development and intercultural classroom engagement fosters a campus climate of cultural responsiveness. From collaborating with academic divisions to all TRAD and PGS areas, ILE works to create spaces of belonging and gives voice for all.

Our ILE focus is to foster diversity, inclusion, equity, respect, and the promotion of reconciliation in the University community. The primary goal is that the culture will reflect and model an intercultural and culturally responsive beloved community in which all people can flourish, thrive and succeed.

IT Network Helpdesk

The IT Network Helpdesk is maintained by Information Technology and offers support for:

- Campus licensed software
- 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 5 pm, Monday through Friday. Email support is available at support@snu.edu

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

RENEW Counseling Center is here to provide help and hope and offers all individuals the opportunity to pursue wholeness, healing, support, and growth. RENEW is a comprehensive counseling center open to all undergraduate students, PGS students, employees, and the community. We are staffed by over 20 therapists (licensed, candidates, and graduate interns). Staff, prices, and extensive hours of availability can be found at <http://renew.snu.edu/>. RENEW works with individuals, couples (dating, premarital, and married), families, children, and at times offers specialized groups. Psychological testing is also available. RENEW's staff is uniquely equipped to work with nearly every concern a client might have due to the specialized training of our licensed staff. RENEW is located on the first floor of the Webster Commons and has a dedicated entrance on the East side of the building. Call 717-6200 or fill out paperwork on our website (while on snuwifi) to initiate an appointment.

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. There is a commuter meal plan available for commuter students as well.

Spiritual Life

The Office of Spiritual Life is a resource for all of the spiritual life activities on campus. Spiritual life 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 life on our campus. Chapel meets twice a week during the academic year.

A primary goal of The Office of Spiritual Life 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 Engagement

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 Student Engagement 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.

Student Life

The Student Life 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 Life believes that students can invest themselves to shape the future. The Office of Student Life 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.

Student Support Services

Student Support Services (SSS) 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, SSS 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. SSS serves approximately 160 students who meet one or more of the following: have a documented disability, first-generation students, who meet a specific income criteria. SSS is located in the Center for Student Success next to the coffee shop on the 1st floor of the Library.

Telephone and Cable Services

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

University Campus Store

The Campus Store is located on the main floor of the Webster Commons and offers a wide variety of products to the SNU community. From textbooks, to SNU apparel and gifts, the campus store 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. Any student using language or behaving in a way deemed by the University to be discriminatory will enter into the judicial process.

All students, including residential and commuter, must respect and comply with the University Lifestyle Policies and Standards of Conduct. Each student is responsible for reading and adhering to the procedures and regulations outlined in the handbook, the Lifestyle Covenant, 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 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 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. Abuse or misuse of prescribed drugs is also strictly prohibited. It is a violation of University policy for any student to use prescription drugs illegally -- that is, to use prescription drugs that have not been legally obtained or for a purpose other than is prescribed.

While civil law states that for anyone under the age of 21, alcohol is illegal, all students regardless of age at Southern Nazarene University are prohibited from the possession or distribution of alcohol. For illicit drugs, legal sanctions apply at any age. Students who are observed to exhibit the effects of alcohol and/or drug use [illegal drugs or the misuse of legal drugs] (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.

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 legal or illegal 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 Renew Counseling Center or the Office of Student Life.

Southern Nazarene University is committed to providing a safe, educational environment and to fostering the well-being and health of its students. That commitment is jeopardized when any Southern Nazarene University student illegally uses drugs on or off campus; comes to school under their influence; possesses, distributes or sells drugs on campus; or uses alcohol. Therefore, SNU has established the following policy:

- It is a violation of University policy for any student to use, possess, sell, trade, offer for sale or offer to buy illegal drugs, or otherwise engage in the illegal use of drugs on or off campus.
- It is a violation of University policy for any student to be under the influence of, or possess in his or her body, blood or urine, any illegal drugs or alcohol in any detectable amount.
- It is a violation of University policy for any student to use prescription drugs illegally— that is, to use prescription drugs that have not been legally obtained or for a purpose other than as prescribed.
- While the use of medical marijuana has been legalized in the state of Oklahoma, the possession or use of prescribed medical marijuana is prohibited on campus property.
- It is a violation of University policy to possess drug or alcohol paraphernalia.

Violations of this policy are subject to disciplinary action up to and including dismissal from the University.

Drug Testing

Southern Nazarene University reserves the right to require that any student submit to a physical examination or clinical testing designed to detect the presence of drugs or alcohol, to include, but not limited to blood, urine or hair follicle, when reasonable suspicion exists that the student is under the influence of or is improperly using drugs or alcohol in violation of this policy. Reasonable suspicion for testing is to be determined by the sole discretion of University officials. Reasonable grounds for drug-testing or alcohol-testing may include, but are not limited to:

- Unexplainable incoherent behavior
- Repeated tardiness and/or absenteeism from class
- Drug- or alcohol-related odors on person, clothing and/or equipment
- Sudden, unexplainable drop in academic performance

- Use or possession of alcohol
- Possession of alcohol or drug paraphernalia
- Previous positive drug screen results
- Being cited for or convicted of substance abuse violations by University or municipal authorities
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- A report of substance abuse or use provided by a reliable and credible source

A student who refuses to submit to drug or alcohol testing or to required assessment or refuses to authorize the release of test results as provided in this policy will be considered a violation of the policy for Alcohol and other drugs, and will be referred to the judicial process.

A positive drug or alcohol test may result in disciplinary action including, but not limited to, suspension or dismissal from the University. A student found under the influence of alcohol or drugs may be taken to a local hospital or clinic to be monitored for safety. If a student found under the influence is deemed a danger to himself/herself or others and refuses to go to a local hospital or clinic for monitoring, his/her parents/guardians will be called to remove the student from the SNU campus environment to the extent permitted by law. A professional drug or alcohol assessment and professional counseling may be required of any student to the extent permitted by law. Any charges incurred for an outside assessment or for counseling will be the responsibility of the student. Testing for drugs will be administered at a local clinic or hospital selected by the University. Refusal to comply with testing when it is requested will be considered a violation of the University's drug and alcohol policy. If a student's test results are positive for drug use, the student will be responsible for the expense of the test. If a student's test results are negative for drug use, the University will be responsible for the expense of the test.

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 Life 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, skirts, and shorts should be a modest length. Shirts and tops should cover students appropriately. Clothing should be in good taste, not drawing undue attention.
- 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.
- Men's 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.
- A cover over swimwear must be worn to and from the Broadhurst pool facility. Swimwear is also not allowed in public view.

Campus Animal Policy

In locations where Southern Nazarene University owns and controls the grounds and facilities, animals are permitted to be present outside of buildings, on University grounds for short periods of time as they are passing through or in the area for other reasons. Animals are not permitted inside any University buildings or any other indoor spaces owned or controlled by SNU, with the exception of SNU's specific equestrian programming and any special events. In the case of special events, approval must be requested at least 10 business days in advance of the event from the Office of Student Life or the Office of Human Resources as appropriate to the event or situation.

The individual responsible for the animal will comply with any and all applicable local, state, or federal regulations or statutes concerning the ownership and care of such animal. The owner and/or the individual responsible for the animal will ensure that the animal is vaccinated in accordance with state and local laws, rules, and regulations. All vaccinations must be current and proof of vaccination reasonably accessible to the University if requested.

The individual responsible for the animal will attend to, monitor, and control the animal at all times while on SNU premises. The animal will be safely confined in an appropriate transport device or vehicle or will be restrained by leash, harness, teather, lead, etc. at

all times when on SNU premises. The individual responsible for the animal will clean up and dispose of waste from the animal immediately.

The University will hold the individual responsible for the animal liable for any harm it may cause to another individual or animal on University premises and all damage deemed to have been caused by the animal to any university grounds or property. Consequently, the University will pursue and support the pursuit of restitution from the individual responsible for the animal accordingly.

Students may contact the Office of Disability Services for more detailed information regarding the University's Service and Assistance Animal Policy.

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 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 websites.

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. See ***Computer Use and Ethics Policy in Appendix B*** of the handbook.

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, balconies or elevated walkways, or giving residence hall access to unauthorized persons.

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 Office of Student Life.

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 into SNU Dining. 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 or possession of fireworks on campus and will result in a minimal fine of \$100 and/or additional legal/disciplinary action. The possession or storage of other flammable and/or combustible materials (e.g. gasoline, candles, incense, hoverboard, etc.) is prohibited within university owned or operated property (including university approved student housing). (See Residential Living Policies for more information).

Freedom of Expression

SNU seeks to maintain an appropriate balance between free expression and respect for all members of the community. As a Christ-centered community*, we endeavor to foster a supportive environment of dignity and inclusivity in which all stakeholders are treated with respect and engaged with charitable discourse. 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. 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.

* Southern Nazarene University is an integral part of the Church of the Nazarene and an expression of the church. Per *Manual* paragraph 400, Southern Nazarene University will function within the philosophical and theological framework of the Church of the Nazarene as established by the General Assembly and expressed through the *Manual*.

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 expression 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 from the Office for Academic Affairs or the Office for Student Life.

Hosting Gatherings

In an effort to provide safe environments and in support of local laws and ordinances, all students, hosting gatherings on or off campus, are expected to ensure that their event does not disturb or impact the peace of others or provide, promote, or allow substances, activities, or behavior in violation of university policies or local laws and ordinances. This includes but is not limited to: excessive noise; violent, offensive, disorderly behavior, or quarrelsome conduct; providing or allowing prohibited substances or the space in which to consume such substances; traffic obstruction of public or private streets by crowds of vehicles; litter; etc. Any student who hosts or participates in such an activity may be subject to disciplinary action.

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/Social Media Etiquette

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 (belonging to oneself or that of another person)
- Be aware that information posted is available to anyone with an Internet address. Because of this, posting of text, photos, and/or videos online is considered public distribution. This applies to (but is not limited to) nude or partially nude photos/videos, sexually inappropriate photos/videos, and the like.

Students should recognize and understand that when posting information online about another person he or she is liable for this content.

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 may lead to disciplinary action. This may include information that appears on personal websites, other forms of social media, and/or other internet-based postings.

Intimidation and Inciting Fear

Behavior or conduct intended to intimidate or induce fear in others is strictly prohibited.

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 access to network resources. The University reserves the right to prohibit or limit this type of network traffic.
- Screensavers 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 websites. 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 Life 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 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 and Cohabitation

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. Southern Nazarene University is an educational institution of the Church of the Nazarene. As such, the theological and moral convictions of the University reflect the Articles of Faith, Covenant of Christian Character, Covenant of Christian Conduct and statements regarding the Current Moral and Social Issues contained in the Manual of the Church of the Nazarene (www.nazarene.org/manual). Among our theological convictions are:

- ❖ All humans are created in the image of God and of inestimable value and worth.
- ❖ Human sexuality is intrinsically good.
- ❖ Sexual differentiation and gender identification are constituted by the act of creation.
- ❖ Sexual intimacy is only sanctioned by God between a man and a woman in the context of heterosexual marriage.
- ❖ Expressions of sexual intimacy and/or sexual activity that become ends unto themselves or arise from self-centeredness distort the gift of sexuality.

We hold that the full behavioral expression of sexuality is to take place within the context of a marriage covenant between a man and a woman and that individuals remain celibate outside of the bond of marriage. Therefore, we seek to cultivate a community in which sexuality is embraced as God-given and good. In this community, biblical standards of sexual behavior are upheld. We stand against the use and/or distribution of pornography, and/or the promotion of a sexual ethic and/or behavior contrary to the beliefs of the Church of the Nazarene (2017-2021, Manual, Church of the Nazarene, p. 54-58). Students are required to live in harmony with the doctrinal and lifestyle commitments of the University and the Church of the Nazarene. All official student data (including, but not limited to admissions applications, enrollment data, alumni records, and transcripts) and decisions (i.e. residential policies) will reflect a student's sex at birth. However, students working with a physician in the process of gender reassignment will be placed in appropriate housing determined by the University. We will maintain our posture for the values we uphold, but we will not compromise on the way we offer love and dignity. It is our desire to create a warm, welcoming, and inclusive environment for all SNU students. We recognize that there will be students who share our faith commitment and are willing to abide by our community life standards, yet face unique challenges due to personal beliefs and choices. 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.

Students found responsible for engaging in sexual misconduct and/or other inappropriate behavior contrary to the sexual integrity policy, on or off campus, will be referred to the University judicial process.

SNU has also adopted the following policies, which help us to promote mutual respect in the context of human sexuality.

Pregnancy

If pregnancy occurs outside of marriage, there are concerns for the physical and emotional well-being of both individuals, as well as concern for the health and future of the unborn child. SNU attempts to seek the highest degree of health and wholeness for all parties while maintaining integrity in our policies and procedures with the principles of Christian conduct, which we seek to affirm.

Southern Nazarene University does permit students to attend classes while pregnant. It is the hope of the University to surround and support students experiencing an unexpected pregnancy and walk alongside them as they make important decisions that will impact their life and the life of the unborn child. An unmarried, traditional, undergraduate student becoming pregnant, living on or off campus, must comply with the following procedures:

1. Immediately notify the University Health Center and Associate Dean of Students, who will respect the student's privacy according to medical and counseling privacy information policies of the University.
2. Take a urine test in the University Health Center to confirm pregnancy.
3. Provide evidence to the Health Center of appropriate and regular prenatal medical exams and health care planning (frequency determined by University Nurse).
4. Provide documentation from an ObGyn within 10 days, estimating how far along the pregnancy has progressed.
5. Sign the SNU Liability Waiver form, a legal document relieving the University of any and all liabilities and/or responsibilities for miscarriage, abortion, other complications, or injury to the mother and/or unborn child on or off campus. The University assumes no liability or responsibility for a student's pregnancy, prenatal care, miscarriage or other complications, abortion, or birth, which may occur on University property or at a University-sponsored event.

A pregnant student may reside in on-campus housing for the duration of the semester in which the pregnancy began. If the male involved in the pregnancy is an SNU student, the impact the pregnancy has on his status as a student and living situation will mirror that of the female student.

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. Regardless of sexual identity, the protection from harassment will be of highest priority. These acts or behaviors also violate civil law. For

important policy information and guidelines for getting help please refer to the documents, Sexual Harassment and Sexual Assaults and Offenses, which are available in this Handbook (Appendix C) and in the Campus Crime Report.

Sexual Misconduct

Sexual misconduct offenses include sexual harassment, nonconsensual sexual contact (or attempts to commit same), nonconsensual sexual intercourse (or attempts to commit same), sexual exploitation, domestic and dating violence, and stalking. These behaviors are strictly prohibited. Students should be aware that it is possible to have a conduct violation under this sexual misconduct policy separate from Title IX. Please refer to Appendix C in handbook for further information.

Sexual Misconduct Involving Minors

The University has a “zero tolerance” policy for sexual misconduct and inappropriate behavior of a sexual nature involving minors*** Such inappropriate behavior includes but is not limited to:

- any inappropriate touching of a minor (such as touching the minor’s private parts or forcing the minor to touch another person’s private parts, directly or through clothing, and any other inappropriate touching of a sexual nature);
- the presence of a minor alone with a University student in the student’s residence hall or on-campus apartment without the express authorization of the minor’s parent or legal guardian; provided, however, that this prohibition does not apply to (a) a minor who is a sibling or immediate family member of the University student in whose room or apartment the minor is present; or (b) a minor 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 minor).

If you have reason to believe that sexual misconduct or inappropriate behavior of a sexual nature involving a minor has occurred or is imminent, you must report the incident in writing to the Assoc. Vice President for Student Life as soon as possible to ensure a complete investigation of the matter. Reports may be submitted by email or delivered to the Office of Student Life. The incident also must be reported to law enforcement or other agencies as required by state law. If you have questions concerning these reporting requirements, please contact the Office of Student Life.

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 minor 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. Items, such as vapes, are not permitted even when used with non-tobacco products. Also, the displaying of tobacco paraphernalia is prohibited. Violation of University Lifestyle Policy and Standards of Conduct will result in disciplinary action. Exceptions to this policy can be made for students who have entered into a plan for cessation in partnership with the Office of Student Life.

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, slingshots 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 Assoc. Vice President for Student Life 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 and Self-Reporting Process

SNU encourages students who are struggling in areas that violate the lifestyle and behavioral expectations of the University community to seek support and help. In an effort to promote personal responsibility while also acknowledging that students struggling in these areas may be fearful of asking for help because of potential consequences, the University may not seek the formal Student Conduct Process if a student who has violated University Policy (e.g. attending a party where alcohol is served) voluntarily comes to a university official (i.e. Resident Director, Coach, Faculty Member, Associate Dean of Students) prior to the violation being reported. This may not apply to repeat or serious violations, criminal activity, or arrests.

The next step is for the student and the university official (if possible) to speak with the Resident Director or Associate Dean of Students to discuss the situation. A Personal Growth Contract will then be discussed and created. If the student chooses not to carry out the Personal Growth Contract, the formal Student Conduct Process will follow.

See also ***Good Samaritan Clause***.

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 & Email

Student network accounts are established individually upon the completion of each student's application. Network accounts provide access to all course required software as well as the Internet.

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.

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 email traffic to anyone unless you (or the other party to the traffic) give permission. Computer users should not use electronic communications systems, such as email, 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 release student information to appropriate parties. This includes the use of student photographs on campus property, at University-sponsored events, and/or for marketing purposes. If a student does not wish for their photograph to be used, the student should express their request in writing to studentlife@snu.edu. 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 Life 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 Associate Vice President for Student Life.

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 Office of Student Life is designated as the official clearing agency for off campus facilities.

Fundraising

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

Good Samaritan Clause

The Good Samaritan Clause acknowledges that, as members of this community, students have a responsibility to each other. It is expected that students take active steps to protect the safety and well-being of our community. The university is aware that students may sometimes be reluctant, in alcohol, drug-related, or sexual assault emergencies, to seek medical or other assistance on behalf of themselves or another individual out of fear that they may face sanctions related to their own violations of university policy. Because such emergencies are potentially life-threatening, SNU seeks to create a culture of trust and care, paired with safety and responsibility, while reducing barriers that would prevent students from seeking assistance by implementing this clause.

The Good Samaritan Clause allows those students who, while in violation of university policy, responsibly report alcohol, drug-related emergencies to the proper authorities for the intention of seeking medical or safety assistance for themselves or anyone in need of emergency care, to go through the Self-Report Process mentioned above.

This policy refers to isolated incidents and does not excuse or protect those who blatantly or repeatedly violate university policies. Furthermore, it does not prevent action by local and state authorities or disciplinary action regarding other violations of University standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc.

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. For more detailed information see the University Grievance Policy in the SNU Catalog and the Section 504/ADA Grievance Policy and G.

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.

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 healthcare.

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 dates (August and January). **It is mandatory that all international students provide a copy of approved insurance coverage to the Health Center PRIOR to 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 Life 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 Life. 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. See ***Medical Withdrawal Policy in Appendix D of the handbook.***

Missing Persons Policy

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

Motor Vehicles

The University provides free parking for one registered vehicle per student as well as racks for bicycles across campus. The University does not assume responsibility for any theft, loss, damage, or destruction to students' property. However, every student must register their vehicle and/or bicycle with the University. See ***Motor Vehicle and Bicycle Guidelines in Appendix F of the handbook.***

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 email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, email is considered an official means for communication within SNU.

Because email is an official means for communication, the University has the right to send communications to students via email addressed to their official SNU email 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 email address on a frequent and consistent basis in order to stay current with University communications.

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 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. Applications for exemption must be made through the Office of Student Life 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 Off Campus Housing Committee 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.

Skateboarding

Skateboarding 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. Skateboarding is not permitted inside any building (including the residence halls or apartments). Boards should be stored out of walkways and doorways so they do not become a tripping hazard.

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 Office of Student Life. 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 eleven (11) hours or more of University credit are automatically enrolled in Chapel. In order to fulfill chapel requirements, students must obtain twenty-five (25) attendance credits per semester.

Chapel Services and Attendance

Services are planned and directed by the University Pastors and the Office of Spiritual Life. 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 Christian formation credits. In total, there will be a minimum of 50 chapel services each semester through which students may acquire their 25 required credits. By meeting this attendance expectation, the students pass chapel for that semester. Credit for Spiritual Life attendance is obtained by scanning students' ID cards at the conclusion of the Spiritual Life service.

Chapel Exemptions

All traditional, undergraduate students are required to attend chapel; however, in rare cases, a semester exemption may be requested. Students who carry "non-typical" enrollment patterns (part-time students with less than 11 hours), students who have successfully completed eight (8) semesters of Christian formation credits (by obtaining at least 25 credits 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 Spiritual Life. It is the responsibility of the

student seeking exemption to submit an exemption request by the 10th day of classes each semester.

The granting of an exemption is finalized when a student receives written confirmation from the Office of Spiritual Life. An exemption for one (1) semester is not automatically granted for each succeeding semester. A student must apply each subsequent semester. A record of the number of Spiritual Formation credits that a student has acquired at a given point may be determined by consulting their student portal on my.snu.edu. Go to Web Advisor for students > Academic Profile> Chapel requirements. Students are responsible for monitoring their Spiritual Formation credits.

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 may 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 may be subject to disciplinary action.

Chapel Deficiency

Students who do not meet the required 25 credits for the semester will be fined \$25 for the first 4 missed credits, \$20 each for the remaining missed credits they are deficient, with a maximum fine of \$220. Any student who attends fewer than 15 chapel opportunities will be fined \$220 and will be on probation. You will be required to meet with the Spiritual Life office prior to enrollment. **Students failing chapel two semesters will not be allowed to return to SNU the next semester.** These students may apply to return to the University after one semester of suspension. To request

permission to re-enroll, a student must submit, a written appeal which will then be considered by Spiritual Life administration or a designated committee.

If students fail to fulfill their Spiritual Formation requirements, they will be notified of their fine or semester suspension. However, it is the student's responsibility to track their Spiritual Formation credits. Students who are short of meeting the 25 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.

Disability Statement

If you need assistance with a learning, physical, or psychological disability that may affect your participation in chapel, please contact the Center for Student Success, Disability Services at 405-717-6272. All students are encouraged to seek assistance from the Center for Student Success.

Residence Life and Housing

Southern Nazarene University is a primarily 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 unless states specifically for the particular residence hall. Small table-top refrigerators (under 2 cubic feet) are permitted in residence halls in which upright refrigerators are not provided.

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. Limited cooking of food is allowed per individual living area guidelines.

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.

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.

Safety and Security

Residence halls are equipped with a controlled access security system that utilizes individually programmed ID cards. The exterior doors and lobby security doors are continuously locked for students' security and safety. ID cards are individually programmed to give access to the residence hall lobbies 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 allow another person to utilize their ID card 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 have been granted 24-hour access.

Smoke detectors/AC/ Heat Panels

Each student's room in the residence halls and campus apartments is equipped with a smoke detector. Some residence hall areas are also equipped with AC/Heat Panels. 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

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.

Upperclassmen

New students, regardless of academic hours, will be considered upper-classmen 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.

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 Life
- 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 professional staff members who live in the residence halls and provide services of leadership training, support, 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 405-491-6309 or contact an RA.

Room deposits

New students are required to pay a \$150.00 registration deposit to the Admissions Office as they enter SNU. For students residing on campus, that deposit is then utilized as a Housing/Room Deposit. 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 Office of Student Life. 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. Roommate Covenants are created at the beginning of the year and discussed with each room or apartment and their Resident Advisor to ensure all voices are heard equally and expectations are communicated clearly. This covenant will be agreed upon and signed by all roommates. Inevitably, issues will sometimes arise that require more intentional conversations. The Residence Life staff is trained and willing to help facilitate these conversations.

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 editing expectations communicated in the Roommate Covenant. If one or both of the roommates violates a condition of the covenant on a future date, the covenant will be reviewed in a conversation with a Residence Life staff member and consequences may be assigned. 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

Each 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. Leaving without checkout will result in loss of full room deposit.

Students who vacate residence at the end of the semester without turning in their key will receive a charge to change the lock and make new keys. 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 consequences will be assigned.

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 can 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 and/or vehicles 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 charged 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 and/or vehicles, 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 Associate Vice President for Student Life 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 campus facilities and parking lots are the property of Southern Nazarene University and are therefore subject to this policy. 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 held 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 Resident Director 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 be in communication with the Residence Life Staff.

- Weeknight checkout: Students must communicate with the Resident Director BEFORE spending the night away from campus. If approved, a student must furnish full information, including destination and phone number where they can be reached by the Resident Director in case of emergency.
- Weekend Night checkout: A student must furnish full information, including destination and phone number where they can be reached on the sign out sheet on their Resident Advisor's door in case of emergency.

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 email the Resident Director to notify of a curfew violation. 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.

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 resident 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.

Quiet Hours in the residential living areas are 10:00 pm-10:00 am.

Pets

Animals or pets (e.g., dogs, cats, birds, hamsters, etc.) of any kind are not permitted inside campus residence halls. Having a pet in the residence hall may lead to an immediate fine.

An exception would be for those animals needed for disability support. All requests of this nature must begin by contacting the Office of Disability Services.

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.

Non-familial minors are not permitted in individual residence hall rooms or apartments unless they are prospective students hosted through an official Admissions program or visit.

We understand there are times when students will be tutoring or mentoring minors. Interactions with minors should always take place in the presence of others and be restricted to public areas (Webster Commons, Residence Hall Main Lobbies, Coffee Shop, etc.). Activities where minors are present should involve two or more adults. Students that are hosting a guest on campus are responsible for the actions of the guest and must accompany them at all times.

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 (Center for Student Success, Office of Financial Aid, 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 withdrawal date, communicated by the Center for Student Success, to remove personal belongings unless more time is granted by Residence Life or the Center for Student Success. 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 Life administrative staff and/or a Campus Judicial Council (CJC). The CJC consists of student, faculty, and Student Life 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 Office of Student Life. 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 accused and/or the hearing officer.
- Presentation of information by the student accused that rebuts the allegations 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 or designee 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 or Designee. 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 or designee. 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 and may not speak or otherwise participate in the hearing. Advisors 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 accused and/or the CJC.
- Presentation of information by the student accused that rebuts the allegations 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 response 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 or Designee 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 or Designee 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 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 university publications
- 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 same or additional 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 Assoc. Vice President for Student Life.

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. It is expected that the student checks out of campus within 24 hours. If submitting an appeal, the Associate Dean of Students may allow students to stay on campus until appeal process is complete or can require the student be off campus until that time. After the student checks out of campus, they will no longer be allowed on University property or participate in University events. If an exception is needed, approval must be received from the Associate Dean of Students or designee at least 24 hours prior to needing to be on University property.

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 Assoc. Vice President for Student Life 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. A student who alleges misconduct by a faculty or staff member must pursue the grievance in the most appropriate forum; a student may not pursue the same allegation in different venues. Students who agree to have a grievance reviewed under this policy agree not to pursue the same matter in any other forum within the university. Students should consult the department resolution officer to decide which avenue is best for their circumstances, and about counseling and university resources that may be appropriate. The institution's policies regarding these matters supercede all other policies.

Parental Notification: When allowed by FERPA, as defined in this handbook, 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 email, to the Associate Vice President for Student Life. 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. The Associate Vice President for Student Life will determine if the appeal will be heard. 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.
- Discipline is contrary to weight of evidence

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
- o The evidence on which the appeal is based.
- o 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 to the registrar and may be disclosed, without consent of the student, a violation of a title ix or other conduct policy to another institution with legitimate educational interests (upon request). 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. Below are the percentage from available data.

Entering Year	Six-year Graduation Rate
2002	54.0%
2003	49.0%
2004	46.0%
2005	52.0%
2006	41.0%
2007	48.0%
2008	46.0%
2009	43.0%
2010	33.0%
2011	42.0%
2012	44.0%

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%
2009	58.0%
2010	51.0%
2011	56.6%
2012	63.0%

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%
2009	28.0%
2010	29.0%
2011	36.0%
2012	37.0%

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 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 Life Office or the Counseling Center for assistance without disciplinary implications (see Amnesty Policy). The Student Life 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, counseling sessions are available to students, staff, and faculty at SNU at a deeply reduced cost. To set up an appointment, visit www.snu.edu/renew.

What are the effects of alcohol and drug use?

Generally, drugs and alcohol impair how your brain takes in and sorts 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.

Drugs (including alcohol and misuse of prescription drugs) can alter important brain areas that are necessary for life-sustaining functions and can drive the compulsive drug use that marks addiction. (drugabuse.gov, July 2018). 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 adverse health conditions. (Center for Disease Control and Prevention, July, 2018) In addition, research indicates that children of alcoholic parents are at greater risk 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 Office of Student Life. 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 email 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 email 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 Life, 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, STALKING AND SEXUAL VIOLENCE, AND DATING VIOLENCE

Introduction

The Mission Statement of Southern Nazarene University begins with the affirmation that the University is committed “to transforming lives through higher education.” 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 and sexual violence 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:

Please note that any form of sexual activity committed by students is against the SNU Lifestyle Covenant and Standards of Conduct as outlined in the Student Handbook.

Affirmative Consent - Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. This includes verbal or physical acts indicating agreement. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. It is not just important the first time the two people are together. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Consent is never implied by things like a student's past behavior, what a student wears, or where the student goes.

Affirmative consent may be given by words or actions unmistakable in meaning. In order to be effective, affirmative consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to another person that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

In order to give affirmative consent for purposes of this policy, one must be of legal age. In the evaluation of complaints of sexual violence under this policy, it is not a valid excuse to alleged lack of affirmative consent that the respondent believed that the

complainant consented to the sexual activity under either of the following circumstances:

- The respondent's belief in affirmative consent arose from the intoxication or recklessness of the respondent, or
- The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the complainant affirmatively consented.

Affirmative consent will not be found to have been given when it is determined by a preponderance of the evidence that the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity because the complainant was either:

- asleep,
- unconscious,
- incapacitated due to the influence of drugs, alcohol, or medication such that the complainant could not understand the fact, nature or extent of the sexual activity, or
- unable to communicate due to a mental or physical condition.

If an individual has sexual activity with someone known to be or should be known to be mentally or physically incapacitated (alcohol or other drug use, unconsciousness, or blackout), he or she is in violation of this sexual harassment, stalking, and sexual violence policy and may be in violation of the law. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.

Complainant - A complainant is any person who alleges to be the victim of sex discrimination, including but not limited to any act of sexual violence.

Domestic and Dating Violence - Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the complainant, or by a person with whom the complainant shares a child in common, or by a person who is cohabiting with or has cohabited with the complainant as a spouse, or by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Oklahoma, or by any other person against an adult or youth complainant who is

protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Nonconsensual Sexual Contact – Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without affirmative consent.

Nonconsensual Sexual Intercourse – Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or a woman, without affirmative consent.

Respondent – A respondent is any individual who is alleged to have discriminated on the basis of sex as defined in this policy.

Responsible Employee - All full time faculty and staff of the University with the exclusion of Renew Counseling Center employees and pastors in the Office of Spiritual Life. Please note: SNU Dining (Sodexo), as well as Custodial and Grounds crews are not employees of the University.

Sexual Harassment – Sexual harassment is unwelcome conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence, when one or more of the following criteria are met:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity; or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic decisions or other decisions which affect an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and/or educational experience and/or creating an intimidating, hostile, and/or offensive work and/or educational environment.

Sex Discrimination – Sex discrimination is any behaviors and/or actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities based on an individual's sex. Examples of sex discrimination include sexual harassment, sexual violence, failure to provide equal opportunity in employment, education programs and co-curricular

programs including athletics, discrimination based on pregnancy, and employment discrimination.

Sexual Assault – Sexual assault is a general term that covers a broad range of inappropriate and/or unlawful conduct, including rape, sexual battery, and sexual coercion. As defined under Oklahoma law, rape is nonconsensual sexual intercourse that involves the use or threat of force, violence, or immediate and unlawful bodily injury or threat of future retaliation and duress.

Sexual Battery- includes the nonconsensual touching of a person's intimate parts, or the clothing covering the immediate area of those parts, or forcing a person to touch another's intimate parts.

Sexual Coercion – Sexual coercion is the act of using pressure (including physical, verbal, or emotional pressure), alcohol, medications, drugs or force to have sexual contact against someone's will or with someone who has already refused.

Sexual Exploitation – Sexual exploitation occurs when an individual takes or attempts to take nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual harassment, stalking, and sexual violence offenses.

Sexual Violence – Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Stalking – Stalking is harassing or threatening another person to the point where that individual fears for his/her safety or the safety of his/her family. Stalking can occur in various forms including, but not limited to, in person and via electronic means (cyberstalking/cyberbullying). Stalking means to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and to place under surveillance with the intent to kill, injure, harass or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance or repeatedly

committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to—that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.

Examples of Additional 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

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 Associate Vice President for Student Life serving as the Title IX Coordinator.

The student may choose to present the complaint to a responsible employee of the University (see the definition above) with whom the student feels comfortable. The Responsible Employee will then contact the Title IX Coordinator.

Upon hearing a formal complaint, the Title IX Coordinator will notify the person who is alleged to have harassed in an effort to achieve resolution at the informal level or an

investigation and formal process will be conducted. 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.

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 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 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.

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 Associate Vice President for Student Life 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 Assoc. Vice President for Student Life 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 Assoc. Vice President for Student Life 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 Assoc. Vice President for Student Life 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 Assoc. Vice President for Student Life 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 for a student, and the university and the student do not agree, then the following procedures will be engaged:

- a) The Assoc. Vice President for Student Life, 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 Assoc. Vice President for Student Life 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 email address, to that email 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 an advisor present at the student's expense.

- c) The Assoc. Vice President for Student Life, 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 Assoc. Vice President for Student Life, 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 advisor 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 Assoc. Vice President for Student Life, or designee, will ask the student to provide recently available medical evidence if available. If not available, the Assoc. Vice President for Student Life 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 Assoc. Vice President for Student Life, 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 Assoc. Vice President for Student Life, or designee, will also consult with other University officials as appropriate.
- g) The Assoc. Vice President for Student Life, 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 Assoc. Vice President for Student Life, within 10 calendar days of the date of the withdrawal letter. If the Assoc. Vice President for Student Life 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:
 - 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.
 - Discipline is contrary to weight of evidence

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.

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 Assoc. Vice President for Student Life, 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 Assoc. Vice President for Student Life, 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 Life 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 Life, in collaboration with

Campus Safety, will assist external authorities with these investigations as requested.

- b. The Office of Student Life 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 Life 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 Assoc. Vice President for Student Life 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 SNU Creative 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 Life, 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 Life 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 & BICYCLE 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

Southern Nazarene University seeks to provide adequate parking for students. All students are required to have a valid SNU Vehicle Permit on their vehicle to park on campus. Vehicles with an SNU permit may park in any lots designated as campus parking. Vehicles may be registered at snu.edu/safety. Vehicle registration is free and it is valid as long as the registered owner is a student and/or an employee of SNU. Questions about permits may be directed to the Campus Safety & Security Office.

After registration, parking permit stickers are mailed to the student's campus address in approximately one week. The permit (sticker) must be placed on the inside of the windshield in the lower passenger-side corner. The permit must be visible at all times while on campus. A missing or non-visible permit may result in a citation. Multiple violations (more than one) for any violation, including failure to obtain a permit, are subject to vehicle towing at the registrant's expense. If issued a citation, students may find instructions for payment on the citation. If a student wishes to appeal the citation, instructions may be obtained through the payment link on the citation.

Under no circumstance can parking provisions be made for more than one motor vehicle per student. Double parking, parking in reserved spaces, 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 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.

Bicycles

All bicycles kept on campus must be registered with the SNU Safety & Security office, with the exception of temporary visitor's bicycles. To register your bicycle, go to snu.edu/safety. Then follow the link for bicycle permits. Complete the online form and email it to snusecurity@mail.snu.edu. Bicycle registration is free and it is valid as long as the registered owner is a student and/or an employee of SNU.

SNU is not responsible for damage and/or theft of any bicycle kept on campus. Bicycle owners assume all responsibility. All bicycles should be properly stored and secured in a bicycle rack. Bicycles secured to other objects, such as light poles, trashcans, tables, trees, metal handrails, etc. may be ticketed similarly to a motorized vehicle. If a bicycle has been parked in a location that SNU officials believe to be a danger to the public, the bicycle lock may be cut immediately without notification to the registered owner. The bicycle and lock will be secured in the SNU Safety & Security office until the owner shows proper identification and reclaims the bicycle. The registered owner will be notified via email and will have 30 days to claim their bicycle. If a bicycle is placed in storage by Security officials over 30 days, a fee will be assessed at \$1 per business day until the registered owner claims the bicycle. If 60 days have passed, SNU officials will assume the owner does not want to reclaim the bicycle and it will be considered the property of SNU and the fine will be dropped. The fine for improperly parking a bicycle is \$25 and falls under the same ordinance as an improperly parked vehicle.

Any bicycles left on campus after graduation or stored by Security because of a violation become the property of SNU after 60 days and may be donated to someone at the discretion of the Director for Campus Safety and Security and the Associate Dean of Students. If you would like to simply donate a bicycle to SNU, please contact the SNU Safety & Security office at 405-491-6309 to make arrangements. The donated

bicycle must be in good working order and appropriately fit for a university student prior to donation.

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. (\$25) Fine amounts 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 Life for disciplinary proceedings.

APPENDIX G

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 39th Expressway
Bethany, OK 73008
405-491-6300

The following steps explain the procedure:

1. A complaint should be filed in writing via electronic means, 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 University Provost where a faculty member is the accused, the Director for Human Resources where a staff member is the accused, or the Assoc. Vice President for Student Life 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 University 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 H

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 [Vice President of Academic Affairs], 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.