



**Southwestern Christian University**

**Student Handbook**

**2020-21**

## **Welcome to Southwestern Christian University**

### **Letter from the President**

Dear Student:

It is my pleasure to welcome you to Southwestern Christian University. I am thrilled that you have chosen SCU to continue your education and prepare for your destiny! My team and I are working hard to provide for you rigorous educational programs, competitive athletic teams, deep spiritual discipleship, and a safe environment on campus. During your time here, I encourage you to take an active role in your education and in our community. Southwestern celebrates that life outside of the classroom plays an important role in the development of the whole person. It is our mission to create and support a learning community that challenges individuals to transform themselves, as well as the world around them. You are joining a community that is guided by a lifestyle covenant whose tenets are based on the Bible as taught and interpreted by our founding denomination, the International Pentecostal Holiness Church. The university policies and procedures as outlined in the ***Student Handbook*** are intended to inform you of the expectations Southwestern has for its students. As part of your acceptance into SCU, you have expressed consent to adhere to the policies and procedures outlined in this handbook, as well as other university publications.

Three words are at the heart of this university: Scholarship, Spirit, and Service. Our faculty and staff anticipate great accomplishments from you, as we hope you expect the same from yourself. Strive for excellence, reflect upon your goals, and use your talents and energy to serve God, others, and our community. This year, we begin a journey that will promote the holistic Wellness 7 Program as an integral part of the educational opportunities for students and faculty/staff. The Wellness 7 Program believes wellness is a multidimensional concept that includes providing education to promote the seven dimensions of health. These are defined as a balance of spiritual, physical, social, intellectual, emotional, career, and environmental health. We pledge to assist and support you throughout your journey!

Thank you for being here at SCU! We are here to serve and support you. Our staff commits to praying for you and encouraging you as you fulfill your calling and destiny in Christ.

Best wishes for a productive and enjoyable experience!

God bless,

Dr. Tom L. Murray

President

## **Welcome from the V.P. of Student Services**

Welcome to Southwestern Christian University! You are officially an Eagle and we are excited that you chose to be part of the Southwestern family. Over the last 7 years, I heard both employees and students refer to this university as a family. I agree wholeheartedly. You are now part of a group of people who will walk with you through the ups and downs of life. You are not alone at SCU.

SCU has a unique culture and there are three aspects of our culture that will make your time at SCU memorable. First, we have a culture of community. At SCU, our community is so diverse. With students from over 25 countries and all over the United States, you will find yourself surrounded by people that will increase your worldview and challenge you to see things from a different perspective. Second, we have a culture of care. You are valued at SCU. From the housing facilities to the classroom, you will find students and staff that care about you. You are not alone on your educational journey. Make sure to connect with a small group, attend SCU social events, get to know your professors and coaches, and develop friendships that will last a lifetime. Finally, SCU has a Christ-centered culture. Everything we do revolves around Christ. He is the center of our educational philosophy, student life events, athletic teams, and spiritual life program. We are a Christian university and Christ is elevated in everything we do.

The Southwestern Christian University Student Handbook is a valuable resource for you. This handbook provides information that concerns institutional policies and procedures, university services, student organizations, our values and lifestyle covenant, and so much more. It is the student's responsibility to read this handbook thoroughly. Southwestern Christian University believes the expectations in the Student Handbook are reasonable for individuals seeking to follow the example set forth by Jesus Christ. If you have any questions regarding policies or procedures outlined in the Student Handbook, please contact my office at 405-789-7661 ext. 2219.

I am looking forward to this academic year and I am glad that you are now part of the SCU family. My office is open and available to you at any time. Do not hesitate to contact me or any one of the Student Life staff members.

Rise Up and Soar!

Brad Davis  
Vice President of Student Services  
VPSS

# Southwestern Christian University

## Southwestern Christian University President

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# Student Handbook 2020-2021

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# **EXPECTATIONS OF THIS HANDBOOK**

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

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

Southwestern Christian University approaches each disciplinary action based on the facts and circumstances of the particular events at issue. Therefore, students are given notice, and accept upon admission, that the failure of the University to enforce, or its decision not to enforce, any rule or regulation or its delay in exercising any right, power, or privilege regarding such enforcement shall not operate as a waiver of the right to strictly enforce such rules or regulations in the future.

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

# **SOUTHWESTERN CHRISTIAN UNIVERSITY**

## **MISSION STATEMENT**

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

## **OBJECTIVES**

Southwestern Christian University seeks to integrate Biblical truth into all of its curricular and co-curricular activities, preparing students for a life of learning, leadership, and service in their selected vocations that will impact the world for Jesus Christ. We seek to provide students with opportunities through Community Life, Spiritual Life, Residential Life, Student Government Association, intramurals, student clubs, and other activities which fulfill the following objectives:

1. Students will be given opportunities to see the positive outcomes of their actions and the chance to reflect on and discuss what led to this outcome.
2. Students will be given resources and taught how to access appropriate information in the reflection and discussion process.
3. Students will be given the chance, not only through leadership roles but also through participation in campus groups, to learn how to convey his or her ideas to an identified audience. This audience may be fellow students, University staff or faculty, or groups within the surrounding community. Within the process of preparing to address these audiences, students will learn how to interpret their ideas and concepts in meaningful ways.
4. Students will be given the chance to evaluate and apply truth as laid out in accordance with the Hebrew and Christian Scriptures from the Wesleyan-Holiness and Pentecostal traditions. In the evaluation of Biblical truths, students will assess the implications of these principles on human behavior and discipleship.
5. Through a multicultural approach and sensitivity to the many backgrounds of the students of SCU, students will practice civic engagement from a Biblical perspective.
6. Students will have ample opportunities to practice servant leadership and teamwork through engagement in campus groups and activities.
7. Students will be given the chance to contribute to the campus of SCU by assisting in creating constructive change and providing input for the betterment of student life at SCU.
8. Students will receive preparation to fulfill Christ's commission to make disciples of all nations.
9. Students will receive preparation in programs that reflect standards specific to their chosen vocation or profession.
10. Students will receive preparation for future graduate study which reflects professional and academic standards within their chosen discipline.

## **LEARNING OUTCOMES**

As evidence of the successful application of the Student Life objectives, students will show competence in the following areas:

1. The integration of a servant mentality and strong Christian ethic
2. Discussing principles of Biblical truth, application of theology, and defense of the Christian faith
3. Application of a Biblically integrated perspective as the foundation to education and their chosen programs of study
4. Making distinctive contributions to humanity through vocation, church, and community as well as enhancing the spiritual well-being of those whom they serve and with whom they work

# ASSESSMENT MAP

		Scholarship			Spirit		Service	
General Education Student Learning Outcomes	Logically discuss the relationship between cause and effect	Access information and apply reasoning and judgment to formulate logical conclusions	Clearly convey ideas or concepts to an identified audience	Create a meaningful interpretation of ideas and concepts	Identify truth based on the Hebrew and Christian Scriptures from the Wesleyan-Holiness and Pentecostal traditions	Describe how biblical principles impact behavior and Christian discipleship	Utilize a plan for civic engagement that reflects sensitivity of cultural diversity from a Biblical perspective.	Apply teamwork and servant leadership skills through a personally articulated, highly developed moral standard while respecting authority, submitting to the laws of the land, and seeking constructive change through appropriate channels.
Student Life								
Spiritual Life		X		X	X	X	X	
Resident Life	X	X	X	X	X	X		X
Community Life/Service				X		X	X	X
SGA	X	X	X	X	X	X	X	X
Intramurals								X

## **HISTORY**

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

## **ARTICLES OF FAITH**

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

### **IPHC Articles of Faith**

1. We believe there is one living and true God, everlasting, of infinite power, wisdom and goodness; Maker and Preserver of all things, both visible and invisible. And in the unity of this Godhead, there are three Persons of one substance of eternal being, and equal in holiness, justice, wisdom, power, and dignity; the Father, the Son, and the Holy Ghost.
2. We believe that the Son, who is the Word of the Father, the very and eternal God, of one substance with the Father, took man's nature in the womb of the blessed virgin; so joined together in one Person, never to be divided, whereof is one Christ, very God and perfect man, who actually suffered, was crucified, dead, and buried, to reconcile the Father to us, and to make atonement, not only for our actual guilt, but also for original sin.
3. We believe that Christ did truly rise again from the dead, and took again His body, with all things appertaining to the perfections of man's nature, and ascended into heaven and there sits until He shall return to judge all men at the last day.
4. We believe the Holy Ghost, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father and the Son, very and eternal God.
5. We believe in the verbal and plenary inspiration of the Holy Scriptures, known as the Bible, composed of sixty-six books and divided into two departments, Old and New Testaments. We believe the Bible is the Word of God, the full and complete revelation of the plan and history of redemption.
6. We believe that eternal life with God in heaven is a portion of the reward of the finally righteous; and that everlasting banishment from the presence of the Lord and unending torture in hell are the wages of the persistently wicked (Matthew 25:46; Psalm 9:17; Revelation 21:7, 8).
7. We believe that Jesus Christ shed His blood for the remission of sins that are past, for the regeneration of penitent sinners, and for salvation from sin and from sinning (Romans 3:25; 1 John 3:5-10; Ephesians 2:1-10).



8. We believe, teach and firmly maintain the scriptural doctrine of justification by faith alone (Romans 5:1).

9. We believe that Jesus Christ shed His blood for the complete cleansing of the justified believer from all indwelling sin and from its pollution, subsequent to regeneration (1 John 1:7-9).

10. We believe in sanctification. While sanctification is initiated in regeneration and consummated in glorification, we believe it includes a definite, instantaneous work of grace achieved by faith subsequent to regeneration (Acts 26:18; 1 John 1:9). Sanctification delivers from the power and dominion of sin. It is followed by lifelong growth in grace and knowledge of our Lord and Savior Jesus Christ (2 Corinthians 4:16; 2 Peter 3:18).

11. We believe that the Pentecostal baptism of the Holy Ghost and fire is obtainable by a definite act of appropriating faith on the part of the fully cleansed believer, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives utterance (Luke 11:13; Acts 1:5; 2:1-4; 8:17; 10:44-46; 19:6).

12. We believe in divine healing as in the atonement (Isaiah 53:4, 5; Matthew 8:16, 17; Mark 16:14-18; James 5:14-16; Exodus 15:26).

13. We believe in the imminent, personal, premillennial second coming of our Lord Jesus Christ (1 Thessalonians 4:15-17; Titus 2:13; 2 Peter 3:10-14; Matthew 24:29-44), and love and wait for His appearing (2 Timothy 4:8).

14. We believe it is the responsibility of every believer to dedicate his life to carrying out the work of the Great Commission (Matthew 28:18-20; Mark 16:15-20; Acts 1:8).

## **ACCREDITATION**

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

# **Offices to Assist You**

## **Business Office**

Location: Wallace Hamilton Administration Building

Function:

- Answers questions regarding your student account
- Processes a payment on your student account
- Monitors the status of a refund check
- Handles university work-study checks

Contact: [billing@swcu.edu](mailto:billing@swcu.edu)

## **Financial Aid Office**

Location: Roberson Building (Entrance is next to the Wallace Hamilton Administration Building)

Function:

- Provides assistance concerning financial aid
- Handles information concerning scholarships, the work-study program, and Veteran's benefits

Contact: [finaid@swcu.edu](mailto:finaid@swcu.edu)

## **Registrar's Office**

Location: Roberson Building (Classroom hallway)

Function:

- Processes/addresses enrollment, including problems or changes
- Handles SCU transcripts
- Processes transfer credits
- Produces degree audits
- Handles degree conferral and graduation honors as well as issues diplomas

- Oversees academic policies related to enrollment and graduation

Contact: [registrar@swcu.edu](mailto:registrar@swcu.edu)

### **Dean of Students**

Location: First Floor Lobby of the Learning and Living Center (LLC)

Function:

- Issues student IDs and replacement IDs
- Helps students with personal issues affecting their academic progress
- Handles student concerns over campus issues
- Offers students advice or a referral for counseling
- Resolves issues of harassment, discrimination, and campus safety/security

Contact: [zachary.sherrill@swcu.edu](mailto:zachary.sherrill@swcu.edu)

### **Vice President of Student Services**

Location: Wallace Hamilton Administration Building

Function:

- Provides information regarding the Spiritual Life Program and on/off campus ministry
- Schedules student activities
- Helps with anything that pertains to life as a student at Southwestern Christian University

Contact: [brad.davis@swcu.edu](mailto:brad.davis@swcu.edu)

### **Resident Director(s)**

Location: First Floor Lobby of the Learning and Living Center (LLC)

Function:

- Provides information on upcoming campus activities
- Operates campus Lost and Found

- Handles issues, questions, and concerns with student dorm rooms and residential life in general
- Manages campus clubs/organizations

Contact: [housing@swcu.edu](mailto:housing@swcu.edu)

### **Advisor**

Location: Advisors offices vary based on which advisor is assigned to you. (If you do not know who your advisor is, you can find the information on your student portal by clicking on "letter grades.")

Function:

- Helps students enroll in classes each semester
- Assists students in making changes to their schedules (drop, add, withdraw)
- Provides information or counseling about a student's academic work
- Offers consultation regarding internships

Contact: (See your student portal for your advisor's contact information)

### **Security**

Location: Bell Student Center

Function:

- Helps students obtaining parking permits
- Answers questions about parking fines
- Helps students file a police report if something is damaged or stolen
- Provides assistance in accessing locked campus facilities
- Addresses campus emergency or safety concerns

Contact: [security@swcu.edu](mailto:security@swcu.edu)

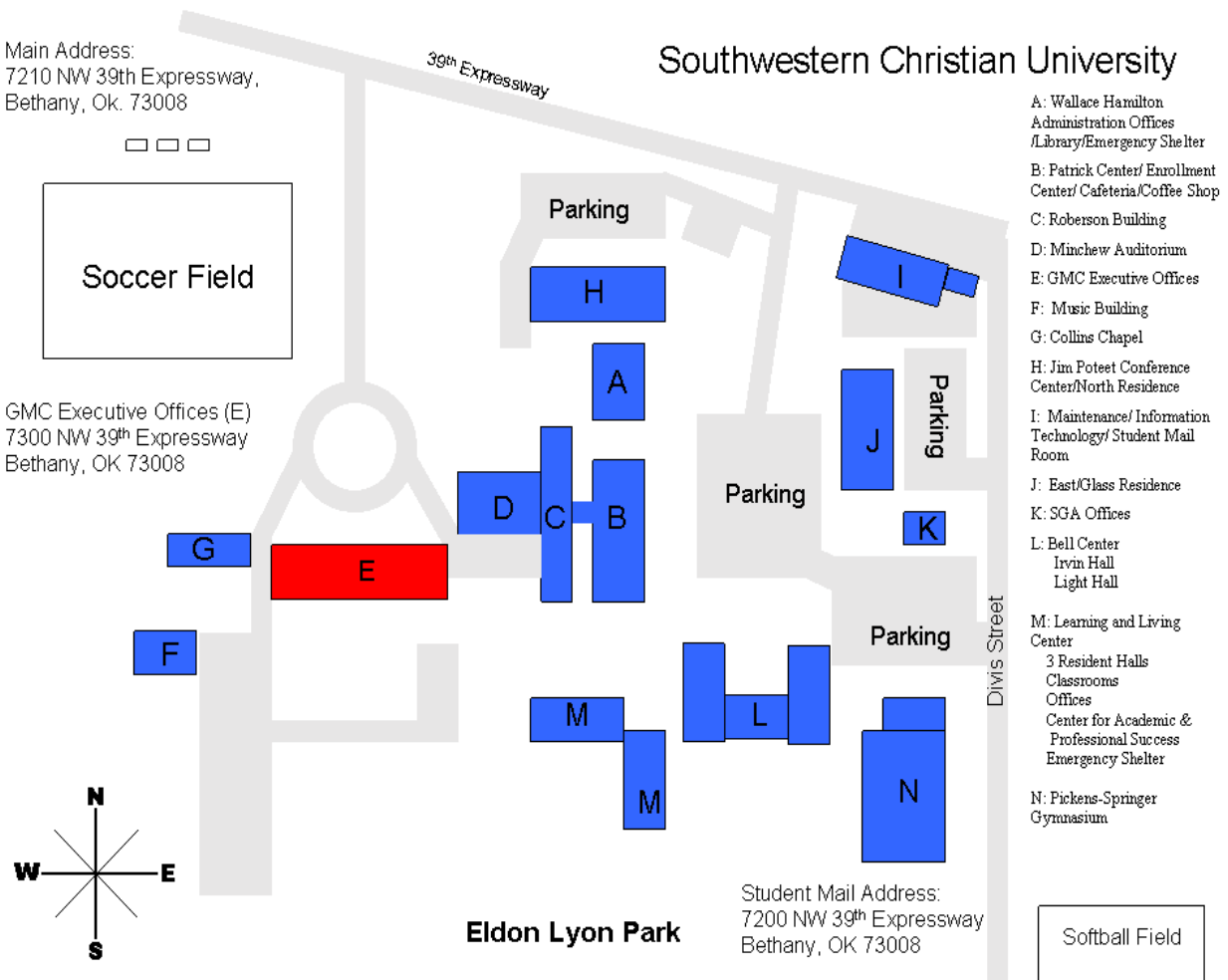
Security Phone Number: 405-488-7060

**In the event of an emergency, also call 911!**

## LOCATION OF CAMPUS

Southwestern Christian University is located on a beautiful wooded campus in Bethany, Oklahoma, a suburb of Oklahoma City, one of the major cities in the Southwest. With a metropolitan area population of approximately one million, the greater Oklahoma City area provides a large number and variety of churches, jobs, museums, sporting events, and recreational activities.

The campus of Southwestern Christian University adjoins the Global Ministry Center of the International Pentecostal Holiness Church, the university's parent body. This proximity allows for interchange with the denominational leadership on academic, professional, and social levels.



## **CAMPUS FACILITIES**

### **Patrick Building**

This historic building contains the dining hall of the university, the Admissions Offices, the university coffee shop fondly referred to as “The Quill”, and the President’s Dining Room.

### **Bell Student Center**

The Bell Student Center serves as a hub for a variety of student activities and is located at the heart of the campus. This building was the original residence facility for Southwestern Christian University but is now home to the On-Campus Student Mail Room, Campus Security, and Student Government offices. The main room has seating for students to utilize between classes along with vending machines, a ping pong table, a pool table, a TV and more. The Bell Student Center’s main room is open to students from 7am to midnight during the semester.

### **Jim Poteet Conference Center/North Residence halls**

A multi-purpose residence facility completed in the spring of 2011, this three-story building includes accommodation for 64 residential students and also includes a first-floor conference center that can be divided into three separate rooms for classrooms or meeting spaces. All residential areas are equipped with a microwave and mini-fridge while select residential areas include a living area complete with a flat-screen television.

### **The Pickens/Springer Gymnasium and Tripp Center**

The Pickens/Springer Gymnasium was dedicated in the spring of 2000. It can seat 700 for athletic events and 1100 for other college functions. The facility houses classrooms, home and visitor locker rooms, a training room, faculty and staff offices, and a regulation size collegiate basketball and volleyball court. In 2006, the Mash/Loflin Hall of Fame room was added to commemorate those inducted to the Southwestern Christian University Hall of Fame.

### **Wellness Center**

The Wellness Center houses multiple cardio fitness machines, treadmills, weight benches, and several other weight room necessities. It is open to all Southwestern Christian University faculty, staff, alumni, and students.

### **Wallace Hamilton Administrative Offices Building**

The upper floor of this facility serves as the administrative center of the campus. It houses the office of the President, Vice President of Academic Affairs, Vice President of Student Services, and the Business Office.

The SCU Springer Library, located in the Springer building lower level, provides students and faculty a common ground for interaction, reading, and access to countless resources in a variety of formats. Collections of the size and specialization of the SCU Springer Library are normally only found in much larger institutions. Internet access is available to students via a computer lab and wireless access. Through a partnership with the Oklahoma Department of Libraries and Oklahoma Regents for Higher Education, the Southwestern Christian University Library issues and recognizes the OK-Share Card program, further expanding research capabilities. The Pentecostal Research Collection (PRC), the Noel Brooks Collection (NBC), and historic displays of the University are also featured in the Southwestern Christian University Library commons.

### **The Learning and Living Center (LLC)**

The Learning and Living Center is a multi-use building constructed in 2016 which includes a 108-bed residence facility, Resident Director apartment, faculty and staff offices, state of the art classrooms, tornado shelter, and a redesigned Center for Academic & Professional Success (CAPS). The Dean of Students, Director of Housing and Student Life, and Resident Director offices are located on the first floor.

### **The Roberson Building**

The Roberson Building houses faculty offices and classrooms. The Adult and Online Offices are also located in the south part of the building. The Office of Financial Aid is located on the north end of the building with its own separate entrance.

### **East Residence (Glass House)**

This 56-bed, two-story facility features a Residential Director's apartment, a laundry/vending area, and a student commons area. Each housing unit contains a two-bedroom suite with a connecting bathroom.

### **Minchew Auditorium**

This facility houses the university's chapel services and other school sponsored events.

### **Collins Chapel**

This historic chapel holds special campus and community wide musical events, most notably the Junior and Senior recitals. This facility is currently undergoing renovations.

### **Music Building**

This facility is located near the Collins Chapel and provides rehearsal rooms, classrooms, and faculty offices for the Creative Arts Department.

### **Graduate Center**

This facility is located between the Glass House dorm and the Gymnasium and provides assistance with enrollment and information for all Graduate students. This facility is currently undergoing renovations. The Director of Graduate Studies Office is located in the Learning and Living Center.

### **The Maintenance Building**

This building is located on the north side of the campus at the corner of NW 39th Expressway and N. Divis Avenue. This facility houses the office for Campus Maintenance. This is also where all university-owned vehicles are parked.



# The Lifestyle

*“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore whoever resists the authorities resists what God has appointed, and those who resist will incur judgment. For rulers are not a terror to good conduct, but to bad. Would you have no fear of the one who is in authority? Then do what is good, and you will receive his approval, for he is God's servant for your good. But if you do wrong, be afraid, for he does not bear the sword in vain. For he is the servant of God, an avenger who carries out God's wrath on the wrongdoer. Therefore one must be in subjection, not only to avoid God's wrath but also for the sake of conscience.”*

**Romans 13:1-5 ESV**

Southwestern Christian University accepts any qualified student who fits the university's mission, is a Christian, and/or is willing to adhere to Protestant Evangelical Christian principles as outlined by the Word of God and this Student Handbook.

## The Mission of the University Presupposes:

1. A strong commitment to high academic standards. The student comes to Southwestern Christian University with a determination to be a learner with an attitude that makes the student teachable.
2. A willingness to cooperate accordingly with the demands of the Spiritual Life program; i.e. chapel attendance, appropriate residence hall and campus behavior, respect and consideration for fellow students, abiding by the Lifestyle Covenant, and participation in the extracurricular programs of the university including service opportunities.
3. An understanding that acceptance and attendance at this university is a privilege granted to the student and not a right of the student. That privilege can be withdrawn through the established disciplinary process of the university to safeguard its ideals of scholarship and the moral atmosphere assumed by this lifestyle. Therefore, the student's enrollment at Southwestern Christian University constitutes a commitment of honor to accept the standards of this lifestyle.

## **Lifestyle Standard**

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

*Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God.*

*But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints. Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving. For you may be sure of this, that everyone who is sexually immoral or impure, or who is covetous (that is, an idolater), has no inheritance in the kingdom of Christ and God. Let no one deceive you with empty words, for because of these things the wrath of God comes upon the sons of disobedience. Therefore do not become partners with them; for at one time you were darkness, but now you are light in the Lord. Walk as children of light (for the fruit of light is found in all that is good and right and true), and try to discern what is pleasing to the Lord. Take no part in the unfruitful works of darkness, but instead expose them. For it is shameful even to speak of the things that they do in secret. But when anything is exposed by the light, it becomes visible, for anything that becomes visible is light. Therefore it says, "Awake, O sleeper, and arise from the dead, and Christ will shine on you."*

*Look carefully then how you walk, not as unwise but as wise, making the best use of the time, because the days are evil. Therefore do not be foolish, but understand what the will of the Lord is. And do not get drunk with wine, for that is debauchery, but be filled with the Spirit, addressing one another in psalms and hymns and spiritual songs, singing and making melody to the Lord with your heart, giving thanks always and for everything to God the Father in the name of our Lord Jesus Christ, submitting to one another out of reverence for Christ.*

**Ephesians 5:1-21 ESV**

One of the unique qualities of Christian higher education is a community that strives to follow the example of Jesus Christ and the teachings of the Protestant Holy Scriptures. Therefore, practices that are wrong according to Biblical standards provide a framework for student behavior and are not acceptable for students enrolled at Southwestern Christian University.

Specific acts include, but are not limited to:

- Drinking; tobacco, including vapors and hookah; using or association with drugs, including marijuana; going to nightclubs; gambling; theft; slander; profane language; all forms of dishonesty; and sexual sins, such as premarital sex and LGBTQ+ behavior and acts. In addition, discrimination and prejudices based on race, sex, or socioeconomic status are not acceptable.

Students of the university community are expected to practice discretion and restraint in the choice of the following:

- Television programs, music, video games, movies, or videos, in the residence hall rooms, the library, and other common public areas. Video games with the rating of

T (Teen) are permitted. The University reserves the right to not allow video games with the rating of M (Mature) to be played or movies with the rating of R to be viewed. These decisions will be made by Resident Assistants, a Resident Director, or the Vice President of Student Services (VPSS).

**(Any pornographic/obscene and immoral content, regardless of audio, visual, literary, or interactive format, is prohibited. Abuse of these privileges will result in disciplinary action.)**

The leadership at Southwestern Christian University affirms that, regardless of faith, creed, or race, all students admitted, attending, or associated with the university must agree to uphold the Lifestyle Covenant and the rules governing Southwestern Christian University. No time, place, or circumstance gives release from the individual's initial promise. The Lifestyle Covenant is a way of life measured by the heart and commitment of each member of the Southwestern Christian University family. Students should regard it as essential to development, not as an imposition or restriction.

(Note: The registration process is **incomplete** until students have formally signed the Lifestyle Covenant.)

# Lifestyle Covenant

*And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself.*

**Matthew 22:37-39 ESV**

As part of the registration process, the student will sign the Lifestyle Covenant. Failure to sign the covenant is grounds for dismissal from Southwestern Christian University. The university believes that as Jesus Christ becomes the center of the student's life, the student will commit himself/herself to a lifestyle that cultivates spiritual, ethical, social, physical and academic growth.

## **Lifestyle Principles**

**Spiritual Principle** – I agree to acknowledge and respect Scripture by placing the truth of God's word at the center of my life and to live according to the Southwestern Christian University Lifestyle Covenant. I will seek to encounter, embrace, and embody Christ in developing my relationship with the triune God of the Protestant Holy Scriptures.

**Intellectual Principle**– I agree to apply myself wholeheartedly to my responsibility for the quality of my education. I commit to academic excellence and will not participate in academic dishonesty.

**Communal Principle** – I agree to cultivate good social relationships and participate in community life at Southwestern Christian University. I understand that my behavior affects community life, so I will endeavor to give respect and consideration to fellow students, staff, and faculty.

**Physical Principle** – I agree to develop my body with sound healthy habits by embracing a healthy lifestyle and sound nutritional habits as well as participating in wholesome physical activities.

**Accountability Principle**– I agree to live with integrity and to abide by the rules and regulations adopted by the university's administration as stated in the Southwestern Christian University Student Handbook. I agree to obey all federal, judicial, and local laws. I understand that the university reserves the right to require the withdrawal of a student at any time if, in the judgment of the President, Vice President for Student Services (VPSS), President's Cabinet, and/or the University Discipline Committee, such action is deemed necessary to safeguard Southwestern Christian University's ideals of scholarship or its spiritual and moral atmosphere as a Christian university. Such practices to be avoided include but are not limited to:

- Discrimination
- Tobacco, Alcohol, and Drug Use
- Profanity
- Sexual Misconduct and Pornography

- Lesbian, Gay, Bisexual, and Transgender (LGBTQ+)<sup>1</sup> behavior
- Harassment of any kind (verbal, sexual, racial, physical, etc.)
- Any other violation deemed inappropriate by Southwestern Christian University

I will uphold the Lifestyle Covenant carefully and prayerfully. I understand that the Lifestyle Covenant is based on the Articles of Faith and guiding principles of the International Pentecostal Holiness Church denomination.

I understand that my signature is my **agreement and acceptance** of the entire Lifestyle Covenant, which is a prerequisite for my continued association with the university. My signed pledge becomes a part of my permanent file as an official agreement between the university and myself for the entire duration of my time as a student at Southwestern Christian University including breaks and holidays. Further, my acceptance of the Lifestyle Covenant is a solemn vow and promise to God as to how I will live my life.

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[1] LGBTQ+ will be used when referring to Lesbian, Gay, Bi-Sexual and Transgender throughout the Southwestern Christian University Student Handbook.

# **Compliance**

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education (20 U.S.C. § 1232g; 34 CFR Part 99). Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student" and all rights formerly given to parents under FERPA transfer to the student. The FERPA document can be found online at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/for-eligible-students.pdf>. It is the student's responsibility to become familiar with the contents of this document.

See **Appendix A** for more information.

## **American with Disabilities Act Policy**

Southwestern Christian University prohibits discrimination against any individual on the basis of physical or mental disability. This policy extends to all rights, privileges, programs, and activities including housing, employment, admissions, financial assistance, educational, and athletic programs. It is also the policy of Southwestern Christian University to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question.

See **Appendix C** for more information.

### **Disability Coordinator Information:**

Stephen Davis, Disability Coordinator

Location: Center for Academic & Professional Success  
(CAPS; LLC basement)

Address:

7210 NW 39<sup>th</sup> Expressway

Bethany, Oklahoma 73008

Contact Info: 405-789-7661 ext. 2293

[stephen.davis@swcu.edu](mailto:stephen.davis@swcu.edu)

## **Jeanne Clery Act–Campus Crime & Annual Security Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information and imposes certain basic requirements for handling incidents of sexual violence and emergency situations.

See **Appendix D** for more information.

## **Notice of Non-Discrimination**

The school admits students of any race, color, and/or national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, and/or national/ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

## **Title IX–Sexual Harassment/Assault**

All discrimination, harassment, and retaliation claims including but not limited to claims based upon disability and sex (including acts of sexual violence) are filed with the Title IX Coordinator or the Americans with Disabilities Act Compliance Officer (hereinafter “Coordinator”):

Jared Black, Title IX Coordinator  
Location: The Pickens/Springer Gymnasium  
Address:  
7210 NW 39<sup>th</sup> Expressway  
Bethany, Oklahoma 73008  
Contact Info: (405) 789-7661  
[jared.black@swcu.edu](mailto:jared.black@swcu.edu)

The Title IX Coordinator reports directly to the President of Southwestern Christian University. In the Coordinator’s absence or if the complaint is against the Coordinator, complaints should be filed with the Vice President of Student Services:

Brad Davis, Vice President of Student Services (VPSS)  
Location: Administration Building  
Address:  
7210 NW 39<sup>th</sup> Expressway  
Bethany, Oklahoma 73008  
Contact Info: (405) 789-7661  
[brad.davis@swcu.edu](mailto:brad.davis@swcu.edu)

The Title IX Coordinator has primary responsibility for coordinating efforts for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination and harassment including but not limited to discrimination on the basis of sex and disability.

See **Appendix G** for more information.

## **Violence Against Women Act**

On March 7, 2013, President Obama signed into federal law the Violence Against Women Reauthorization Act of 2013 (VAWA) which is aimed at improving how colleges and universities in the U.S. address sexual violence.

This new law imposes obligations for Southwestern Christian University to revise its policy and practices to comply with new regulations that address and prohibit acts of violence such as sexual assault, domestic violence, dating violence, and stalking. Additionally, the new law clarifies the rights of victims.

Southwestern Christian University is making a good faith effort to comply with the new regulations and changes that have been enacted.

For a full list of compliances, please refer to the Southwestern Christian University Consumer Information page on our website at [swcu.edu/consumer-information](http://swcu.edu/consumer-information).



# **General Policies**

## **Academics**

The academic catalog is available online at [swcu.edu/academics/academic-catalogs](http://swcu.edu/academics/academic-catalogs). The catalog serves to inform students concerning academic standards, academic probation, suspension, and the academic appeals process.

## **Access to Campus Facilities**

During business hours, 8:30 am until 4:30 pm, Monday through Friday, Southwestern Christian University is open to students, parents, employees, contractors, and guests. During non-business hours, access to most of the university's facilities is by key or by permission of Administration, Faculty, or Staff. All Student Housing facilities are accessible by scan card only.

## **Address/Name Change**

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

## **Campus Visitors**

Southwestern Christian University welcomes guests to our campus and expects all guests to conduct themselves appropriately while on campus and to be respectful to all students, faculty, and staff.

Any individual visiting the campus who is involved in activities that violate Southwestern Christian University's policies, threaten university property, or infringe on the rights of students, faculty, or staff shall be asked to leave by a university representative. If the individual refuses to leave, the individual shall be informed that he/she is trespassing and/or the Bethany Police will be contacted. Student Housing facilities welcome guests; however, the guest must be signed in by the student who resides in the housing facility.

## **Campus Security**

The SCU Security Office is located in the Bell Student Center. A security guard patrols the Southwestern Christian University campus 24/7 during the academic year. Security guards are able to respond to situations that arise on campus and will contact administration and/or the Bethany Police Department. Their contact number is 405-488-7060.

## **Children on Campus and in Classrooms**

Minor children are not allowed on campus **unsupervised**. They must be in the presence of a parent or responsible adult. No infant or child will be permitted in a regularly scheduled class or to stay in a residence hall room or commons area.

## **Clubs and Organizations**

Any student interested in forming a club or organization must contact the VPSS via email with the following:

- A Petition for Formal Recognition including the club's purpose, a roster of officers and participants, and the club's name
- The name of the club's Organization Advisor (current SCU employee)

Note: Clubs are part of Student Government Association (SGA)

A club or organization must follow certain guidelines in order to be recognized. Among the guidelines for university approval is the requirement that the club or organization is approved by the VPSS. All clubs and organizations must be registered with the VPSS. Once a club or organization is approved and officially recognized by the university, the club is eligible for campus posting and publicity privileges as well as the use of campus facilities, vans, and rooms for meetings or events. The club is also eligible for funding from the university when appropriate. In order to be officially recognized as a club or organization by the university, the following must be adhered to:

- Each club or organization must have formal approval by the VPSS
- Fraternities and Sororities are permitted at Southwestern Christian University if they are academic or spiritual in nature
- All clubs and organizations must register annually with the VPSS

Each club or organization must have an on-campus advisor (faculty, staff, or administration) who plays an active role in club meetings and events. Each group is expected to be non-discriminatory in its practices and policies. Clubs or organizations that violate campus policy will be subject to university disciplinary action including suspension of the club or organization. Individual members of clubs or organizations are subject to university disciplinary action.

## **Computer and Technology Policy**

### **I. PURPOSE**

This policy is designed to perpetuate Southwestern Christian University's academic, research, and service mission by defining the appropriate and responsible use of the information and technology resources at Southwestern Christian University.

Each authorized user of these resources must assume responsibility for his/her own behavior while utilizing these assets. Users of these resources should accept that the same morality and ethical behavior that serve as guides in non-technology environments should also serve as guides in information and technology environments. It is imperative that the campus community understands that information and technology resources require responsible behavior from all its users.

## II. SCOPE

This policy applies to all faculty, staff, students, contractors, and any other individual using information and technology at Southwestern Christian University. Access to Southwestern Christian University-owned hardware, software, and support provided by technology staff members is a privilege and not a right. Accepting access to this information and technology carries an associated expectation of responsible and acceptable use. When accessing any remote resources using Southwestern Christian University technology resources, users are required to comply with both the policies set forth in this document and all applicable policies governing the use and access of the remote systems. When these policies conflict with each other, this policy and all other Southwestern Christian University policies will supersede the remote system's policies.

For further information, see **Appendix H**.

### Dress Code

The Dress Code at Southwestern Christian University is designed to help students prepare for professional life, ministry, leisure, and athletic activities. Students are to attend classes, academic functions, religious services, and other Southwestern Christian University activities in appropriate attire.

Personal appearance, including hair and clothing, should be neat, modest, and reflect a person who is well-groomed. Southwestern Christian University understands that the dress code is not necessarily reflective of one's personal character or spiritual integrity. However, students should remember that they are representatives of the institution. The following section lists specific requirements regarding clothing:

1. Shorts may be worn any time of the day or evening with the following guidelines:
  - Shorts must be fingertip in length when arms are hanging by side. This includes spandex/volleyball shorts which do not meet the minimum fingertip length requirement.
  
2. Shirts must cover the entire torso modestly. More specifically:
  - Tank tops are NOT acceptable in class, chapel, or the cafeteria.
  - Spaghetti strap tank tops should be covered with another shirt.
  - Shirts with inappropriate advertisements or that contain inappropriate messages are NOT acceptable.
  - Undershirts are NOT acceptable outerwear in chapel or classroom settings.
  - Midriff shirts are NOT acceptable at any time.
  
3. Pants that are inappropriately torn or tattered (including jeans) are not acceptable. Wearing any pants in a manner where underclothing is exposed is not acceptable.

- Undergarments (other than undershirts) should not be visible at any time.
  - Stylistic holes in jeans must be below the short guidelines.
4. Leggings/Tights: When wearing leggings, the material of the leggings must not be see-through, or must have a fingertip length shirt covering them.
5. All visible body art must be appropriate and not include depictions of explicit violence, sexual content, or other inappropriate images.

The university has a select group of staff members who are authorized to confront students who appear to be out of dress code. Female staff members will handle female students and male staff members will handle male students.

There will be special occasions when the student body will be asked to conform to a specific dress code. These occasions will be announced in chapel or via email and compliance is expected. Sponsors of extracurricular activities will have the right to determine the appropriate dress code for those activities. Any student who is not in compliance with the above regulations will not be allowed to attend.

Administration, faculty, and staff may recommend action to be taken against any student who is willfully violating what is considered to be acceptable dress. If there are any questions regarding appropriate dress, please seek advice from the VPSS or a Resident Director. The Student Life Committee, the University Disciplinary Committee, and the President's Cabinet of Southwestern Christian University have the authority to interpret and make adjustments to the dress code during the course of a school year.

### **Email Use**

All Southwestern Christian University students are assigned a SCU email address. If a student does not want to utilize Southwestern Christian University's email address, it is the student's responsibility to link their personal email to the Southwestern Christian University assigned email account. Students will receive important notices from advisors, professors, staff, and administration via campus email. It is the student's responsibility to check their Southwestern Christian University email account on a regular basis. All email communication to administration, faculty, and staff must be through the Southwestern Christian University issued email address. Mass email privileges will be reviewed by the IT department. Any student seeking to send a mass email to the student body must request permission by the IT department. Contact [it@swcu.edu](mailto:it@swcu.edu) for more information.

### **Fire Extinguishers and Security Systems**

Jeopardizing or interfering with the safety and security systems established within the campus community, including tampering with safety detection devices and/or misusing fire extinguishers, will result in disciplinary action up to and including dismissal from the university.

### **Health Insurance**

The university requires students to be responsible for their own medical expenses including athletic injuries. All students are required to have medical health care insurance at the time of enrollment in order to provide basic protection against health care costs that could jeopardize the student's academic progress. Proof of insurance is required for students who are from territories of the United States, registered legal aliens, or international students. Failure to provide health insurance will prohibit students from participating in NAIA sports.

### **Illness and Communicable Disease**

Commuter students who become ill should immediately notify the VPSS who will determine the proper course of action. Resident students should notify a Resident Director. Any report that a Southwestern Christian University student has a chronic infectious disease, a compromised immune system, or has tested positive to the presence of disease antibodies should be submitted in confidence to the VPSS.

Any person who has a compromised immune system or communicable disease of any kind should contact the VPSS for assistance in proper medical care, support, counsel, and education. Measures will be taken to respect the individual's right to privacy and to preserve the confidentiality of the individual who has in any way been compromised by the disease.

### **Inclement Weather Policy**

The VP of Student Services, in consultation with the VP of Academic Affairs, will make the decision to cancel classes should the need arise. The Vice President of Academic Affairs will notify the appropriate metro television stations so that the closing of the university will be on the school closing list at the earliest possible time. In some cases, the conditions may not be determined until the morning of closure between 5:30 and 7:00 am. Area broadcasters will inform the public during the morning news programs and a running list of school and business closings during other programming. All efforts will be taken to notify students of closure via emails as early as possible.

In the event of a severe weather situation, students and staff members who have signed up for the free service will receive a RAVE alert to their phone and email address.

### **International Student Liaison**

The Office of Student Services has an International Liaison who is here to help international students transition into life in Oklahoma and the United States. Every international student must register each year before classes begin with the International Student Liaison. The SCU International Student Registration Form must be completed by every international student before registration in SEVIS is finalized. (If the student is not registered in SEVIS, it will result in automatic status termination.) Registration is mandatory for each returning student in the fall semester.

Registration is mandatory for each new student in his/her entrance semester. Students must present the International Student Registration Form and an ID in person to the International Student Liaison or to a designated school official.

### **Involuntary Withdrawal**

The university community occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope with his/her own needs, or who create patterns of extreme disruption. If such behaviors constitute any violation/s of university policies or regulations, cases will be referred to the VPSS for action.

If a student's behavior occurs in the absence of any violation of policy or regulation, the VPSS will investigate the situation and the effect of the behavior on the student and the university community. The VPSS may require a personal interview with the student. If, as the result of an investigation, the VPSS determines that a student's withdrawal from campus might be necessary, he or she will recommend a withdrawal to the student. If the student will not withdraw voluntarily, the VPSS may withdraw the student from campus with a condition for readmission.

Any student, who leaves campus under the above conditions, either voluntarily or involuntarily, will be readmitted to the university only after being cleared by the VPSS. Permission for readmission will typically be based on the student demonstrating a period of stable behavior outside the university and may require a statement from a physician, psychologist, or other qualified professional verifying that the student is ready to return and can cope with the stresses of university life. Conditions for follow-up services may be required as part of the readmission decision.

It is understood that involuntary withdrawal of a student from the campus will be undertaken only as a last resort. Efforts will be made to help students understand the consequences of their behaviors, make responsible decisions, and develop skills that will allow them to function in the university community.

### **Liability**

Southwestern Christian University takes reasonable steps to protect people and property on campus. However, it is impossible to provide protection that is 100% effective. Therefore, the university does not accept responsibility for personal injury, theft, or damage to personal property occurring on the campus. Students are encouraged to make sure that their insurance coverage is adequate. On-campus students are encouraged to purchase renters insurance.

### **Lost and found**

Items lost or found should immediately be reported to the VPSS, Dean of Students, Director of Housing, Security, or Resident Life staff. Southwestern Christian University is not responsible for lost, stolen, or misplaced items. You must take the initiative to secure your valuables.

### **Meningitis**

It is Oklahoma State Law that all students entering post-secondary education have the meningitis shot or sign a waiver with the Office of Student Services. Students must provide copies of immunization records.

### **Official Summons**

An official summons is a request made by a university administrator, faculty, or staff member to have a conference with a student. Such requests may be made verbally or by mail, telephone, text message, or e-mail. Students have 24 hours to respond to the official summons. Those who disregard an official summons are in violation of the community standards of the institution.

### **Parking Areas**

A vehicle shall be parked in a designated parking space in the university parking lot. On-campus residents who have registered their vehicle and received their resident parking decal may park in spaces marked as "Resident." Commuter students may park in designated areas by the soccer field and along Divis Street. Vehicles shall not be parked on the grass or sidewalks. The speed limit on campus is 5 miles per hour. All state and local laws are enforced on the campus. Persons authorized to park their cars in a reserved parking space shall not delegate this authority to anyone else.

### **Parking Enforcement/Fines**

Campus Security will cite and enforce violations of traffic and parking regulations on campus property. All parking area violations will incur a \$25 minimum fine for each violation. Southwestern Christian University reserves the right to inspect automobiles on campus when it has reason to believe that university regulations are being violated. Southwestern Christian University also reserves the right to restrict the use of a personal vehicle on the campus. Parking in handicapped spaces without a handicap parking permit and parking in fire lanes is strictly prohibited. Southwestern Christian University reserves the right to fine and/or tow vehicles in violation of this parking policy at the vehicle owner's expense.

Any repeated violation/s of campus regulations or the reckless, dangerous operation of a motor vehicle on or off campus property are grounds for the revocation of the student's parking privileges and additional disciplinary sanctions. All parking fines must be paid by the end of the semester. Grades, transcripts, or diplomas may be held until all fines are paid.

### **Police Authority**

The Bethany Police Department has law enforcement jurisdiction over all parts of the Southwestern Christian University campus. Students and staff are expected to cooperate with officers investigating any incidents or crimes.

### **Public Safety**

Southwestern Christian University is committed to the safety and welfare of all campus members and visitors. The VPSS and Director of Security work closely with the Bethany Police Department to provide a comprehensive campus security program. Additionally, campus security officers are

on duty to ensure the safety of Southwestern Christian University constituents. The Campus Security Office is located in the Bell Student Center.

### **SCU Identification Standard**

All Southwestern Christian University personnel and students are required to carry their Southwestern Christian University issued ID cards on campus. Your ID is needed for access to various buildings on campus. It is vital that students and personnel carry their university issued IDs for security purposes. University IDs should not be shared with other individuals to grant access to facilities.

Student ID cards are used for access to the Center for Academic and Professional Success (CAPS), the cafeteria, the coffee shop, and any residential facilities. Additionally, they are used to track student attendance and give students credit for spiritual life events, community life events, and community service hours. The Student ID card remains the same throughout a student's enrollment at the university. Replacement ID cards cost \$25.00, which can be paid to the Business Office.

### **Student Complaints**

***Note: A complaint is NOT considered formal until it is submitted in writing to university personnel.***

There are two different types of student complaints at SCU. They are listed as follows:

- **Academic**  
Student complaints relating to an academic grievance should be resolved in accordance with the Academic Grievance Policy found in the Academic Catalog located on SCU's website ([www.swcu.edu](http://www.swcu.edu)).
- **Non-Academic**  
For complaints that are outside the area of academic affairs (i.e., involving other students, facilities, etc.), the complaint should be submitted in writing to the Dean of Students.

If the student does not feel comfortable submitting a complaint to university personnel directly, he/she may also file a complaint with a representative of Student Government who will then submit the complaint to the Dean of Students on behalf of the student.

Southwestern Christian University students can refer to Appendices E and G for procedures regarding Student Complaints for Non-Academic issues. Southwestern Christian University students must refer to the Academic Catalog or the Class Syllabus for procedures concerning Student Complaints for Academic issues.



### **Student Activities**

Student Activities focus on enriching the co-curricular life of students, especially in the area of Christian community development. We offer a broad array of programs aimed at fostering an environment of learning and belonging. Current offerings which serve this end include the following.

- The Student Government Association (SGA) provides events on campus such as Open-Mic Nights, Themed Parties, Movie Nights, the annual Spring Banquet, etc.
- The Student Activities Board (SAB) provides events off campus so that students can experience events like OKC Thunder and OKC Energy games, camping, rafting, and other activities in OKC and around the state.
- Intramurals offer students the opportunity to participate in events like volleyball, flag football, basketball, dodge ball, and other sporting events throughout the year in team competitions in order to win various prizes.

### **Suspension/Dismissal/Expulsion**

Suspension or dismissal means the student is involuntarily separated from the university for a specified time. Parents may be notified if FERPA permits and a temporary record will be kept. A student who is dismissed from the university for the duration of a given semester is not eligible for refunds or academic credit for the semester in which he/she was dismissed.

Expulsion means the student is permanently separated from the university with an appropriate notation of the reasons for such termination on the student's record.

### **Unauthorized Entry/Reproduction of Keys**

Students are forbidden to enter residence rooms or any locked area on campus without proper authorization. Students are not permitted to have any university campus key (including a room key) reproduced. Students that reproduce keys are subject to disciplinary action up to expulsion or removal from the residence halls.

### **Unauthorized Publications**

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

### **Vehicle Registration**

Students who own, maintain, or are in charge of motor vehicles on the SCU campus shall register such vehicles with the university. A parking permit will be issued to students for each car registered and must be displayed on the car as directed. Any student-used vehicle should be registered in the name of the student who is the owner or operator. Any change of license number and/or vehicle should be recorded on the campus registration form within five business days. All vehicles registered must carry liability insurance as required by state law. When a student registers a

vehicle, he/she must show proof of vehicle liability insurance. Failure to continue to carry liability insurance or to possess a valid driver's license while operating a vehicle on campus could be reason for revoking registration and may be cause for disciplinary action.

Failure to register your vehicle will result in a fine and the possible towing of your vehicle. Vehicles shall not be parked in fire lanes, loading zones, handicapped parking spaces (without an appropriate permit), in front of trash bins, or within 25 feet of a fire hydrant. These areas may be labeled or coded. Vehicles in violation of this, or inoperable vehicles left in disrepair, are subject to impoundment.

### **Vehicle Regulations**

Southwestern Christian University extends the privilege of operating motor vehicles on the campus to properly registered employees, students, and visitors. All automobiles, motorcycles, motor scooters, motorbikes, etc., regardless of size or number of wheels, are defined in these regulations as vehicles. The person who registers a vehicle on campus shall, at all times, be responsible for any parking penalties as well as any liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus. For vehicles not registered at Southwestern Christian University but located on campus (either with or without permission), the registered owner as listed with the State Department of Motor Vehicles shall be responsible for all penalties incurred and/or any liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus. Southwestern Christian University assumes no legal responsibility for the care or protection of any vehicle or its contents at any time including the time it is in any parking area.

The parking area may not be used as a garage, oil changing space, or repair area. Special arrangements for doing the above work must be made with the VPSS.

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

# Lifestyle Policies

## Alcohol/Drugs and Tobacco

Southwestern Christian University recognizes its responsibility as an educational and private institution to promote a healthy and productive environment. This responsibility demands the implementation of programs and services facilitating that effort. The university is committed to a program that will prevent the abuse and illegal use of drugs and alcohol by its students and employees. This policy also includes the prevention of the use of tobacco and tobacco-related products, such as vapors, hookahs, and related paraphernalia. The university program includes this policy which prohibits the illegal use of drugs and alcohol in the workplace, on university property, as part of any university-sponsored activities, or outside use/association with outside of the university context while the individual is a student or employee at Southwestern Christian University.

See **Appendix B** for more information.

Southwestern Christian University holds a “No Tolerance” stance concerning all illegal drugs, including Marijuana, and will dismiss students from Southwestern Christian University for promotion, distribution, sale, possession, or association with (either on or off campus) any illegal drugs or such substances. Dismissal from Southwestern Christian University because of illegal drugs can have an adverse effect on your Title IV funding (financial aid) in compliance with federal law.

## Drug Testing

As part of SCU registration, each student must sign a drug testing consent form in order to remain a student at Southwestern Christian University. Refusal to sign a drug testing consent form will result in dismissal from the university.

Southwestern Christian University reserves the right to conduct drug testing throughout the academic year. Drug testing may be done at random or based upon suspicion by university staff. Suspicion can be, but is not limited to, an incident reported by staff or students about a student. An example of this could be a student showing up at an SCU event or facility emitting the odor of certain substances or behaving in a manner that might be indicative of drug usage or association.

Refusal to take a drug test will result in an automatic positive test.\*

Any attempt to falsify, manipulate, tamper with, or alter a drug test in any way is viewed by the university as a positive test and will result in immediate dismissal. Aiding another student in attempting to falsify, manipulate, or alter a drug test will result in disciplinary measures being taken by the university up to expulsion. Tests that come back positive\* will result in immediate dismissal from the university. **If the tester recommends a re-test for any reason, the university reserves the right to require the student to take another test. The university also reserves the right to retest a student who has been tested at any point.**

A student that has been dismissed (voluntarily or involuntarily) from SCU for drug related offenses may be required to submit to drug testing during the application process and/or at other designated times should they choose to reapply to SCU in a future semester. ***For more information on voluntary/involuntary dismissal, please see pages 84-85.***

\*A positive test is defined as a test which indicates, in the opinion of the outside laboratory performing the testing, that a student has used a prohibited or controlled substance based on traces of that substance detected in the student's urine/hair specimen. A drug screening will also be considered positive if it is discovered by the outside laboratory and/or the university that the provided urine/hair sample has been altered or that foreign substances have been added to the sample in an effort to destroy or disguise traces of prohibited substances.

### **NAIA Drug Testing**

In addition to the university's drug testing, the NAIA will conduct drug testing at all National Championship events. All student athletes/teams that make it to the national championship tournament are subject to drug testing. A failed test will result in disqualification for the student athlete and could make the team ineligible for competition. The university also reserves the right to impose disciplinary action.

### **Crime and Sexual Assault Prevention and Awareness**

Crime and sexual assault prevention programs are offered through the Title IX Coordinator. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibilities for their own safety and security. When time is short, information is released to the university community through security alerts posted promptly throughout campus as well as via emails and e-alerts.

### **Disruptive and Obstructive Behavior**

Policies of the Board of Trustees stipulate that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity authorized to be discharged or held on the campus of Southwestern Christian University is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal as a student or termination of employment.

See **Appendix F** for more information.

### **Firearms and Explosives**

Students may not possess or discharge firearms, fireworks, explosives, or ignite a fire in any building or residence hall. Firearms and explosives are banned on the campus of Southwestern Christian University. Weapons of any kind may not be stored in campus buildings or student vehicles. Any student caught with firearms and/or explosives on the Southwestern Christian University campus will be dismissed from the university.

### **Gambling**

Gambling is prohibited. Gambling is defined as playing a game of chance for money/something of value or to bet.

### **Graffiti**

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

### **Harassment**

Southwestern Christian University is committed to providing its employees and students with an environment that is free from harassment. Physical, verbal, and sexual harassment is strictly prohibited by the university and is against federal and state law.

Students experiencing any form of harassment should report such actions or behaviors against their person to the VPSS. If the harassment is sexual in nature, the individual is encouraged to report directly to the Title IX Coordinator.

See **Appendix G** for more information on reporting sexual harassment.

The university will immediately investigate any reported harassing, threatening, and/or physically harmful behavior toward a person or persons because of:

- a. Race, color, or national origin
- b. Creed, religion, age, or physical/mental disability
- c. Gender, marital status, or sexual orientation
- d. Any other status protected by federal, state, or local law

Confirmed reports of such behavior will result in disciplinary action against the offending individual(s) up to and including dismissal. Harassment should be reported to the VPSS. Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work, learning, living, emotional well-being, or campus environment. Forms of harassment include, but are not limited to:

- Verbal: suggestive comments, derogatory slurs, off-color jokes, threats, suggestive or insulting sounds, etc. Verbal harassment also entails using the telephone to harass others. This includes, but is not limited to, unwanted phone calls, hang-ups, unwanted voicemail messages, and/or obscene calls.

- Non-verbal/Visual: derogatory or inappropriate posters, pictures, cartoons, faxes, emails, or drawings, suggestive objects or pictures, graphic commentaries, leering, and/or obscene gestures. This includes all social media and texting.
- Physical: unwanted physical contact including touching, interference with an individual's normal work or movement, and/or assault.

False accusations regarding harassment, sexual harassment, or hate crimes can have serious effects on the person being accused. Any false accusation will result in disciplinary action toward the offending party up to and including expulsion/dismissal from the university in addition to any legal remedies.

### **Hate Crimes**

Hate Crimes are prohibited. Hate crimes are defined as offenses motivated by animosity that victimizes a person or a group of persons based on their actual or perceived race, gender, religion, sexual orientation, ethnicity, and/or disability. Southwestern Christian University does not tolerate any form of hate crime. Violation of any university policy that also fits within this definition may result in suspension or expulsion/dismissal from the university.

### **Hazing**

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

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

Southwestern Christian University does not permit students to engage or participate in hazing. Any violation of this policy by an individual or campus organization shall result in disciplinary action, which may include dismissal from the institution.

### **Pets**

For health and sanitation reasons, no animals, reptiles, amphibians, fish, or crustaceans, including laboratory specimen, are permitted in university-owned facilities including residential housing, classrooms, cafeteria, and common areas. This includes pets of guests or visitors who may be present in the building for any length of time. Pets will be removed from the building and the owner(s), if students, will be subject to disciplinary action.

Note: This does not apply to individuals accompanied by trained service assisting animals. SCU has a policy in place for individuals who are in need of a support animal. The Housing Director and the Director of Disabilities Services has a copy of the policy.

### **Pregnancy**

When a pregnancy occurs outside the realm of biblical guidelines, the students involved will be asked to complete assignments established through the Dean of Students and will be assigned to a faculty/staff member for accountability and mentorship.

The first goal of the university will be to support the individuals involved in order to lead them toward behavior which falls within biblical guidelines. The involved students will be placed on disciplinary probation for violating the Lifestyle Covenant. Continued immoral behavior will result in dismissal from the university.

The following guidelines apply to such situations:

- Female students will not be allowed to live in residence halls while pregnant.
- Male students involved in the pregnancy will not be allowed to live in the residence halls during the time of the pregnancy.
- Both the male and female students will be disciplined appropriately and equally.
- If the other partner is not a member of the Southwestern Christian University community, the Southwestern Christian University student will be placed on probation and will have to meet with the Dean of Students and complete assignments.
- The Office of Academic Affairs will need to be contacted concerning assignments, examinations, or projects that may be missed due to the birth of a child during a semester.

### **Profanity**

The use of profane language or any gestures which imply profanity are prohibited. This includes but is not limited to the presence of such in music and movies.

### **Sexual Misconduct and Reporting Policies**

It is the policy of Southwestern Christian University, in keeping with its Christian standards, to establish an environment in which the dignity and worth of all members of the institutional community are respected. In accordance with the 1992 Campus Sexual Assault Victim's Bill of Rights, Southwestern Christian University will make every effort to help students who are victims of sexual assault by providing options for reporting the crime as well as options for counseling and treatment.

Southwestern Christian University is concerned about any allegations of sexual assault and, therefore, strongly encourages any person who has experienced such a violation to report the incident immediately to the VPSS and/or Title IX Coordinator who will take action to ensure that appropriate medical and counseling services are provided.

Sexual assault is defined as rape, acquaintance rape, and other sex offenses, forcible or non-forcible. **Victims of sexual assault should attempt to preserve evidence that may be necessary for the proof of criminal sexual assault.**

In accordance with federal regulations regarding disciplinary resolutions of sexual assault cases, both the accuser and the accused are entitled to the same opportunities to have others present during disciplinary hearings and to be informed of the outcome. Southwestern Christian University will report to and cooperate with the appropriate authorities that have the right and responsibility to act in response to law violations which involve Southwestern Christian University student(s). Southwestern Christian University will report complaints of sexual assault that involve minors to the appropriate law enforcement officials. Victims of sexual assault may notify proper law enforcement themselves. A useful website concerning the State of Oklahoma's Title IX policy is <https://sde.ok.gov/sde-mission-and-title-ix-policy>.

Sexual misconduct includes, but is not limited to: sexual harassment, consensual sex, cohabitation, pornography, inappropriate displays of affection, sensual dancing, immoral conduct, and LGBTQ+ acts and/or behavior.



# **Resident Life Policies**

Southwestern Christian University believes in a total educational experience which encompasses learning that takes place outside the formal classroom setting. The residence halls are an integral part of the learning process and are designed to provide a challenging and supportive environment. Residence hall programs, staff, and policies are all intended to promote personal and social growth as well as support the pursuit of academic goals.

Southwestern Christian University encourages students to reside on campus so they can become actively involved in the richest meaning of the university lifestyle. It is the conviction of the university that an important element of its educational program is living in the residence halls.

## **Residency Requirements**

### **On Campus**

Southwestern Christian University Housing is for students enrolled in the Traditional Undergraduate Degree Program. The breaks, closing schedule, and residence life program are made with this in mind. In order to reside on campus, a student must meet all of the following requirements:

1. Must be enrolled as a full time student. (Full time is defined as being enrolled in 12 or more credit hours.)
2. Must be a traditional, on campus student. (This means that the student must be enrolled in at least 1 on-ground traditional course.) Note: Intersession courses **do not** count toward this on-ground enrollment requirement due to the fact that they occur outside of the housing contract dates.
3. Must be at least 16 years of age. If a student is under the age of 18 a parent signature is needed on housing contracts, room condition forms and waivers.
4. Must be 24 years of age or younger. Note: A student may live on campus as a 24 year old and turn 25 and finish out the dates on that housing contract.

### **Off Campus**

Traditional students **under the age of 20** are required to live on campus. All students that desire to live off campus must fill out the Request to Reside Off Campus Form available on the university's housing page on the website ([www.swcu.edu/housing](http://www.swcu.edu/housing)). Students must qualify to live off campus or have special permission from the Dean of Students and the VPSS. The VPSS has the final decision concerning approval of all requests to live off campus. If a student does not follow the SCU student housing protocol for living off campus, the student is subject to a fine up to the amount of the cost of Room and Board per semester. The amount of the fine is determined and agreed upon by the Dean of Students, VPSS, and the President of SCU. Any attempt by a

student to bypass or undermine the SCU student housing protocol could jeopardize that student's enrollment at the university.

**To be eligible for approval, a student must meet one of the following criteria.**

**The student:**

- Is 20 years old before the beginning of the fall semester.
- Has completed 56 credit hours before the fall semester begins.
- Will be living at home with parents or a legal guardian within a 45 mile radius of campus. **Note: A new legal guardian cannot be established after an individual has turned 18.**
- Is or will be married during the semester for which they are applying.
- Is active military.

**\*\* Supporting documentation must be provided for any of these exceptions. \*\***

***Note: Meeting a criterion does not guarantee approval.***

**Breaking Contract** (Between a Fall and Spring semester only)

- Request to reside off campus between semesters (Must be approved by VPSS)
- Contract cancellation fee of \$1,000.00

### **Housing Contracts**

Student housing contracts are for the full academic year. A student who occupies a room in university housing will be held responsible for that room and for stipulated charges until the end of the academic year unless the Vice President for Student Services or his/her designee expressly releases the student from the contract. Each student must sign a Southwestern Christian University Office of Housing and Campus Life Housing Contract before receiving his/her room key. The agreement should be read carefully as students will be held responsible for the terms and conditions stated in the agreement. Any exceptions to the instructions stated regarding housing contracts will be viewed on a case-by-case basis.

Note: All students are encouraged to supply their own renters insurance.

### **1. ASSIGNMENT OF RESIDENTIAL SPACE**

The student is contracting for space within the university's residential facilities, not for a specific residential facility room. The university may reassign the student to a different room or residential facility or the university may adjust the occupancy of a student's room in order to maximize utilization of space. Further, the university may take such action as is necessary to control the use of rooms in the event of an epidemic, disaster, or other emergencies or circumstances that appear to require such control.

- This document becomes a legally binding contract when accepted and subscribed by the Office of Housing.

- All unapproved moves will result in a \$100.00 charge with that person being immediately moved back into their originally assigned room.
- Student housing contracts do not permit students to remain in the residential facilities during Christmas (winter break) and the summer (any days past the official move out date stated in the academic calendar, typically from around mid-May to mid-August).

NOTE: Intersession classes require an additional housing contract and fees for winter and summer sessions. Contact the Director of Housing for more details.

## **2. RESIDENTIAL HOUSING POLICY/MEAL PLAN ASSIGNMENT**

All full-time (12+ credit hours per semester), unmarried students younger than twenty (20) years old that are not serving in the United States Armed Forces, or are the primary caregiver of a dependent child, are required to reside on campus in one of the university's residential facilities so long as space is available. All residents in university housing are assigned a meal plan automatically that is included in their housing charges. Students that have completed more than 56 credit hours PRIOR to the start of the semester may apply to waive the meal plan in exchange for a lower housing charge. The application for this can be found on the housing page of the university's website ([www.swcu.edu/housing](http://www.swcu.edu/housing)).

## **3. TERMINATION OF CONTRACT**

Students may apply to terminate their housing contract by submitting the Housing Contract Cancellation Form to the VPSS. This form can be found on the university website's Housing page ([www.swcu.edu/housing](http://www.swcu.edu/housing)). The VPSS will review all off campus housing waivers and grant approval on a case-by-case basis. Upon approval, a cancellation fee of \$1,000 becomes due. To be eligible for approval a student must meet one of the following criteria:

- The student is 20 years old before the fall semester begins
- The student has completed 56 credit hours (obtained junior status) before the fall semester begins
- The student will be living at home with parents or a legal guardian (within a 45 mile radius of campus)
- The student is or will be married during the semester for which they are applying for a waiver (Must provide a copy of the marriage license or certificate)
- The student is the primary caregiver of a dependent child
- The student is serving in a branch of the United States Armed Forces and is currently on active duty

## **4. DAMAGES/VANDALISM**

*All* damages and vandalism will be charged appropriately and dealt with on a case-by-case basis.

## **5. ENTRY INTO YOUR ROOM BY UNIVERSITY OFFICIALS**

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

## **6. RULES AND REGULATIONS**

As a condition of this contract, you agree to comply with all university rules, regulations, and policies. The Southwestern Christian University Student Handbook and other posted and/or distributed rules and regulations are incorporated herein by reference. This includes those rules and regulations now in effect as well as rules and regulations that are amended or enacted during the term of this contract. If you violate university and/or Resident Life regulations, create undue disturbances for other residents, or unreasonably withhold your cooperation from other students or from Resident Life staff, you may be dismissed from the residential facilities. Also, at the discretion of the VPSS, University Disciplinary Committee, or the President's Cabinet, you may be recommended for dismissal from the university. In this event, the student who has entered into this agreement with Southwestern Christian University still maintains responsibility for the housing contract and all associated room charges.

### **Director of Housing and Student Life**

The Director of Housing and Student Life oversees all aspects of the Resident Life program and are responsible for creating a vibrant residential culture for undergraduate students. The Director(s) provides leadership, management, and support to the Resident Assistants and reports to the Dean of Students and Vice President of Student Services.

### **Resident Director (RD)**

The Resident Director is a professional staff member who resides in the residence halls providing leadership to the Resident Life staff while managing all day-to-day operations of their assigned residential facilities. The Resident Director reports directly to the Dean of Students and the Vice

President of Student Services. Southwestern Christian University has at least one resident director that lives on campus.

**Resident Assistant (RA)**

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

## **Residence Hall-Room Information**

### **Room Assignments**

Rooms and roommates will not be assigned until a housing application and a non-refundable room fee are received. When a student is assigned a room, he/she is responsible for signing a Room Condition Form (RCF) that has been completed by Resident Life staff prior to move-in day. Existing conditions of the room are listed on the RCF prior to the resident's arrival. Upon check-out, Resident Life staff will inspect for any new damage not previously indicated on the RCF upon move-in. Any necessary charges will be billed directly to the resident's student account. Students must remove their personal property when vacating residence halls at the close of the academic year. Any personal property left in the residence halls as of the Monday following commencement will be discarded.

### **Room Check In/Check Out**

Upon check-in, residents will sign an RCF and Emergency Medical Card to give to EMS in the event of an emergency. Students will also complete a Housing Contract and receive any applicable parking permits. Once all required documents are received by the offices of Housing and Resident Life, room keys will be distributed.

Residents must remove all personal items and thoroughly clean their rooms prior to check-out. Upon check-out, residents must contact an RA. The RA will inspect the room and complete the check-out side of the RCF. The resident will sign the RCF verifying the condition of the room upon check-out. Once the RCF is completed, the resident must return their key(s) to the RA.

Note: Any items left in the room after check-out will be disposed of after 5 days. If a student does not return after a break or fails to check out by the official move out date set by the academic calendar, all items will be disposed of after 5 days. The Director of Housing will make an attempt to contact the student before disposing of any items.

### **Room Changes**

SCU Housing offers an opportunity to request a room change in the first few weeks of the semester on a day chosen by the Director of Housing known as Friendly Moving Day. This is the only opportunity students have to move once they have officially checked into their room. Room changes outside of this date are to be rare and only approved out of complete necessity by the Director of Housing, Dean of Students, and VPSS. If a student wishes to change rooms outside of Friendly Moving Day, he/she and all individuals involved should discuss the reasons for the change with the Resident Director. The Resident Director will then submit the room change request to the Vice President of Student Services. If a student moves without permission, he/she will be required to return to the original room. All room changes must be recommended by the Resident Director and approved by the Director of Housing and Student Life. There will be a \$25 charge for approved room changes and a \$100 fine for unauthorized room changes.

**NOTE: Room changes may result in a change to the charges on the student's account.**

### **Room Prohibited Items/Actions**

The following items/actions are prohibited in Southwestern Christian University residence halls, rooms, and common areas. Items found in rooms that are in violation of school policy are subject to confiscation by school officials.

- Alcoholic beverages, containers, and promotional items
- Antennas attached to windows or outside of buildings
- Athletic activities including running, throwing, bouncing, or kicking of objects and the use of golf clubs, lacrosse sticks, footballs, etc.
- Children are not permitted as permanent residents of the residence halls
- Baby-sitting is not allowed in the residence halls
- No pets are allowed in the residence halls, including lobbies and common areas
- Blocking and/or propping open entrance and/or exit doors
- Ceiling alterations such as ceiling fans, mounting light fixtures, removal of ceiling tiles, etc
- Cooking appliances designed for frying or with open heating elements such as toaster ovens, electric skillets, hot plates, waffle makers, etc.
- Excessively large mini-fridges (This is determined by the Resident Director; if you are unsure, ask.)
- Construction of any kind
- Controlled substances, designer drugs, or prescription drugs written for another individual
- Fighting
- Firearms, ammunition, and other weapons
- Fireworks of any kind
- Exiting or entering a room through a window (except when exiting in the event of an emergency)
- Mopeds, motorcycles, flammable fuel, gas engines
- Open flames such as candles, incense, matches, lighters, etc
- Paint or painting, other than art supplies
- Students should use discretion when viewing TV, movies, or online material and listening to music. Video games rated T (Teen) are acceptable. With video games rated M (Mature), discretion must be used.  
Sexually explicit or inappropriate material, including but not limited to, movies, posters, print materials, music, art, displays of profanity, or other potentially offensive, insulting, or provoking materials that are not consistent with the general spirit and message of Southwestern Christian University are not permitted.
- Smoking
- Space heaters
- Throwing anything off of a roof or out of a window
- Any other item deemed inappropriate by the Resident Directors, Vice President for Student Services, or any other university official

**Note: The Resident Directors and/or VPSS reserve the right to make alterations to this list.**

### **Room Sign-Out (Overnight & Weekend)**

Students wishing to check out on the weekend or a weeknight must sign out with the RA assigned to their floor. Sign-outs should be completed and approved by 10 p.m. on the day of departure. Contact with the RA should take place upon return to campus. Rules & Expectations:

- Southwestern Christian University does not permit students to spend the night in the company of members of the opposite sex.

Abuse of these privileges may result in disciplinary action and/or loss of privileges. The Resident Director/s and/or Resident Assistants reserve the right to deny or limit sign-out requests.

### **Room Inspections**

During each semester, Resident Life staff will conduct room inspections of the residential facilities. Such inspections will be made for health, safety, and maintenance purposes. If during room inspections a student is found to be in violation of the Student Handbook, appropriate action will be taken. Students are not required to be present for inspections to take place. A schedule for room inspections will be posted at the beginning of the semester. They will take place twice a month.

### **Room Displays**

Residents are free to display posters and other appropriate items in their rooms. Possessions or displays that are inconsistent with the Southwestern Christian University Vision, Mission, and Values Statement (i.e. Alcohol advertising, pornography, etc.) and/or items which violate accepted campus standards should not be displayed. Check with one of the Resident Directors if you have any questions about what may or may not be appropriate.

### **Room Use Policy**

In order to maintain an environment conducive to receiving a high quality education and to protect the resident's rights to privacy and safety, the following policy has been put into place: Commercial use of your room or solicitation (phone, door-to-door, advertisement postings, etc.) anywhere on the premises is strictly forbidden. This includes commercial use of the university network computer connections. It is not permissible to publicly list residence hall room numbers or phone numbers in commercial ads or other business announcements. Specific exceptions for approved student concessions in residence halls must be authorized in writing by the VPSS.



### **Room Safety and Security**

While Resident Life staff makes regular rounds through the residence halls, the ultimate responsibility for the security of a student's room lies with the student; the security of the hall rests upon the community. Students are urged to keep their room doors locked at all times and are not allowed to prop any exterior doors open. Students are also encouraged to report any strangers in the building to the residence hall staff or to notify Campus Security immediately. The university does not assume responsibility for damage to or loss of personal belongings, including as a result of theft or burglary. Students are encouraged to obtain their own insurance coverage if their parent's or guardian's homeowners' policy does not cover the student's personal campus belongings.

### **Cohabitation**

Students may not cohabit on-campus. Cohabitation is defined as spending the night in a room with members of the opposite sex. "Spending the night" is also a violation of the visitation policy.

### **Curfew**

SCU residence halls do not have a curfew. However, curfew can and will be reinstated for disciplinary reasons or out of necessity to maintain the safety of the student body when deemed necessary by the university administration.

### **Laundry and Linen**

Laundry facilities are available in each residence hall and are available to residential students at no charge; however, students must provide their own detergent. Laundry is not to be left unattended at any time. The university is not responsible for articles left in laundry rooms. Laundry facilities are for resident students only and any unauthorized use of the facilities is subject to disciplinary action. Each residence hall has a designated laundry policy that residents must adhere to.

### **Painting**

Rooms are to be painted by designated university staff only. Residents will be charged for repairs and/or replacement and disciplinary action may occur for unauthorized painting of rooms.

### **Trash Collection**

Trash collected in the individual rooms may not be deposited in the trash receptacles located in the laundry rooms or in any other part of the building. Trash must be taken to the dumpster provided outside.

### **Residence Hall Meetings and Devotionals**

Regularly scheduled meetings are held for resident students, either as one body or within the separate halls. Residence hall inhabitants are required to attend all hall meetings and devotionals. Schedules for residence hall meetings will be posted at the beginning of each semester. (All meetings are approved by the Resident Directors.) All Southwestern Christian University students are welcome to attend the hall devotionals.

### **Residence Hall Programs**

Students are highly encouraged to participate in the hall programs provided by Resident Life. These programs are a great way to connect with other students and to build community within each hall and on campus.

### **Residence Hall and/or Overnight Guests**

Students may invite guests to visit them on campus. It is the student's responsibility to see that their guest abides by the rules and regulations of the university while visiting on campus. An overnight guest is defined as any person who is not a resident staying overnight on campus. Permission to entertain overnight guests must be obtained from the Resident Assistant. Guest requests must be approved by all occupants assigned to the room where the guest will be staying. A stay of more than two nights must be approved by a Resident Director. Guests staying in the residence hall more than two nights will be subject to a \$20 fee per night.

### **Privacy Rights**

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

- No one is permitted to enter another's room without first being granted permission to do so. This does not apply to routine room inspections or a university official entering for a legitimate reason.
- Items should never be taken from another room unless permission has been granted to do so.
- Students are expected to obtain room keys from a Resident Director and should lock their rooms when planning to be away from the residence hall area.

### **Noise Control**

In order to develop a pleasant atmosphere, students must exercise noise control at all hours of the day and night. When music, singing, or an extreme level of noise is heard outside a student's room, other residents are being denied the right of privacy. Therefore, the following guidelines will be enforced to regulate noise control:

- Room doors and windows must be closed when music is being played. Repeated violation of this guideline may result in loss of privilege of having the device in one's room or removal from campus housing (if a student is of age to live off campus).
- Stereos, radios, and televisions must be turned off when a student is absent from his/her room.
- A moderate level of volume must be used when operating stereos and televisions. This applies to both the lobby and residence hall rooms.
- Lights, stereos, televisions, etc. must not be left on, or unattended, for an extended period of time.

- Quiet/study time will be from 10 p.m. - 10 a.m. All talking, music, etc. must be at a reasonable volume and confined to individual residence hall rooms.
- The commons areas should be a place where students can congregate to talk, hang out, etc. without being overly concerned about excessive noise level. Pillow fights, wrestling, rowdiness, excessive noise, etc. are not allowed in the commons areas. All hours other than those designated as quiet/study time are considered to be courtesy hours. Any student who confronts other residents regarding bothersome noise or activity should do so in a respectful manner and expect cooperation from the student(s) in resolving the issue.

### **Restricted Areas**

Students are not allowed in the residence halls of the opposite sex. All men's housing (including area outside of windows) is restricted from female students. All women's housing (including area around outside of windows) is restricted from male students. Approval must be obtained in advance from a Resident Director for a student to bring guests of the opposite sex into their residence hall or room. Commons areas are not restricted. The LLC basement closes at 10 p.m. and reopens at 6 a.m. The Bell Student Center closes at midnight and opens at 7am.

### **Furniture**

Southwestern Christian University provides each resident with a bed frame, mattress, desk, and chair. Each resident provides his or her own linens, blankets, bedspreads, pillows, study lamps, wastebasket, small items of furniture, small area rugs, etc. Students are responsible for proper use of furniture provided by the university. Mattresses must remain on bed frames and may not be placed on the floor. Dressers may not be stacked or used as supports for other items. Any damage that results from improper use of furniture will be charged to the resident(s). Beds may not be placed on other furniture. University-supplied room furniture is not to be removed from rooms for any reason.

**Note: Any unissued furniture must be approved by a Resident Director including couches, recliners, or cloth chairs.**

### **Care of Facilities**

Students are expected to maintain the residence buildings and all items found therein so that they are in the same condition as they were found in at the beginning of the semester. Students are expected to clean up after themselves and throw all trash away immediately. Commons area furniture should not be taken to the residence hall rooms. No one is allowed to move furniture or furnishings from the rooms without permission from a Resident Director. Students damaging or placing excessive wear on furniture will be in violation of school policy.

Nails, screws, and types of tape that may damage walls **may not** be used to hang objects on the walls in student rooms or in the hallway. If students wish to hang items, products designed to not damage surfaces or remove paint may be used. If there is a question regarding a certain product being permitted, please discuss this with a Resident Director.

### **Room Damage/Furniture/Building Costs**

Southwestern Christian University officials have the right to determine the costs of damages to be assigned to students. Listed below are some approximate damage costs to students:

- Broken door- \$200
- Broken window- \$250
- Drawer replacement- \$50
- Un-cleaned room- \$25 per hour of cleaning
- Painting door- \$20
- Broken bed- \$200
- Chest defacement- \$100
- Screens- \$40

Damage costs will be billed to the student's financial account. All costs must be satisfied prior to a student receiving his or her grades, transcript, or enrolling in the university for a subsequent semester.

### **Cosmetic Changes**

The residence halls are designed to be used by students over several years. Certain personal cosmetic changes by the students (contact paper, hooks, wallpaper, etc.) require unnecessary repairs by the university. Therefore, unauthorized alterations to the rooms may not be made. Residents will be charged for repairs and/or replacement, and disciplinary action may follow unauthorized alterations of rooms.

### **Hallways**

Hallways are not to be used for congregating or studying. Hallways are to be kept clean and clear at all times. Items may pose a hazard as obstacles in the event of a fire or other emergency.

### **Windows and Screens**

No person should use windows as a room entry/exit. Screens must not be removed, cut, or damaged, except in the case of fire or emergency. Violations will be subject to disciplinary action and a fine.

### **Fire Drills**

Fire drills will be held at various times throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Residents will also be instructed on the proper fire procedures during the first week of school.

All residents must evacuate the residence hall if a fire alarm is activated, whether for the purpose of a drill or in the case of an actual fire. Disciplinary action may be taken if a student refuses to evacuate.

Smoking, the use of candles or incense, or any open flame is strictly prohibited in the residence halls or in the commons areas. Flammable materials (gasoline, kerosene, propane, etc.) are not permitted inside buildings.

**NOTICE:** Tampering with fire alarms or activating smoke/fire alarms for reasons other than an emergency is considered a criminal offense and will be treated as such. Any student caught in violation may be subject to criminal and Southwestern Christian University disciplinary actions. The emergency exits of the residence halls are only for use in emergencies. **IN CASE OF FIRE, Call 911.**

### **Threatening Weather Conditions**

When threatening weather is imminent, the Resident Directors shall monitor certified meteorological broadcasts for current information. (KTOK Radio - 1000 KHZ or television channels 4, 5, or 9). Any storm warning affecting western Oklahoma County or eastern Canadian County shall be monitored closely by the Resident Director. In the event of a tornado warning, the Resident Directors, along with the RAs, shall immediately notify campus residents.

Residents shall take cover in the library or the Learning and Living Center (LLC) shelter away from glass. The Southwestern Christian University website ([swcu.edu](http://swcu.edu)) has more information on storm preparation and weather related information.

**RAVE is SCU's emergency notification system.**

### **Forfeiture of Residence Hall Privileges**

Living in the Southwestern Christian University residence halls is a privilege, not a right. A student may be asked to move out of a residence hall with or without warning for any reason deemed necessary by a Resident Director, the Dean of Students, or the VPSS in order to protect the health or welfare of students, faculty, staff, or others or to safeguard university property or the property of others. The official decision to remove a student from university housing will come from the consent of the university's Housing Committee which consists of the Director of Housing, the Dean of Students, and the VPSS. The following are examples, but not an exhaustive list, of conduct which may warrant removal from the residence halls:

- Abusive behavior (including continued disrespect) toward people
- Intentional or reckless destruction of, or damage to, property
- Any serious violation of the housing contract or of university policy, rules, or regulations
- Any behavior deemed inappropriate by a Resident Director or the Vice President for Student Services

**Note: Due to safety concerns, the parents of students being dismissed from the residence halls may be notified.**

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

### **University Breaks/Residence Hall Closures**

Southwestern Christian University residence halls will be officially closed during Christmas break. Residential students are responsible for securing accommodations off campus during any university breaks when the residence halls are closed. Signs will be posted and hall meetings will be held by Resident Life staff to inform students how to properly prepare for leaving/staying in the residence halls during university breaks. The residence halls will be available during Fall and Spring break and limited food service will be provided. For security purposes, those who need accommodations during Fall and Spring break must communicate with the Department of Housing in advance, which is located in the Housing and Resident Life office within the Learning and Living Center.

# Spiritual Life

Southwestern Christian University offers its students a quality academic education as well as an opportunity to develop the total person (spiritual, intellectual, communal, and physical). The spiritual life program allows each student to formulate a plan to meet their spiritual needs. Our goal is to offer and monitor more opportunities for students so that they can engage in discipleship, prayer, worship, and other spiritual disciplines which will enhance their spiritual development.

## Church

Christian fellowship and worship are vital components of the Christian life; therefore, all Southwestern Christian University students are encouraged to faithfully attend and participate in churches from their own traditions.

## Campus Spiritual Life Program

The Office of Spiritual Life is pleased to utilize our spiritual life program called Koinonia. Koinonia is a Greek word that means “Christian fellowship.” SCU Professor, Ken Young, described Koinonia as “fellowship in every sense, not only shaking hands and greeting one another, but investing into one another.” Spiritual formation is an investment and that investment is in your relationship with God, other believers, and also in yourself.

This program gives each student the opportunity to set up and develop their own spiritual formation. Students are given more options to worship, pray, engage in small groups, and grow spiritually than in the past. Weekly chapel services are one of many options for students as they earn the required Spiritual Life Credits each semester.

## **Coronavirus Alert: SCU Alternative Chapel and Spiritual Life Program for 2020-21**

In the interest of safety for our students, faculty, and staff, the Office of Spiritual Life is adjusting our normal Chapel and Spiritual Life Program for the 2020-21 academic year. The student body will be split into two groups. One group will be assigned the Tuesday chapel service and the other group will be assigned the Thursday chapel service. The assignments are set up by the registrar’s office. (Students can request to change their chapel day by August 24<sup>th</sup> if room is available.)

For **this year only**, full time students are required to obtain **24** spiritual life credits per semester. This is a reduction from our normal 28 spiritual life credit requirement.

Part-time students enrolled in 8-11 credit hours are required to obtain 13 spiritual life credits per semester.

Part-time students enrolled in less than 8 credit hours are required to obtain 8 spiritual life credits per semester.

## **Chapel**

Chapel time: 11:00 am until 11:45 am on Tuesdays and Thursdays

**Students must attend their assigned chapel only.**

There will be **13** chapel opportunities for students (13 on Tuesdays and 13 on Thursdays). Every other row will be available for student seating. The maximum number of people in each chapel service is 250. Hand sanitizer will be available at the chapel entrance and masks are encouraged (this could change to a requirement as we get closer to opening the semester).

## **Spiritual Life Events**

SCU will provide other spiritual life opportunities on campus through chaplains, coaches, and other students.

- Bible Studies
- Worship Services
- Prayer Events
- Spiritual Life Forums

The first week's chapels will be on August 25<sup>th</sup> and 27<sup>th</sup>.

The last week's chapels will be on November 17<sup>th</sup> and 19<sup>th</sup>.

The goal of the Spiritual Life Program is to offer a minimum of 6 opportunities per week for students to engage in spiritual life formation. These opportunities will be provided by the Office of Student Services and the Spiritual Life Chaplains; however, many more could be added by faculty, staff, or students throughout the academic year.

## **Spiritual Life Options**

- SCU Chapel – 12 opportunities each semester
- SCU Worship Events
- SCU SGA Identified Services
- SCU Spiritual Life Forums
- SCU Bible Studies
- Other SCU Approved Spiritual Life Events

## **Requirements for Spiritual Life Options**

All Spiritual Life Options must be approved by the Office of Student Services and must meet the criteria for the event to be considered a Spiritual Life Credit. Once approved, the event will be added to the Spiritual Life Calendar.

- Criteria:
  - A minimum of 4 people must attend
  - A minimum of 30 minutes per meeting
- Events must be labeled:
  - Prayer, Worship, Discipleship, etc.
  - Public or Private
  - The subject matter of the Bible Study



- Leader:
  - Group Leader (SCU student, faculty, or staff member)

### **Technology**

All students will need to download the Digital ID by Presence app from the App Store.

- Log in using your swcu.edu email address and password.
- Students will use the Digital ID app to check in for spiritual life events. Students will use their Digital ID to sign into chapel on Tuesdays and Thursdays and will use their physical ID to sign out of chapel at the end of services on the south-west wall ID scanner.
- Students can use the Presence website address to check their attendance ([swcu.presence.io](http://swcu.presence.io)).

### **Campus Chapel Services**

Southwestern Christian University Chapel\* services are a time for the university to come together intentionally to challenge, to reflect, to engage, and to worship the living God. Chapel is offered twice each week on Tuesdays and Thursdays. Chapel services start at 11:00 am and end at 11:45 am.

\*All traditional students must enroll in Chapel during registration and all students must attend.

### **Chapel Attendance Guidelines**

These procedures apply to Chapel, Spiritual Emphasis Services, and other Spiritual Life events.

- Southwestern Christian University students are encouraged to attend their assigned Chapel service
- Students who leave before the service ends will not receive credit for that chapel service
- Students must use their Digital ID to scan in to receive spiritual life credit. They must use their physical ID to scan out at the end of chapel.
- Chapel attendance will be added to your Presence Profile and will count toward your 24 Spiritual Life Credits
- Courtesy and respect to fellow students and speakers is expected.
- Student Handbook Violations (SHV) will be given to students who are disruptive, distracted, or distracting to others during chapel services. This includes engaging in things such as headphone use, excessive phone use, excessive talking, etc.
- Only 1 Spiritual Life Credit is awarded per chapel service attended.

### **Full-time Student Requirements** (12+ hours)

Students enrolled in 12+ hours must earn 24 Spiritual Life Credits, 5 Community Life Credits, and 5 Community Service Hours per semester.

### **Part-time Student Requirements** (<12 hours)

Requirements for part-time students depend on the number of hours in which a student is enrolled.

- Students enrolled in 8-11 hours must earn 13 Spiritual Life Credits and 5 Community Life Credits per semester.
- Students enrolled in less than 8 hours must earn 8 Spiritual Life Credits and 1 Community Life Credits per semester.

### **Spiritual Life Exemption**

The Spiritual Life Reduction Request form is available at the Office of Student Services and must be turned in for approval by the VPSS. The following guidelines apply:

- Exemptions will be available for students who have work related or family related issues.
- Exemption forms must be filled out by the student and turned into the Office of Student Services within the first 3 weeks of the semester.
- Exemptions from all Spiritual Life Credits are rare. The exemption will be a reduction of Spiritual Life Credits from 28 to a more manageable number depending on the student and situation.

### **Community Life Credit Guidelines**

- Community Life Credits are not Spiritual Life Credits. These credits are earned by attending social and athletics events on campus provided by SGA, Clubs, and SCU Athletics events.
- 5 Community Life Credits must be earned each semester.
- Many groups including SGA and Student Clubs can come up with events that will help students earn these credits.
- The President and the Vice President of Academic Affairs have the ability to add mandatory Community Life Credits.

### **Community Service Hour Guidelines**

- Each student is encouraged to complete a minimum of 5 Community Service Hours each semester.
- Students can earn hours through community service done for course requirements, hours completed with athletic teams, or any other documented community service hours. Official documentation of hours must be emailed to [kaylee.bishop@swcu.edu](mailto:kaylee.bishop@swcu.edu).
- Students who complete 50 or more Community Service Hours in an academic year will be recognized at the Awards Chapel in the spring semester and will receive a community service certificate.

Note: Any disciplinary community service assignments do not count toward a student's Community Service Hours total.

### **Excused and Unexcused Absences**

The VPSS does not recognize “excused” and “unexcused” absences regarding Spiritual Life Credits.

**Note: The VPSS reserves the right to review specific situations in which students miss more than the required number of Spiritual Life Credits and make decisions regarding such absences.**

### **SCU Student Chaplains**

SCU Student Chaplains are responsible for assisting students in their spiritual formation by creating ministry opportunities, providing weekly bible studies, being available for prayer and informal counseling, and building a Christ-centered community on campus.

Some of their duties are as follows:

- Host a weekly bible study/small group on campus
- Oversee student led bible studies as assigned
- Promote spiritual life events
- Chapel monitoring
- Altar ministry
- Encourage student involvement in spiritual life events

# **Disciplinary Procedures**

## **I. General Disciplinary Procedures**

### **Introduction**

Southwestern Christian University attempts to interpret all aspects of life based on the Word of God and the example set forth by Jesus Christ. Since there is such a distinctive expectation of the SCU community, certain standards are required that are in line with the Bible and reflect SCU's mission as a Christian university. All student behavior should reflect this standard and bring glory to God.

Southwestern Christian University desires to protect the integrity of the community and those who are abiding by the rules and regulations. SCU believes that the Bible is the foundation of faith and practice and seeks to implement biblical principles as guidelines for university standards and expectations. When biblical guidelines are put in place, it produces freedom for believers to operate under the protection and blessing of God.

The goal of SCU is that disciplinary actions be redemptive and corrective in nature and not merely punitive. Our hope is to love all students regardless of behavior, but to allow students to experience the consequences of their own behavior. We work to apply the scriptural principles of love, fairness, justice, mercy, and compassion in determining the proper discipline for each student and infraction. It must be reinforced that God disciplines those He loves (Hebrews 12:6). SCU seeks to incorporate discipline within this context. While, unfortunately, there are some severe circumstances which will call for permanent separation of the student from the university, it is SCU's desire in the disciplinary process for students to experience forgiveness, restitution (if need be), reconciliation in relationships, accountability for behavior, and restoration back into the SCU community to the fullest extent possible.

The philosophy of SCU is that problems requiring disciplinary action are most effectively handled at the lowest and fairest level possible. We follow the redemptive biblical model found in Matthew 18:12-17, a process that starts with confronting in a private counseling relationship with peers and/or residence hall staff.

In keeping with the distinctive Christian nature of our community, SCU Community and Lifestyle expectations and standards set forth in this handbook, as well as any other materials provided to the student body. The university faculty, staff, and administration further reserve the right to confront and address other behaviors that are compounding in nature and/or viewed as dangerous, destructive, unbiblical, or inconsistent with the mission of Southwestern Christian University.

### **Community Accountability**

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

### **Southwestern Christian University Disciplinary Actions**

The following actions may be taken with regard to any rule or policy violation at the university:

(a) **Student Handbook Warning**

The student is contacted personally, a formal discussion is held regarding behaviors and attitudes, and a warning is issued and documented.

(b) **Student Handbook Violations**

The student is contacted, behavior is discussed, and the student is issued a Student Handbook Violation with a fine.

(c) **Disciplinary Probation**

When a student is placed on probation they are no longer in good standing with the university until they have completed the necessary tasks required by the terms of their probation agreement.

Probation will result in a covenant agreement that may include all or any of the following:

- A mentoring relationship with a faculty or staff member
- Community service
- Counseling (at student's request and expense)
- Restitution, i.e. payment or service
- A fine
- An educational assignment such as, but not limited to, understanding and explaining the harms and dangers of certain actions and behaviors
- Community or volunteer service
- Curfew
- Loss of extracurricular or co-curricular activities (Students involved in leadership activities such as SGA, One Voice, drama, athletics, intramurals, ministry teams, music teams, etc. may forfeit a certain percentage of their participation and/or scholarship.)

Failure to meet the terms of the probationary agreement within the allotted timeframe will result in further disciplinary measures assigned by either the Dean of Students or the University Disciplinary committee up to expulsion.

**Note: The length of the probationary period will be determined by the Dean of Students and/or the VPSS. The university reserves the right to require students to contact their parents and inform them of any probationary case.**

(d) Disciplinary Suspension

The student is involuntarily suspended for a stated length of time (usually the rest of semester and possibly the following semester). He/she may not spend the night on campus and must vacate campus with their belongings within 24 hours. Time extensions to get off campus can be given at the discretion of the Director of Housing, Dean of Students, and VPSS. A student suspended for disciplinary reasons must sit out the remainder of that academic semester and potentially the following semester (to be determined by the VPSS); however, the suspension does not include summer semesters. The student is eligible to reapply for admission the subsequent semester after the suspension's time sanctions have been met. If the student is re-admitted, they will return to SCU on probation. The conditions of readmission, if any, shall be stated in the order of suspension. If a suspended student, who is later allowed to return, commits a major violation at any point, the student is subject to immediate dismissal. Because of the university's obligation to the safety of the student, the parents of the student will may be notified of the student's status. No leadership involvement (extracurricular or co-curricular) will be permitted during this period. The VPSS has the authority to assign suspensions if deemed necessary.

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

**Note: The length of suspension will be determined by the University Disciplinary Committee and/or VPSS.**

(e) Disciplinary Dismissal

The student's enrollment is terminated and he/she is required to vacate campus, with belongings, within 24 hours after the dismissal is announced. Extensions to get off campus can be given at the discretion of the Director of Housing, Dean of Students, and VPSS. The university reserves the right to require the student to leave the campus immediately, if it is deemed appropriate. Students that receive disciplinary dismissal are allowed to apply for readmission to SCU, but will be subject to further review and, should they return, will be readmitted under probationary status. Dismissed students are not eligible for refunds of any kind and their dismissal will be noted on their transcripts, which may affect their financial aid standing and their ability to transfer to other institutions.

**Note: The decision to dismiss a student will be made by the VPSS, University Disciplinary Committee, and/or the President's Cabinet.**

(f) Removal from University Housing

Where the university deems it necessary, the university reserves the right to remove a student from university housing. Access to other university-owned facilities can also be restricted. Behavior that could result in removal from university housing may include, but is not limited to: disruptive, rude, or threatening behavior; students caught with alcohol, drugs, drug paraphernalia, or weapons; inability to keep residence hall rooms or commons areas clean; and/or destruction of

community/university property. As the university has an obligation to the safety of the student, the parents of the student may be notified of the student's removal from university housing. If a student is removed from university housing for any previously stated or similar reason/s, that individual will no longer be allowed within university housing facilities, including common areas. If the situation is deemed severe enough, the university also reserves the right to ban the individual from campus, SCU activities, and university functions altogether at the discretion of the Dean of Students, the VPSS, or campus security. It should also be noted that, in the case of a pregnancy outside of marriage, the student will be required to live off campus in a residence approved by the VPSS. The student would also be subject to any applicable standards, policies, and discipline concerning sexual behavior.

**Note: The VPSS, Disciplinary Committee, and/or President's Cabinet reserve the right to determine that certain behaviors are inappropriate and should result in removal from university housing.**

## **University Disciplinary Committee**

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

- One member of the President's Cabinet (the VPSS who will serve as chairman)
- One faculty member
- A Resident Director
- The Vice President of the Student Government Association (Elected by the student body)
- Student Res Life representative

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



## **II. Spiritual Life Disciplinary Procedures**

### **Introduction**

The disciplinary process for Spiritual Life is intended to correct and redirect the student's actions, protect each person in the Southwestern Christian University community, and teach responsibility to the students.

### **Behavioral Offenses**

Behavioral offenses are those that not only distract the person(s) involved, but are also disruptive to the community as a whole. The following things listed are prohibited during chapel services: excessive talking, sleeping, doing homework or other work, cell phone use, or the use of other electronic devices. This list is not an exhaustive list of possible offenses. These offenses will generally be handled initially with a warning but, if repeated or sufficiently serious, may be dealt with under the General Disciplinary Procedures as a Student Handbook Violation (SHV) or other rule violations.

Any Southwestern Christian University faculty or staff member may confront students concerning inappropriate activity or behavior. Students who violate the community or chapel standards may be referred to the VPSS for disciplinary action.

### **Spiritual Life Discipline**

- **First Offense:** a written warning via email will be issued.  
Any student who gets placed on spiritual life warning and then meets spiritual life requirements for two consecutive semesters will return to good standing.
- **Second Offense:** a spiritual life assignment must be completed.  
Any student who fails to meet the spiritual life requirements in two out of any three consecutive semesters will be placed on spiritual life probation. The student will meet with the VPSS and receive an assignment which must be completed in order for them to be removed from spiritual life probation.
- **Third Offense:** a third offense will result in the student's suspension.

### **Spiritual Life Suspension Appeals Process**

Appeals must be made in writing to the VPSS within seven calendar days of Spiritual Life Suspension Notification. Appeals need to include specific reasons why Spiritual Life Credits were missed.

### **Community Service Credits Fine**

Any student who does not meet the requirement of 10 Community Life Credits will be subject to a \$20 fine.

**Cumulative Discipline**

Discipline imposed under this section will generally be cumulative to any discipline imposed under the General Discipline Procedures. Any provision herein stating that a student is allowed to participate in certain activities or is restored to other privileges, during or after certain probations, is subject to any discipline which may be imposed under the General Discipline Procedures, whether for the same, related, or unrelated conduct.

### **III. Classification of Violations**

#### **A-Class: Minor Violations**

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

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

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

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

**A4. Removal of Room Furnishings** – All furnishings assigned to a residence hall room must remain in that room. Additionally, lounge furniture must remain in the lounges and may not be taken to individual residence hall rooms.

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

**A6. Pets** – Pets, animals, rescues, strays, etc. are not permitted in the residence halls.

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

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

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

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

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

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

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

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

**A15. Profanity** – Vocalizing, broadcasting, or displaying obscene language and material(s) of any kind that do not align with the general spirit and message of SCU is prohibited. This includes, but is not limited to, music and conversation.

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

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

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

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

## **B-Class; Major Violations**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**B18. Tobacco** – Southwestern Christian University is a tobacco free campus and the use of tobacco in any form is prohibited.

**B19. Illegal Drugs** – The manufacture, distribution, sale, use, offer for sale, association with or possession of drugs, narcotics, or drug paraphernalia in accordance with state statutes or any of the laws of the United States pertaining to a “controlled substance”.

**B20. Actual or Threatened Sexual Assault or Harassment** – This includes, but is not limited to, unwanted sexual touching, making unwelcome sexual advances, or requesting sexual favors.

**B21. Possession of Weapons** – The use or possession of weapons at Southwestern Christian University is strictly prohibited. Weapons include, but are not limited to, guns, knives, swords, throwing stars, nun chucks, fireworks, and hazardous chemicals.

**B22. Providing False Information** – In the application for admission, petitions, requests, disciplinary hearings, or other matters of record and transactions with officials of Southwestern Christian University.

**B23. False Reporting of an Emergency** – The false report of a bomb, fire, or other emergency in any building, structure, or facility by means of activating an alarm or in any other manner.

**B24. Hazing** – No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. Southwestern Christian University students and student organizations are prohibited from engaging in any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities. Hazing is a very serious offense and is not only a violation of the Southwestern Christian University Student Lifestyle Covenant, but is also a violation of Oklahoma state law.

**B25. Criminal Offenses** – Committing any act which is a violation of a criminal law of the United States, a State law, or a municipal ordinance.

**B26. Stalking** – Behaviors or activities occurring on more than one occasion that collectively instill fear in the victim and/or threaten his or her safety, mental health, or physical health.

**B27. Door Propping** – The exterior doors of the residence halls are to remain properly closed at all times unless permission is otherwise given by the Resident Director on moving days.

**B28. Failure to Follow Safety Procedures** – Students must evacuate buildings during fire alarms and remove themselves from the vicinity of any other emergency situation at the request of university faculty and staff or emergency services personnel.

**B29. Gross Disrespect** – Disrespect is defined as a lack of courtesy or respect. Disrespectful actions and behavior exhibited toward an SCU staff member, faculty member, student, or guest either verbally or nonverbally are not permitted. This includes, but is not limited to: conversation, email, the classroom setting, inappropriate or obscene body language directed toward an individual, and/or obstructing or disrupting any college activity, including teaching, research, social activities, games, and public service functions.

**B30. Visitation** – Men and women must remain on/in their assigned halls/floors of their residence halls. Any visitation or social gatherings between men and women must take place in the commons areas. Members of the opposite sex are not to be brought into a residence hall at any time for any reason without permission obtained through a Resident Assistant who has cleared it and documented it with a Resident Director.

**B31. Breach of Lifestyle Standard** – This category is for failure to adhere to the lifestyle standards established in the SCU Lifestyle Covenant. It covers behaviors that negatively reflect the university's agreed upon standards in the lifestyle covenant. Such behaviors include, but are not limited to:

- Going to bars, social clubs, and similar environments not reflective of the general message and spirit of SCU
- Attending social gatherings (such as house parties) where substances (drugs, including marijuana, alcohol, etc.) and/or immodest behaviors not in line with SCU are taking place
- Social media posts indicative of the student or fellow students taking part in previously mentioned or similar types of behavior that are not in line with the message and spirit of the SCU Lifestyle Covenant standards

**B32. Housing Policy Violation** – Any attempt to bypass or undermine the SCU student housing policy and exemption protocol. **\*See Resident Life Policies on pages 49-53\***

**B33. Disorderly Conduct** – Individual or group behavior that unnecessarily disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, hazing, and boisterous or threatening conduct which is unreasonable for the area, time, or manner in which it occurs. It also includes abusive, obscene, violent, excessively noisy, or drunken misbehavior on any university property.



#### **IV. Disciplinary Process – Minor (A Class) Violations/ Student Handbook Violations**

A student can be issued a Student Handbook Violation (SHV) by Resident Life staff, faculty, or an administrator. Once a citation is reported, a member of Student Life will contact the student receiving the citation via email. Such citations will clearly state the offense and the terms of the disciplinary measures being taken. Student Handbook Violations seek to correct student behavior and provide accountability. Violations will count against the student for the academic year (Fall to Spring).

In the event of the fine being a university housing matter, the first through third SHVs will result in the student meeting with a Resident Assistant or Resident Director for counsel, a possible fine, community service, and any other consequences deemed appropriate by the Resident Director. If it is a violation occurring outside of the residence halls (e.g. in a classroom, lunch room, gym, etc.), contact will be made by someone in the Student Services department once a citation has been reported to the Dean of Students.

Fourth SHV – The fourth violation takes the student to a higher level of disciplinary action. At this time, it is clear that the student is not willing to make corrections for his/her day-to-day actions and a tougher discipline is needed. A meeting with the Dean of Students will take place and/or possibly the University Disciplinary Committee. It is likely that extracurricular activities may be limited. Any meetings herein are not court proceedings. The university is not bound by rules of evidence or procedure and the student is not permitted to appear with legal counsel.

##### **Minor (A Class) Violation Appeals**

The Dean of Students, the VPSS, a Resident Director, a Resident Assistant/s, or Security will handle violations that are considered to be minor offenses. A student may appeal the disciplinary action of minor violations to the VPSS. Appeals must be made in writing within seven calendar days from the time the disciplinary notice or Student Handbook Violation was issued to the student. The VPSS is the first and final level of appeal for minor violations. Minor Violations may include, but are not limited to: parking, room cleanliness, profanity, etc.

## **V. Disciplinary Process - Major (B Class) Violations**

The university reserves the right to impose more serious sanctions up to and including suspension and/or dismissal from the university for Major Violations. Major Violations will count against a student for the entire time that they are a student at SCU. The following process will be followed when accusations against a student are made in regard to a Major Violation.

**Note: The Office of Student Life considers the breaking of the Southwestern Christian University Lifestyle Covenant as a Major Violation. Any prohibited conduct may constitute a Major Violation if it is repeated, committed with aggravating circumstances or other violations, the student fails to cooperate with or is dishonest in the investigation of the conduct, or multiple students coordinate or conspire in the conduct.**

1. The Dean of Students will notify the student of the charges against him/her and will summon the student by email to appear for an initial conversation with the Dean of Students regarding the incident. If evidence warrants further action, the University Disciplinary Committee may be summoned for a hearing.
2. The University Disciplinary Committee reserves the right to call witnesses with critical knowledge of the incident, ask questions of the accused, and investigate all evidence that is presented or exposed during the hearing process. The committee may consider past offenses and a student's willingness to cooperate when determining sanctions and disciplinary measures that will be taken.
3. The student will have the right to tell his/her side of the incident, call witnesses with critical knowledge of the incident on their behalf, and summarize their concerns regarding the incident. However, this is not a court proceeding. The University Disciplinary Committee is not bound by rules of evidence or procedure and the student is not permitted to appear with legal counsel.
4. The student will be notified in writing by the VPSS of the findings of the hearing within five calendar days from the hearing date. Following the hearing and the decision of the University Disciplinary Committee, the student has the right to appeal the findings or results of the hearing to the President's Cabinet unless the student did not appear at the hearing.
5. A student not appearing at a scheduled hearing will be considered as having waived their appearance, waived all rights of appeal, and accepted all charges and sanctions pending against them. Due to scheduling conflicts, all students summoned to a hearing will be required to participate regardless of classes, work, or other scheduling conflicts. This also includes students appearing as witnesses in the proceedings.

## **Major (B Class) Violation Sanctions**

1st Violation – There are **two sanction options** for first Major Violations.

Option 1 – Short-term Probation – (1 to 2 months in length)

A meeting will be held with the Dean of Students and/or the University Disciplinary Committee. A disciplinary contract, a fine, community service, disciplinary probation, suspension from participating in games and functions in SCU athletics, and any other actions deemed appropriate by the Dean of Students, VPSS, and/or University Disciplinary Committee will be rendered.

Option 2 – Long-term Probation – (2 to 6 months in length)

A meeting will be held with the Dean of Students, VPSS, and/or the University Disciplinary Committee. A disciplinary contract, a fine, community service, disciplinary probation, suspension from participating in games and functions in SCU athletics, and any other actions deemed appropriate by the Dean of Students, VPSS, and/or University Disciplinary Committee will be rendered.

### **Notes:**

- **If a student receives a semester-long probation halfway through the current semester, the student will come off probation halfway through the following semester.**
- **A student can go from a short-term probationary status to a long-term probationary status in some instances.**
- **The VP of Academic Affairs handles academic issues except student behavior and classroom dishonesty. The VPSS will handle violations regarding Spiritual Life policies.**
- **Witnesses who refuse to appear may be held in violation of the university's standards of conduct and referred to the Dean of Students or VPSS, who may initiate disciplinary proceedings.**
- **A student that does not complete the conditions of short-term probation will either remain on short term probation until conditions are met or be placed on long term probation.**

2nd Violation – Meeting with the VPSS and University Disciplinary Committee, extended disciplinary probation, a fine, community service, disciplinary suspension, suspension from participating in games and functions in SCU athletics, or any other actions deemed appropriate by the VPSS and/or University Disciplinary Committee.

3rd Violation – Meeting with the VPSS and University Disciplinary Committee, suspension from participating in games and functions in SCU athletics, and dismissal from the university will be recommended.

**Note: There are some Major Violations considered more harmful to the Southwestern Christian University community and will result in automatic disciplinary dismissal from the university. Such offenses include, but are not limited to: any actions concerning a weapon, arson, theft, violent behavior including harassment or threats, computer crimes, etc.**

### **Drug-Related Offenses** (including marijuana)

**\*\*SCU adheres to a zero tolerance policy for drug-related issues.\*\***

If a student is involved in a drug related offense, SCU reserves the right to involuntarily dismiss the student immediately. In some instances, SCU will give the student the option to voluntarily withdraw from the university. Whether dismissed involuntarily or withdrawn voluntarily, the student may not return for two (2) semesters.

- Example 1:
  - Student is removed for drug related offenses before Fall/Spring Break. The student may not return for the current semester nor the subsequent semester. They would be eligible to re-enroll in the semester following the subsequent semester.
- Example 2:
  - Student is removed for drug-related offenses after Fall/Spring Break. The student may not return for the current semester nor the following two (2) subsequent semesters.

### **Notes:**

- **SCU will not allow students to finish courses remotely, even if they are in the final weeks of the semester.**
- **Any drug related issue that takes place during Christmas Break or Summer Break, the student (new or current) will not be allowed to enroll for two (2) semesters.**

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

If a student is readmitted after committing a drug related offense, they will automatically be placed on Second Violation Probation.

### **Severe Alcohol-Related Offenses**

Alcohol related offenses are typically handled with **Option 1** of the first Major (B Class) Violation sanctions. However, SCU reserves the right to take more severe disciplinary actions, up to

dismissal, when administration determines that escalated safety risk(s) occurred. Factors that would merit this include, but are not limited to:

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

If a student is involved in a severe alcohol related offense, SCU reserves the right to involuntarily dismiss the student immediately. The student may apply for readmission after one (1) semester of non-enrollment at SCU.

- Example 1:
  - Student is removed for a severe alcohol-related offense BEFORE Fall/Spring Break. The student may not return for the current semester, but would be eligible to re-enroll in the following semester.
- Example 2:
  - Student is removed for a severe alcohol related offense AFTER Fall/Spring Break. The student may not return for the current semester or the following subsequent semester.

If a student is readmitted after committing a severe alcohol related offense they will automatically be placed on Second Violation Probation. In the event of a dismissal for a severe alcohol-related offense, the student becomes ineligible for all institutional scholarships and is responsible for all charges on their student account.

**Notes:**

- **SCU will not allow students to finish courses remotely, even if they are in the final weeks of the semester.**
- **For any severe alcohol related issue that takes place during Christmas Break or Summer Break, the student (new or current) will not be allowed to reenroll/remain enrolled in the following semester.**

## **Major Violation Appeals Process**

### **Appeals Process for 1st Major Violation**

Once a disciplinary action has been taken by the Dean of Students, the student will have the opportunity to appeal the ruling to the VPSS. Appeals must be made in writing **within five (5) calendar days** of the sanctions.

The VPSS will review the written appeal along with the information about the situation (incident reports, security reports, relevant witnesses, etc.). The VPSS reserves the right to meet with both the student and the Dean of Students separately before making a ruling. The VPSS will make any final decisions for 1st Major Violation Appeals.

### **Appeals Process for the University Disciplinary Committee**

Once a disciplinary action has been taken by the University Discipline Committee, the student will have the opportunity to appeal the ruling to the President's Cabinet. Appeals to the President's Cabinet must be made in writing to the VPSS **within five (5) calendar days** from the time the disciplinary notice was issued to the student. The VPSS will inform the President's Cabinet of the written appeal.

The President's Cabinet will review the written appeal, the case file, and written findings of the University Disciplinary Committee. The case will not be reheard by the University Disciplinary Committee. Sanctions placed on the student by the VPSS and/or University Disciplinary Committee will remain in effect until a final decision is made by the President's Cabinet. All decisions made by the President's Cabinet are final.

In deliberating verdicts, the committee or representative of the university will typically make decisions based on the preponderance of the evidence after reviewing testimony and relevant information.

There may be instances in the disciplinary process where students involved in the same incident or similar incidents will receive different disciplinary action. A student's attitude, previous violations, respect for the community, and overall standing with the university will impact the disciplinary process. It is the goal of the University Disciplinary Committee and the President's Cabinet to make every effort to consider the various levels of cooperation, remorse, honesty, maturity, experiences, and backgrounds of each student during the disciplinary process. Therefore, disciplinary action may vary from one student to the next due to these factors.

The following may be grounds for consideration on appeal:

1. The disciplinary action imposed is grossly disproportionate to the offense.
2. The student's rights were ignored and this significantly affected the right to a fair hearing and the outcome of the hearing.
3. There was not substantial evidence to support the committee or representative's decision.

4. Testimony or evidence, which had a material impact on the outcome of the hearing, was false or given fraudulently.
5. New evidence has become available since the initial hearing that would have significantly altered the results and the appealing student is not responsible for the evidence being absent from the initial review.
6. A University Disciplinary Committee member or representative had a serious conflict of interest which prevented him/her from considering the case in a fair and objective manner.

# Redemptive Discipline

Although Southwestern Christian University is committed to correcting students when they display actions that are contrary to the standards of the community and institution, the university will help individuals who are struggling with personal issues, relationships, or an issue that would normally be handled through the disciplinary process.

The administration, faculty, and staff take great pride in assisting students who desire help dealing with real life issues. Therefore, when a student comes to an administration, faculty, or staff member on his own initiative, there will be no formal disciplinary action. However, that student will need to comply with the redemptive disciplinary process. The university will develop a plan of objectives that will be used to aid the student in overcoming his/her area of struggle.

This policy does not apply to individuals who are facing disciplinary action due to an impending investigation or individuals who are confronted by the institution and the representatives for inappropriate behavior.

As a part of the redemptive disciplinary process, the student will submit to the following guidelines:

- Agree to sign a Redemptive Discipline Contract
- Agree to an ongoing mentoring relationship with a faculty or staff member
- Agree to personal counseling or, if necessary, counseling at an off campus facility at the student's expense
- Agree to sign waiver of confidentiality so that the designated officials can monitor the counseling attendance and progress
- Agree to stop the behavior that is contrary to university policy
- Agree to any sanctions that may be imposed to help the student (e.g. fines, campus/community service, books, reflection papers, etc.) or provide restitution to any victims involved
- If a student refuses to accept or agree to the redemptive discipline process, the student is subject to further disciplinary action including probation, suspension, or dismissal. The VPSS or University Disciplinary Committee reserves the right to render a decision even if the student does not comply.

**Note: This is not an exhaustive list of guidelines to which the student must submit and represents the bare minimum.**

## Interpretation and Revision

Any question of interpretation regarding disciplinary processes, the Lifestyle Covenant, and/or any other university policy shall be referred to the VPSS for final determination.



# **Southwestern Christian University**

## **Appendices**

### **Appendix A: Family Educational Rights and Privacy Act**

FERPA is a federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the department's regulations are found at 34 CFR Part 99. FERPA, as passed by Congress in 1974, grants you, as a student at Southwestern Christian University, four (4) specific rights:

1. The right of access to your educational records
2. The right to have an opportunity to seek to have the records amended
3. The right to some control over the disclosure of information from the records
4. The right to file a complaint with the Family Policy Compliance Office in Washington, DC

#### **1. Access to Educational Records**

*Southwestern Christian University is required by FERPA to:*

- Provide a student with an opportunity to inspect and review his/her educational records within 45 days of the receipt of a request.
- Provide a student with copies of educational records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school.
- Redact the names and other personally identifiable information about other students that may be included in the student's educational records.

*Southwestern Christian University is not required under FERPA to:*

- Create or maintain educational records.
- Provide students with calendars, notices, or other information which does not generally contain information directly related to the student.
- Respond to questions about a student.

#### **2. Amendment of Educational Records**

*Under FERPA, Southwestern Christian University must:*

- Consider a request from a student to amend inaccurate or misleading information in the student's educational records.
- Offer the student a hearing on the matter if he/she decides not to amend the records in accordance with the request.
- Offer the student a right to place a statement with the record to be kept and disclosed with the record if, as a result of the hearing, the school still decides not to amend the record.

*Southwestern Christian University is not required to consider requests for amendment under FERPA that:*

- Seek to change a grade or disciplinary decision.
- Seek to change the opinions or reflections of a school official or other person reflected in an education record.

### **3. Disclosure of Educational Records**

#### **A. General**

*Southwestern Christian University must:*

- Have a student's consent prior to the disclosure of educational records.
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

*However, Southwestern Christian University MAY disclose educational records without consent when:*

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students.
- The student is seeking or intending to enroll in another school.
- The disclosure is to state or local educational authorities auditing or enforcing federal or state supported education programs or enforcing federal laws which relate to those programs.
- The disclosure is to the parents of a student who is a dependent for income tax purposes.
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid.
- The disclosure is pursuant to a lawfully issued court order or subpoena.
- The information disclosed has been appropriately designated as directory information by the school.

#### **B. Disclosure of Educational Records to Contractors, Consultants, or Outside Agencies**

*Southwestern Christian University may:*

Allow the transfer of educational records without notification to the student or consent by the student to contractors, consultants, and volunteers or to outside agencies who provide institutional services or perform school functions and whose use and maintenance of the educational records are under the direct control of Southwestern Christian University and comply with applicable FERPA requirements.

#### **C. Disclosure to Parents/Legal Guardian or Appropriate Parties Based on Health or Safety Emergency**

*Southwestern Christian University may:*

After having considered the totality of the circumstances, is permitted under section 99.5 and 99.36 to disclose information to an eligible student's parents in a health or safety emergency, regardless of whether the student is a dependent for federal income tax purposes. SCU may also

disclose information to parents under any circumstances if the eligible student is a dependent for federal income tax purposes.

#### **4. \*Information Collected at Admission**

*Southwestern Christian University* will:

Collect information at the time of a student's admission about their dependency for tax purposes and any releases regarding the protection of their social security numbers. If a student states that a parent claims that student as a dependent, *Southwestern Christian University* may release any such protected information to that parent without the student's consent or notification.

However, *Southwestern Christian University* will require signed releases from students to allow the following:

- Disclosures of protected information to landlords and banks
- Disclosures to search student records by social security numbers

**Note: Every Southwestern Christian University student has the right to opt out of these uses of their information. Notification of such must be done in writing.**

#### **5. Students' Right to File a Complaint with the U.S. Department of Education Concerning Southwestern Christian University's Alleged Failure/s to Comply with the Requirements of FERPA**

*Complaints may be addressed to:*

Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920

*Procedures for Filing Complaints:*

- Must be timely submitted, no later than 180 days from the date you learned of the circumstances of the alleged violation
- Must contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
  - a. Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation
  - b. Names and titles of the university officials and other third parties involved
  - c. A specific description of the educational record around which the alleged violation occurred
  - d. A description of any contact with *Southwestern Christian University* officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter
  - e. Any additional evidence that would be helpful in the consideration of the complaint

**Summary: What this Law Means for Southwestern Christian University Students**

- Southwestern Christian University students have the right to inspect and review their educational records.
- Southwestern Christian University students have the right to seek amendment of inaccurate or misleading information in their educational records. *To seek access or amendment of your educational records, please notify or make an appointment with the registrar either by email at [registrar@swcu.edu](mailto:registrar@swcu.edu) or by phone at extension 3458.*
- Southwestern Christian University students have the right to consent to most disclosures of personally identifiable information from educational records.
- Southwestern Christian University students have the right to file a complaint with the Family Policy Compliance Office in Washington, DC.

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*Definition of Terms: For the purpose of this notice, a **school official at Southwestern Christian University is considered to be** an authorized individual with **legitimate educational interest** performing a task that is specified in his/her position description or contract, performing a task related to a student's education or a student's discipline, providing a service or benefit to the student, or maintaining safety and security on campus.*

***\*Expanded Authority to Release Protected Information** per 73 Federal Register 15574; 73 Federal Register 74806; 74 Federal Register 400 effective January 8, 2009. The amendments also allow the release of information to the community under the Campus Sex Crimes Prevention Act (CSCPA) and to the Department of Justice under the USA PATRIOT Act.*

## **Appendix B: Alcohol/Drug/Tobacco Policy**

Southwestern Christian University recognizes its responsibility as an educational and private institution to promote a healthy and productive environment. This responsibility demands the implementation of programs and services facilitating that effort. The university is committed to a program that will prevent the abuse and illegal use of drugs and alcohol by its students and employees. This policy also includes the prevention of the use of tobacco and tobacco-related products, such as vapors, hookahs, and related paraphernalia. The university program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on university property, as part of any university-sponsored activities, or outside use/association with outside of the university context while the individual is a student or employee at Southwestern Christian University.

Southwestern Christian University holds a “No Tolerance” stance concerning all illegal drugs and will dismiss students from Southwestern Christian University for the promotion, distribution, sale, association with, or possession (either on or off campus).

**Note: This policy may be adjusted concerning medical marijuana.**

In order to meet these responsibilities, university policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and/or alcohol is in direct violation of local, state, and federal laws as well as university policies found in the Staff and Faculty Handbooks and the Student Handbook’s Lifestyle Covenant. University policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its campus, or as a part of any university-sponsored activities. Southwestern Christian University prohibits the use of tobacco or tobacco related products on its campus and at any university-sponsored activities. In accordance with both the Faculty and Staff and Student Handbook’s Lifestyle Covenants, this policy is in effect both on and off Southwestern Christian University campus.
3. Considers a violation of this policy to be a major violation, which can result in a referral for criminal prosecution and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the university. A criminal conviction is not required for sanctions to be imposed upon an employee or a student for violations of this policy. Southwestern Christian University holds a **no tolerance** policy concerning drugs.

4. Recognizes that violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions, including but not limited to: fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal sanctions can be obtained through the Office of Student Life and Human Resources. (See Appendix A in the Southwestern Christian University Student Handbook)
5. Requires an employee to notify his/her supervisor in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five (5) calendar days following the conviction.
6. Provides for biannual distribution (Fall and Spring semesters) of this policy to all staff, faculty, and students.

**Health risks** generally associated with alcohol and drug abuse can result in but are not limited to: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders. Health risks generally associated with tobacco are that it can harm nearly every organ in the body, can cause many diseases, can reduce health in general, and is linked to multiple forms of cancer. The university's Human Resources Department and/or Office of Student Life are responsible for informing students and employees about the dangers of drug, tobacco, and alcohol abuse.

The appropriate Vice President of Academic Affairs or executive officer is responsible for notifying federal funding agencies within ten (10) calendar days whenever an employee is convicted of a drug related crime that occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988 (P.L.100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L.101-226).

All states regulate and control the possession of controlled dangerous substances (CDS), though each differs in its exact definition of CDS and the penalties for possession. Oklahoma classifies not only well known drugs like marijuana, heroin, and cocaine as CDS, but also the compounds used to manufacture them.

### **How Oklahoma Classifies CDS**

Oklahoma divides CDS into five "Schedules." Schedule I lists the most dangerous drugs which have a high probability of abuse and addiction and no recognized medical value. Schedules II, III, IV, and V are less dangerous, have a lower probability of abuse, and have an increased number of recognized medical uses.

If you've been arrested for illegal CDS possession, you'll need to consult the Oklahoma Code that lists precisely which drugs fit into each group. Go to the statute ([63 Okl. Stat. Ann. §§ 2-204 to](#)

212) and find the substance you're charged with possessing -- it will be listed under one of the five classes.

### **Penalties for Possessing CDS**

It is illegal in Oklahoma to possess CDS without a valid medical prescription. Penalties vary according to the type of CDS involved in the violation (63 Okl. Stat. Ann. § 2-402(A)(1).).

### **Schedule I or II CDS**

Penalties for a first offense include a fine of up to \$5,000, a minimum of two (up to five) years in prison, or both. Second and subsequent offenses incur a fine of up to \$10,000, at least four (up to 20) years in prison, or both (63 Okl. Stat. Ann. § 2-402(B)(1).).

Marijuana possession, sale, and manufacture are regulated by both state and federal laws. In Oklahoma, marijuana is classified as a Schedule I substance, which means that it has a high potential for abuse (63 Ok. Stat. Ann. § 2-204.). All marijuana offenses in the state of Oklahoma are misdemeanors. Additionally, it is a crime to drive under the influence of marijuana in Oklahoma.

### **Schedule III, IV, or V CDS**

Penalties for a first offense include a fine of up to \$1,000, up to one year in jail, or both. Second and subsequent offenses incur a fine of up to \$5,000, a minimum of two (up to ten) years in prison, or both (63 Okl. Stat. Ann. § 2-402(B)(2).).

For more information on drug possession in Oklahoma, visit:

<http://www.criminaldefenselawyer.com/resources/criminal-defense/drug-charges/oklahoma-drug-possession-laws>.

### **Marijuana Possession**

It is a crime to knowingly or intentionally possess marijuana (including small amounts for personal use) in the State of Oklahoma. In addition to a possible fine, the judge will sentence a defendant to up to a year in jail for a first offense and between two and ten years in prison for a second or subsequent offense (63 Ok. Stat. Ann. § 2-401.).

### **Manufacture and Sales**

Manufacturing or selling marijuana (or possessing marijuana with the intent to do so) in the State of Oklahoma is illegal. Penalties vary according to the amount possessed, manufactured, and/or sold. Penalties may double for sales to a minor and for violations that take place within 2,000 feet of a school, park, or public housing unit (63 Ok. Stat. Ann. § 2-401.). Additional violations and their penalties include the following:

- **Cultivating up to 1,000 plants, or selling up to 25 pounds:** Penalties include a fine of up to \$20,000, between two years and life imprisonment, or both.
- **Cultivating 1,000 or more plants:** Penalties include a fine of up to \$50,000, between 20 years and life imprisonment, or both.
- **Selling between 25 and 1,000 pounds:** Penalties include a fine of between \$25,000 and \$100,000, between four years and life imprisonment, or both.
- **Selling 1,000 pounds or more:** Penalties include a fine of between \$100,000 and \$500,000, between four years and life imprisonment, or both.

### **Drug Paraphernalia**

It is illegal in Oklahoma to manufacture or sell drug paraphernalia (or possess paraphernalia with the intent to do so). Paraphernalia includes items used in growing, harvesting, processing, selling, storing, or using marijuana. A conviction may be punished with up to a year in jail and a fine of up to \$1,000 for a first offense, up to \$5,000 for a second offense, and up to \$10,000 for a third or subsequent offense (63 Ok. Stat. Ann. § 2-101.1.).

For more information about the laws and penalties concerning marijuana possession, visit: <https://www.criminaldefenselawyer.com/crime-penalties/federal/Marijuana-Possession.htm>.



## **Appendix C**

### **Disability Services and Grievance Policy**

Southwestern Christian University does not discriminate against qualified individuals with a disability in either admission or access to its programs or activities. Prospective and admitted students who need information about programs, services, and accommodations should contact the Office of Student Services at 405-789-7661 ex 3424. The Vice President for Student Services or his/her designee is the Disability Officer for Southwestern Christian University.

The purpose of these procedures is to ensure that all complaints of discrimination based on disability are thoroughly and fairly investigated by the authorized units of the university. Southwestern Christian University will conduct a fair and impartial investigation of all allegations of discrimination with due regard for the rights of all parties. Any retaliation against any individual who has filed a complaint of discrimination or who has cooperated in the investigation of such a complaint is unlawful and in violation of Southwestern Christian University policy.

When a student believes that he or she has been discriminated against on the basis of disability, he or she may file a formal grievance with the Office of Student Life in writing. A designee will be assigned, who is the University's Disability Officer for Section 504 of the Rehabilitation Act of 1973. The statement should be as specific as possible regarding the actions(s) or inaction(s) that precipitated the grievance: date, place, persons involved, efforts made to settle the matter informally, and the remedy sought.

- If a student with a grievance alleging disability discrimination is also employed by the university and the grievance arises out of the student's employment, the grievance may be filed under the university's complaint procedures in cases of alleged unlawful discrimination or harassment with Human Resources.
  
- If the Disability Officer receives a grievance which appears to allege disability discrimination arising out of a student's employment, the grievance may be referred to the appropriate office to be handled under the policy applicable to employees.

Where the grievance arises out of a decision made by the designee of the Office of Student Services regarding a student's eligibility for academic or other accommodations, the grievance will be forwarded for investigation to the Vice President of Academic Affairs. Grievances otherwise involving academic matters (for example, cases in which grades are disputed) will also be forwarded to the Vice President of Academic Affairs who will determine which office(s) should conduct the investigation.

Otherwise, the designee of the Office of Student Services shall investigate the matters set forth in the written grievance. In conducting this investigation, the investigator may forward a copy of the grievance statement to the person/s whose actions (or inactions) are the subject of the

grievance and may request a written response from appropriate individuals at the university. The investigator may also choose to interview witnesses, meet with concerned parties, receive oral or written statements, and make other appropriate inquiries.

After completing the investigation, the investigator will forward a copy of a report and recommendation to the appropriate university official.

- If the complaint arises out of an academic unit, the report will be forwarded to the Academic Dean unless he/she is the subject of the grievance. In such cases, the report will be sent to the Vice President of Academic Affairs.
- If the complaint arises from a nonacademic unit, the report will be forwarded to the administrative head of the unit unless he/she is the subject of the grievance.

Within forty-five (45) days of the filing of the grievance, the Vice President of Academic Affairs, Dean of Students, or an administrative head will render a decision on the merits of the student's complaint. If resolution is not possible within forty-five (45) days, the Vice President of Academic Affairs, Dean of Students, or administrative head shall inform the student of the status of the investigation.

Copies of the decision by the Vice President of Academic Affairs, Dean of Students, or administrative head will be sent to the student, the Vice President of Academic Affairs (when not issued by him/her), and the VPSS. A copy may also be sent to the department and/or the person/s whose actions (or inactions) are the subject of the grievance as appropriate.

In the event that the student is not satisfied with the resolution of the grievance, an appeal may be made. The appeal should be filed with the VPSS who will direct the appeal and all appropriate records to the appropriate office of the university for review and disposition. Copies of the decision will be maintained in the offices of the Vice President of Academic Affairs and the VPSS. These procedures shall constitute the grievance procedure mandated by regulations implementing Section 504 of the Rehabilitation Act.

Questions about the university's Student Grievance Procedures in cases of alleged disability discrimination should be addressed to the VP of Student Services. Exceptions to these procedures may be granted by the President or Vice President of Academic Affairs.

The Office of Student Services, with the designee, arranges academic accommodations for qualified students with disabilities. Accommodations may include academic tutorial assistance, possible examination related accommodations (such as extended time or a distraction-reduced environment), or possible extended time with assignments. Students seeking academic accommodations will first need to fill out the Request for Accommodations Form (RAF). The form is available online at [swcu.edu](http://swcu.edu) or in the Office of Student Services.

## **Appendix D**

### **Jeanne Clery Act**

The federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information and impose certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR) and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information and the federal law that now bears their daughter's name was first enacted in 1990. It has been amended regularly over the last two decades to keep up with changes in campus safety with the most recent update having been in 2013 to expand the law's requirements concerning the handling of sexual violence.

Southwestern Christian University is in compliance with the Jeanne Clery Act and makes information available in our Annual Campus Safety and Security Report. A hard copy of this report is available in the Office of Student Services.

## **Appendix E**

### **Student Complaint Procedures**

Anyone submitting a complaint is encouraged to follow the protocol on page 40. In summary, 1) discuss the issue with the person directly involved, 2) if not resolved, discuss the issue with the immediate supervisor of the person involved, and 3) if the issue is still not resolved, a formal complaint with the Office of Academic Affairs or the Office of Student Services may be in order. ***Again, a complaint is not considered formal until it is submitted in writing to university personnel.***

The student should use the following procedure for non-academic issues:

- A student complaint form should be submitted to the Dean of Students. Forms are available in the Office of the Dean of Students. It should contain (at a minimum) the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who might provide information, and any appropriate documentation. The student must also include the resolution or outcome he or she is seeking. The complaint must be submitted within ten (10) business days of the alleged conflict or action.
- Upon receipt of a completed form, a conference will take place with the student and a staff member from the VPSS's office.
- The staff member will notify appropriate persons and request any information or documentation needed to resolve the complaint.
- The staff member may attempt to resolve the complaint by encouraging discussion between the student(s) or the faculty member(s)/administrator(s) or by taking the appropriate action to resolve the complaint.
- A review of the complaint with the VPSS and other administrators may take place before the final resolution.
- When possible, the final resolution (or a finding of "unresolved") will be filed in the Office of Student Services within fifteen (15) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the staff member assigned to the complaint will notify the parties involved.

For academic issues, please refer to the academic catalog or class syllabi.

# **Appendix F**

## **Disruptive and Obstructive Behavior**

Policies of the Board of Trustees stipulate that any student, faculty member, administrator or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity authorized to be discharged or held on any campus of Southwestern Christian University in Bethany or in Tulsa is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal as a student or termination of employment.

### **I. Classroom Behavior**

Ordinarily, disruptive behavior is not a problem in a college setting. However, should a student's classroom conduct be disruptive, the following policy applies: If a student's conduct interferes with or disrupts the orderly class process, the instructor should promptly advise the student to cease the misbehavior. If the disruptive behavior continues, the instructor may ask the student to leave the class and to schedule a private conference with the instructor prior to returning to the class. The instructor may also refer the matter to the Vice President of Student Services for appropriate disciplinary action.

If the student refuses to leave the classroom and continues the disruptive behavior, the instructor may discontinue the class session, inform the student not to return to the class without the instructor's permission, and report the incident in writing to the Vice President of Student Services. Such a report should include dates, times, the action/s, names of persons involved, and names of witnesses. The Vice President of Student Services will then pursue the matter with the Vice President of Academic Affairs and through the student disciplinary procedures if necessary.

If, when the class convenes again, the student attempts to return to the class without prior permission from the instructor, the instructor may deny the student access to the class. If the student interferes with or disrupts the orderly class process and/or refuses to leave the classroom when requested by the instructor, the instructor may obtain the assistance of campus security officers to remove the student from the class and to prevent their return to that class. The instructor will inform the Vice President of Student Services of the incident without delay.

### **II. Emergency Disruptions**

Campus disruptions pending or caused by factors beyond the university's control (natural disasters, tornadoes, etc.), things of undetermined origin (fires or bomb threats), and other disruptions (accidents or traumatic illnesses) will be dealt with by existing emergency plans that will if possible preserve life, property, and the normal operations of the university.

### III. Public Demonstrations

It is the desire of SCU to allow, within the dictates of this policy, the appropriate expression of views that do not conflict with the religious mission, identity, and tenets of our unique, Christian higher education community. Assemblies or forums with conduct or messages that conflict with SCU's religious mission, identity, and tenets are not permitted.

The time, manner, and place of any demonstrations must be approved by the VPSS at least 3 business days prior. Written approval or denial will be sent out via email. Any damages that occur on university property will be the responsibility of the organizing student/s.

**Time:** Monday through Thursday from 9 am until 4 pm, except during the chapel hour on Tuesday and Thursday from 11 am until 12 pm.

**Manner:** Only SCU Students may participate in demonstrations. Persons who are not students of SCU or otherwise affiliated with SCU may not participate in or sponsor any such assemblies, demonstrations, or forums on campus.

**Place of Demonstration:** The area between the Gym and the Bell Center on the south side of the campus and the grassy hill area near the Jim Poteet Center are the two places for demonstrations.

Students should be free to collect names for petitions concerned with on-campus issues only. However, all petitions must begin with the Student Government Association of SCU. Persons who are not students of SCU or otherwise affiliated with SCU may not participate in or sponsor any such assemblies, demonstrations, or forums on campus.

Demonstrators may be subject to disciplinary action if they do any of the following:

- Disrupt or obstruct curricular, co-curricular, or administrative/operational activities of the university
- Deny the rights of students, faculty, staff, or guests of the university
- Inhibit others from moving freely on any part of the university campus
- Disrupt the proper use of university offices or facilities
- Endanger the safety of any person on university property
- Threaten or indicate harm toward any person or incite another person toward violent or other inappropriate behavior
- Destroy or damage property
- Violate statutory health or safety regulations

# **Appendix G**

## **Title IX**

### **Sexual Harassment and Misconduct/Violence**

#### **Introduction:**

Sexual misconduct and sexual harassment are two forms of gender discrimination that are not tolerated by Southwestern Christian University. The university encourages victims to report all instances of gender discrimination in any form. Southwestern Christian University is committed to providing a productive living and learning community where students can pursue their educational goals. Gender discrimination, sexual harassment, and sexual misconduct undermine this commitment and affect the ability of students to focus on their educational goals.

Where there is sufficient information/evidence to believe that the university's policies prohibiting gender discrimination, sexual harassment, or sexual misconduct have been violated, the university will pursue strong disciplinary action through its student conduct system. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the university may still pursue the incident as a student misconduct matter. Where it is determined that sexual misconduct is more likely than not to have occurred, university disciplinary sanctions can include suspension.

In instances where gender discrimination is not addressed through the student conduct system, the university still has the obligation under Title IX to take prompt action to eliminate the harassment, prevent its reoccurrence, and address its effects. For a more comprehensive understanding of university policy, students should refer to SCU's Sexual Misconduct Policies and Procedures or contact the Title IX Coordinator, Jared Black, at [jared.black@swcu.edu](mailto:jared.black@swcu.edu), 405-789-7661 ext. 2309, in person, or via mail at 7210 NW 39th Expressway, Bethany OK, 73008.

#### **Definitions:**

##### **Educational Programs or Activities**

Locations, events, or circumstances over which the institution exercises substantial control over both the respondent/s and the context in which sexual harassment occurs

##### **Reporting**

This is defined as bringing an allegation of sexual misconduct or harassment to the VPSS or Title IX Coordinator. SCU will investigate and offer supportive measures. See Sexual Misconduct Policies and Procedures for further information.

##### **Complaint**

A formal allegation submitted in writing to the Title IX Coordinator or VPSS. The Coordinator may initiate a complaint in writing after taking a report. Complaints activate the Title IX Grievance Process outlined in the Sexual Misconduct Policy and Procedures. Note: If a complaint is

dismissed as a Title IX case, it may be settled through other disciplinary procedures outlined in the student handbook.

### **Complainant**

The complainant is the individual who is alleged to be the victim of conduct that could constitute sexual harassment. This individual must be participating in or attempting to participate in an educational program or activity at SCU.

### **Respondent**

The respondent is the individual who has been reported as the perpetrator of conduct that could constitute sexual harassment. The respondent is presumed not responsible until completion of the grievance process.

### **Gender Discrimination**

Gender discrimination is defined as unequal or disadvantageous treatment of an individual or group of individuals based on gender.

### **Sexual Harassment**

Sexual harassment is a form of gender discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal and/or physical contact of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any university activity.
- b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile, or offensive educational and university environment.

Sexual harassment can create a hostile environment. Sexual harassment should be reported even if it doesn't reach the point of creating a hostile environment. A hostile environment is defined as an environment produced by unwelcome conduct determined by a reasonable person as so severe, pervasive, and/or objectively offensive that it effectively denies a person equal access to the institution's educational program or activities. This includes sexual assault, dating violence, domestic violence, and stalking.



Examples of violations:

- Unwelcome sexual flirtation, sexual advances, or proposition/s of sexual activities
- Asking about someone else's personal, social, or sexual life or about their sexual fantasies, preferences, or history
- Discussing your own personal sexual fantasies, preferences, or history
- Repeatedly asking for a date from a person who is not interested
- Whistles, cat calls, or insulting sounds
- Sexually suggestive jokes, innuendoes, or turning discussions toward sexual topics
- Sexually offensive or degrading language used to describe an individual or using remarks of a sexual nature to describe a person's body or clothing. Examples include, but are not limited to, calling a person a "hunk," "doll," "babe," "sugar," "honey," or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures
- Staring repeatedly at someone
- Invading a person's personal body space
- Making sexual gestures with hands or body movements
- Rating a person's sexuality
- Treating a person differently based upon his/her gender
- Non-consensually massaging a person's neck or shoulders
- Unwelcomed touching of a person's hair or body

### **Sexual Misconduct**

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

**a. Unwelcome sexual touching**

Definition: The touching of an unwilling or non-consenting person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering the same), touching an unwilling person with one's own intimate parts, or forcing an unwilling person to touch another's intimate parts.

**b. Non-consensual sexual assault**

Definition: Unwilling or non-consensual penetration of any bodily opening with any objects or body part/s. This includes, but is not limited to, penetration of a bodily opening without effective consent through the use of coercion.

**c. Forced sexual assault**

Definition: Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental and/or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age, or disability) of which the assailant was aware or should have been aware.

## **Consent**

### Effective Consent:

- Is informed
- Is freely and actively given
- Includes mutually understandable words or actions
- Indicates a willingness to participate in mutually agreed upon sexual activity

Note: We are not required to define consent, but are not prohibited from doing so either.

### Information Concerning Consent:

- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.
- The use of intimidation, coercion, threats, force, or violence negates any consent obtained.
- Consent is not considered effective if obtained from an individual who is incapable of giving consent due to any of the following:
  1. A mental, developmental, and/or physical disability/handicap is present.
  2. She/he is under the legal age to give consent.
  3. She/he is intoxicated by alcohol, beer, and/or is under the influence of drugs.

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol and/or other drugs does not reduce accountability for their actions.

### Examples of violations:

- Ignoring an individual's protest/s and engaging in sexual activity
- Convincing somebody to have sex. Doing this can constitute intimidation or coercion. If someone is coerced, their "yes" is not effective consent.  
Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is intoxicated cannot agree to have sex. This person may have been functioning in a "blackout" and did not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against his/her will.

## **Stalking**

Stalking includes, but is not limited to, the persistent, severe, or pervasive harassment of another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested. This may include repeatedly contacting another person (through any means, such as in person, by phone, through electronic means, via text messaging, etc.), following another person, or having others contact another person on your behalf.

## **Dating Violence**

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The abuser intentionally behaves in ways that cause fear, degradation, and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional, and/or psychological.

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

## **Domestic Violence**

Domestic violence is a pattern of abusive behavior in any relationship that is used by one intimate partner to gain or maintain power and/or control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological in nature and can include actions or threats that negatively influence or affect another person.

## **Retaliation**

The university will not tolerate retaliation against a person who brings a complaint forward in good faith. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation is prohibited.

## **Reporting**

All forms of gender discrimination, sexual harassment, and/or sexual misconduct should be reported, no matter the severity. All SCU faculty, staff, and administration have a mandated duty to report. If a student informs any SCU employee of misconduct occurring against them or being perpetrated by them, the employee must report that information to the VPSS.

## **Reporting to the Police**

The university strongly encourages you to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecuting, but will allow the gathering of information and evidence. The information and evidence gathered preserve future options regarding criminal prosecution, university disciplinary actions, and/or civil actions against the perpetrator. If the incident happened on campus, it can be reported to the Title IX Coordinator by completing a report form online at [www.swcu.edu](http://www.swcu.edu). When submitted, this form is sent directly to the Title IX

Coordinator, who then reviews the information and contacts the necessary student/s and/or Southwestern Christian University officials. If the incident occurred elsewhere in Bethany, it can be reported to the Bethany Police Department located at 6714 NW 36th St, Bethany, OK 73008 or by phone at (405) 789-2323. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

Please know that the information you report can be helpful in supporting other reports and/or preventing further incidents.

Once a report has been submitted, the procedures we will use will be those laid out in the Sexual Misconduct Policy. Students can find that policy on our website or may contact our Title IX Coordinator for a copy.

### **Accommodations**

The Office of Student Services and the Title IX Coordinator can provide accommodations to student victims of gender discrimination, sexual harassment, and sexual misconduct as needed. They can also assist students in filing complaints to be handled through the university disciplinary process and appropriate law enforcement agencies against the student(s) who caused harm.

They can also assist students in obtaining a “No Contact Order” between them and the accused, which would prohibit contact between that student and the accused through any means of communication, as well as having others contact them on behalf of the accused.

They can also coordinate any reasonable arrangements that are necessary for the student’s ongoing safety. This includes changing their living arrangements or those of the accused as well as changing their class schedule or that of the accused, changing transportation arrangements, or providing an escort. They can coordinate any reasonable arrangements to address the effects of the sexual violence on the student, including connecting them with counseling, health care, or academic support resources.

### **Resources**

Sexual harassment and sexual violence can be very emotionally disruptive and it takes time to come to terms with such a major stress. In addition to the support that may be found in family and friends, the following agencies and departments can serve as resources for affected students. It is important to be aware that different individuals whom you may contact for assistance following an incident may have different responsibilities regarding confidentiality depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims’ advocates. In general, however, any other university employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, Southwestern Christian University must balance the needs of individual victims with an obligation to protect the safety and well-being of the community at large.

**List of Resources:**

**Bethany Police Department (Rape Crisis Intervention Team)**

405-789-2323

**Crisis Hotline**

405-848-2273

**Suicide Hotline**

1-800-273-8255

**INTEGRIS Baptist Medical Center Portland Avenue**

405-604-6000

**24-Hour YWCA Domestic Violence Hotline**

405-917-9922

**24- Hour YWCA Sexual Assault Hotline**

405-943-7273

**INTEGRIS Health/Baptist Medical Center Emergency Room.**

405-949-3155

**Mercy Hospital Social Services Department**

417-820-3462

# Appendix H

## Computer and Technology Usage Policy

### I. PURPOSE

This policy is designed to perpetuate Southwestern Christian University's academic, research, and service mission by defining the appropriate and responsible use of the information and technology resources at Southwestern Christian University. Each authorized user of these resources must assume responsibility for his/her own behavior while utilizing these assets. Users of these resources should accept that the same morality and ethical behavior that serve as guides in its non-technology environments should also serve as guides in its information and technology environment. It is imperative that the campus community understands that information and technology resources require responsible behavior from all of its users.

### II. SCOPE

This policy applies to all faculty, staff, students, contractors, and/or any other individual using information and technology at Southwestern Christian University. Access to Southwestern Christian University-owned hardware, software, and any support provided by technology staff members is a privilege and not a right. Accepting access to this information and technology carries an associated expectation of responsible and acceptable use. When accessing any remote resources using Southwestern Christian University technology resources, users are required to comply with both the policies set forth in this document and all applicable policies governing the use and access of the remote systems. When these policies conflict with each other, this policy and all other Southwestern Christian University policies will supersede the remote system's policies.

### III. DEFINITIONS

**Computer** - An electronic device that performs logical, arithmetic, and memory functions by manipulating electronic or magnetic impulses including all input, output, processing, storage, software, and communication facilities that are connected or related to an electronic system or communication network.

**Computer Hardware** - Any and all tangible or physical devices attached to or used in conjunction with a computer system.

**Computer Network** - The interconnection of communication lines, including wireless connections, with a computer through remote terminals or a complex consisting of two or more interconnected computers.

**Computer Program** - An ordered set of instructions or statements that, when executed by a computer, causes the computer to process data.

**Computer Resources** - Any and all computerized institutional data, computer hardware, and computer software owned by or operated at Southwestern Christian University.

**Computer Software** - A set of computer programs, procedures, or associated documentation used in the operation of a computer system.

**Computer Supplies** - Magnetic tape, tape cartridges, diskettes, floppy diskettes, compact discs, and computer output, including paper, magnetic, optical, or other media.

**Computer System** - A set of related computer equipment, hardware, or software.

**Data** - A representation of information, knowledge, facts, concepts, or instructions that have been prepared or are being prepared in a formalized manner and have been processed, are being processed, or are intended to be processed in a computer system or computer network. Data may be in any form including computer printouts, magnetic storage media, compact discs, and data as stored in the memory of Southwestern Christian University computers. All data is property.

**Data Steward** - Individual responsible for accuracy and institutional responsibility for specific data (e.g. personnel and payroll data or data concerning student records).

**Institutional Policy** - A succinct and cogent written document bearing the approval of the President's Cabinet of the university that clearly defines Southwestern Christian University faculty, staff, student, and institutional responsibilities within a prescribed area of campus existence.

**Property** - Anything of value, including, but not limited to financial instruments, information, electronically produced data, computer software, and computer programs.

**Responsible Use** - Any action or behavior of an individual that does not cause accidental or unauthorized destruction, disclosure, misuse, or modification of or access to the information technology or computer resources owned or operated by Southwestern Christian University.

**Technology Resources** - Any and all computer or electronic resources that are used in the search, access, acquisition, transmission, storage, retrieval, or dissemination of data.

**User** - Any person/s authorized to access and use the information technology resources at Southwestern Christian University.

**User Account** - Any logical access on any Southwestern Christian University computer system that has been specifically established for a particular user. A user account may have a dedicated logical area on one or more Southwestern Christian University computer systems also associated with it.

## **IV. PROCEDURE (OR PROCESS)**

### **1.1 Access & Privileges**

#### **1.1.1 User Accounts**

Southwestern Christian University faculty, staff, students, contractors, or any other individual/s using information and technology at Southwestern Christian University are provided access as outlined in Southwestern Christian University's Account Management Policy to various information systems and technology based upon their individual role and need. These accounts may include, but are not limited to: individual computers or workstation accounts, personal network file-space accounts, directory services accounts (i.e. AD, LDAP, and SSO), applications accounts (i.e. email, ERP, LMS, CMS, CRM, etc.) and others. Access to these accounts is a privilege, not a right, and may be revoked for any reason, including non-compliance with Southwestern Christian University's Account Management Policy.

#### **1.1.2 Southwestern Christian University ID**

Users are responsible for all activity performed with their Southwestern Christian University ID. Southwestern Christian University IDs may not be utilized by anyone but the individuals to whom they have been issued. Users must not allow others to perform any activity with their Southwestern Christian University IDs. Similarly, users are forbidden to perform any activity with Southwestern Christian University IDs belonging to other users. Any suspected unauthorized access of a user

account should be reported immediately to the Chief Information Officer, the Executive Director of Information Technology, or their designee.

### 1.1.3 Passwords

Regardless of the circumstances, passwords must never be shared or revealed to anyone else besides the authorized user. To do so exposes the authorized user to responsibility for actions that the other party takes with the password. If users need to share computer resident data, they should use electronic mail, public directories on local area network servers, and other mechanisms as long as doing so does not violate any policies, regulations, or practices related to PII, FERPA, or HIPPA. All users are responsible for both the protection of their user account passwords and the data stored in their user accounts.

### 1.1.4 System Privilege Deactivation

All accounts may be deactivated if account privileges are no longer commensurate with an individual's function at the university or their "need-to-know" due to a change in their status. See employee specific and student specific deactivation policies in the Account Management Policy.

### 1.1.5 No Responsibility for Personally Owned Computers

Southwestern Christian University cannot provide, and will not be responsible for, software or data kept on personally owned computers, nor is it responsible for the installation, repair, maintenance, or upgrade of personally owned hardware.

## 1.2 Acceptable Use

### 1.2.1 Acceptable Uses of Information and Technology Resources

All information and technology resources at Southwestern Christian University are provided to assist faculty, staff, students, contractors, and/or any other individual in acquiring and disseminating information related to the performance of regularly assigned job duties, classroom assignments, or scholarly research.

### 1.2.2 Unacceptable Uses of Information and Technology Resources

Any information, data, or programs not congruent with the mission of Southwestern Christian University must not be created, stored, transmitted, viewed, or manipulated using Southwestern Christian University-owned technology or information systems.

The following is a list that includes, but is not limited to, unacceptable uses of information and technology resources at Southwestern Christian University.

A) Transmitting any material, or engaging in any other activity in violation of any federal, state, or local laws, including U.S. and international copyright law or trade agreements.

B) Transmitting or accessing information containing harassing material.

Electronic harassment includes, but is not limited to:

- Text images intended to harass, terrify, intimidate, threaten, or offend another person



- Contact of another person with the intent to harass or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease
- The disruption or damage of academic, research, administrative, or related pursuits of another
- Invading the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another

C) Transmitting, displaying, or viewing offensive content. This includes, but is not limited to:

- Sexual comments or images
- Racial slurs
- Gender specific comments or any comments that would offend someone on the basis of their age, sex, national origin, or disability
- Displaying, sending, printing, or storing sexually explicit, graphically disturbing, obscene, pornographic, fraudulent, harassing, threatening, abusive, racist, or discriminatory images, files, or messages in any campus computing facility or at any campus location

D) Disseminating or printing copyrighted materials, including computer files, articles, and software, in violation of U.S. and international copyright laws and/or trade agreements.

E) Attempting forgery of email messages

F) Physical or electronic interference with other computer system/s users

G) Any other practice or user activity that, in the opinion of management, constitutes irresponsible behavior, promotes illegal activities, results in the misuse of resources, or jeopardizes the operation of information and technology resources at Southwestern Christian University.

### 1.2.3 Prohibition of Commercial Use of Information Resources

Southwestern Christian University users must not use Southwestern Christian University information and technology resources for soliciting business, selling products, or otherwise engaging in commercial activities other than those expressly permitted by Southwestern Christian University administrators. Prohibited activity includes, but is not limited to, operating a business, usurping business opportunities, or soliciting money for personal gain.

## 1.3 Privacy and Data Ownership

### 1.3.1 Legal Ownership of Information Systems Files and Messages

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

#### 1.3.2 No Responsibility for Monitoring Content of Information Systems

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

#### 1.3.3 Privacy Expectations and Information Stored on Southwestern Christian University Systems

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

#### 1.3.4 Disclaimer of Responsibility for Damage to Data and Programs

Southwestern Christian University uses access controls and other security measures to protect the confidentiality, integrity, and availability of the information handled by information and technology resources. In keeping with these objectives, Southwestern Christian University maintains the authority to

- Restrict or revoke any user's privileges.
- Inspect, copy, remove, or otherwise alter any data, program, or other resource that may undermine these objectives.
- Take any other steps deemed necessary to manage and protect those systems.

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

### **1.4 Intellectual Property**

#### 1.4.1 - Copyright Laws

Unless placed in public domain by its owner(s), Section 117 of the 1976 Copyright Act protects software programs. Software is also protected by the license agreement between the owner and

purchaser. It is illegal to duplicate, copy, or distribute software or its documentation without the permission of the copyright owner.

#### 1.4.2 - Software

Respect for the intellectual work and property of others has traditionally been essential to the mission of academic institutions. As members of the academic community, Southwestern Christian University values the free exchange of ideas. Just as Southwestern Christian University does not tolerate plagiarism, Southwestern Christian University strongly supports strict adherence to software vendors' license agreements and copyright holders' notices. If internet users or other system users make unauthorized copies of software, the users are doing so on their own behalf since all such copying is strictly forbidden by Southwestern Christian University.

#### 1.4.3 Fair use

Unless permission from the copyright owner(s) is first obtained, making multiple copies of material from magazines, journals, newsletters, and other publications is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

### **1.5 Discipline for the Misuse of University Technology**

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

# University Resources

## Campus Ministries

Southwestern Christian University campus ministries seek to provide a worship environment that ministers to the Southwestern Christian University community through programs, activities, and initiatives, encouraging students to develop the total person (spiritual, social, physical, and intellectual). If you have any questions, please contact the VPSS.

## Food Services

Food service is provided on campus by Pioneer College Caterers. The dining hall is located in the Patrick Center Cafeteria offering breakfast, lunch, and dinner options. The Quill, the university coffee shop, is directed by Pioneer College Caterers and will be open at different times throughout the day for hot/cold drinks and light snacks.

Southwestern Christian University commuter students can place Eagle Dollars on their student ID to purchase regular meals in the Southwestern Christian University cafeteria or at The Quill. Eagle Dollars can be purchased during registration, online, or at The Quill.

Southwestern Christian University resident students have a 19-meal plan per week with \$50 of Eagle Dollars on their ID card per semester. Resident students can add more Eagle Dollars either during registration, online, or at The Quill.

Pioneer College Caterers offers extra Eagle Dollars with your purchase of Eagle Dollars:

- For purchases of 99 Eagle Dollars or less, Southwestern Christian University students will receive 10% more. For example, if you purchase 50 Eagle Dollars, Pioneer will place 55 Eagle Dollars on your account.
- For purchases of 100 Eagle Dollars or more, Southwestern Christian University students will receive 20% more. For example, if you purchase 100 Eagle Dollars, Pioneer will place 120 Eagle Dollars on your account.

## Health Services

Many of the major medical facilities of Oklahoma City are located in the northwest part of the city. For your convenience **only**, we have listed below several hospitals and medical facilities located within minutes of the Southwestern Christian University campus. Southwestern Christian University assumes no liability, financial or otherwise, for a student's use of these facilities.

**Hospitals**

INTEGRIS Baptist Medical Center  
3300 NW Expressway  
Oklahoma City, OK 73112  
(405) 949-3011

INTEGRIS Baptist Medical Center, Portland  
5501 N. Portland Avenue  
Oklahoma City, OK 73112  
(405) 604-6000

**Medical Centers**

First Med Urgent Care  
4510 NW 39th Expressway  
Oklahoma City, OK 73122  
(405) 495-5841

**Counseling Services**

Although Southwestern Christian University does not have an onsite counseling clinic, students can utilize the Bethany Counseling Center. This is a counseling service that is available to students, staff, and faculty. All the counselors that SCU will use are Christians and give counsel from a biblical worldview.

Bethany Counseling Center, LLC  
3908 N. Peniel Ave., Suite 500  
Bethany, OK 73008  
(405) 603-3265

## Intercollegiate Athletics

Southwestern Christian University is a member of the National Association of Intercollegiate Athletics (NAIA).

### Fall Sports:

- Men's and Women's Soccer
- Men's and Women's Cross Country
- Men's and Women's Golf
- Women's Volleyball
- Men's and Women's Bowling
- Co-ed Cheerleading

### Winter Sports:

- Men's and Women's Basketball
- Men's and Women's Indoor Track
- Men's and Women's Bowling
- Co-ed Cheerleading

### Spring Sports:

- Men's and Women's Golf
- Men's and Women's Bowling
- Men's and Women's Outdoor Track and Field
- Women's Softball
- Men's Baseball

## ***Student Handbook Oversight Committee 2020-2021:***

Brad Davis, M.Min, Ed.D Candidate ABD  
Vice President of Student Services

Zachary Sherrill, B.S.  
Dean of Students

Kaylee Bishop, M.H.R.  
Director of Housing, Student Life, and Resident Life

Stephen Davis, B.A.  
Director of the Center for Academic and Professional Success

Kaley Grisham  
Student Government Association President

Hannah Chavis  
Student Representative  
Handbook Editor in Chief

## Fall Semester Academic Calendar

(Note: This calendar is not applicable to students exclusively in evening, online, or graduate classes/programs.)

Additionally, this calendar is considered TENTATIVE as dates may change pending instructional necessity.)

Jul 1 First Fall Payment Due (Students Taking July Classes)

Jul 4 Independence Day (Campus & Offices Closed)

Jul 5-Aug 5 Summer Session

Jul 7 Flex/Graduate Studies Session 1

Jul 15 Admission Application Deadline

Aug 1 First Fall Payment Due

Aug 1 Degrees Conferred for Aug 1 Graduates

Aug 6 Fall Athlete Move In Day (Soccer & Volleyball)

Aug 10 Faculty Return

Aug 14 Students Dropped for Nonpayment

Aug 14 Student Move-In Day/Convocation Service

Aug 17 New Student Orientation

Aug 19 First Day of Traditional Classes

Aug 25 Last Day to Enroll

Aug 25 Flex/Graduate Studies Session 2

Sept 1 Last Day to Add Semester Long Class

Sept 4 December Graduation Applications Due

Sept 4 Last Day to Drop Semester Long Classes

Sept 7 Labor Day (Campus & Offices Closed)



Oct 5	Spring Pre-Registration Opens
Oct 6	Flex/Graduate Studies Session 3
Oct 12	Mid-Term Grades Due
Oct 13	Last Day to Withdraw
Oct 14-16	Fall Break (Campus & Offices Closed)
Nov 6	Fall Preview
Nov 6-7	Homecoming
Nov 25-28	Thanksgiving Break
Nov 27	May/Aug Graduation Applications Due
Nov 27	Spring Applications Due
Nov 29	Dorms close- 5:00pm (Except for Intersession Students)
Dec 10	Last Day of Traditional Classes
Dec 14	Fall Semester Grades Due
Dec 18	Last Day for Flex/Graduate Classes
Dec 27	Degrees Conferred for December Graduates
Dec 17-Jan 1	Christmas Break (Campus & Offices Closed)

## Spring Semester Academic Calendar

(Note: This calendar is not applicable to students exclusively in evening, online, or graduate classes/programs.)

Additionally, this calendar is considered TENTATIVE as dates may change pending instructional necessity.)

Jan 1	First Spring Payment Due (All Students)
Jan 4	Faculty & Staff Returns
Jan 4	Students Dropped for Nonpayment
Jan 4	Move-in Day
Jan 5	New Student Orientation
Jan 6	First Day of Traditional classes
Jan 12	Last Day to Enroll
Jan 12	Flex/Graduate Studies Session 1 Spring Semester Starts
Jan 18	Martin Luther King, Jr. Day (Campus & Offices Closed)
Jan 19	Last Day to Add Semester Long Classes
Jan 29	Last Day to Drop Semester Long Classes
Feb 23	Flex/Graduate Studies Session 2
Mar 2	Fall Pre-Registration Open Online
Mar 5	Spring Preview
Mar 5	Midterm Grades Due
Mar 12	Last Day to Withdraw

Mar 15-19 Spring Break (Campus & Offices Closed)

Apr 2 Good Friday (Campus & Offices Closed)

Apr 6 Flex/Graduate Studies Session 3

Apr 29 Last Day of Traditional Classes

May 1 Commencement for Dec. '20 and May '21 Graduates

May 1 Dorms Close- 5:00pm (Except for Intercession Students)

May 5 Spring Semester Grades Due

May 7 Last day for 9 Month Faculty

May 31 Memorial Day (Campus & Offices Closed)

June 25 Last Day of Flex/Graduate Studies