

STUDENT HANDBOOK

2022-2023



SNU
1899

Table of Contents

Welcome to Southern Nazarene University	6
SNU Mission Statement	7
Christian Community	7
University Guidelines	
Biblical Principles	
Christian Lifestyle	
Diversity	
Statements of Compliance	9
University Non-Discrimination Statement	
Federal Education Rights & Privacy Act (FERPA) and Directory Info	10
Health Insurance Portability and Accountability Act of 1996	11
Jeanne Clery Act	12
Title IX	
University Offices, Services and Opportunities	13
Academic Affairs Office	
Athletics	
Career Education	
Center for Student Success	
Christian Formation	15
Commons Office	16
Financial Services	
Health Center	
Intercultural Learning and Engagement	
IT Support Services	17
Postal Service	
Public Information Boards	
Public Safety/Police Department	18
Renew Counseling Center	
Residence Life and Housing	
SNU Dining and Catering Services	19
Student Engagement	
Student Activities Leadership Team (SALT)	
Student Senate	
Student Life	20
Student Support Services	
Telephone and Cable Services	
University Campus Store	
University Lifestyle Policies & Standards of Conduct	21
Lifestyle Covenant	
Academic Integrity	22

Alcohol and Other Drugs	24
Drug Testing	
Appearance & Dress	26
Campus Animal Policy	27
Computer Use Ethics: General Principles Civil Violations	28
Criminal Violations	
Dangerous Practices and Reckless Behavior	
Educational Purpose & Student Progress	29
Entertainment	
Failure to Comply	
Falsification of Information	
Fighting and Detention	30
Flammable Materials	
Freedom of Expression	
Demonstration/Hosting Gatherings	
Disruptive Behavior and Destruction of Property	
Gambling	31
Harassment and Disrespect	
Hazing	32
Internet Posting/Social Media Etiquette	33
Intimidation & Inciting Fear	
Laptop Computer Etiquette	
Pornography	34
Posture of Approval	
Profanity	
Sexual Integrity & Cohabitation	34
Pregnancy	
Sexual Harassment & Assault	
Sexual Misconduct	
Sexual Misconduct Involving Minors	
Tobacco	37
Unauthorized Possession or Use of Keys &	
Campus Property Access	
Vandalism	38
Weapons	

University Policies and Procedures	39
Administrative Discretion	
Amnesty Policy and Self Reporting Process	
Good Samaritan Clause	
Campus Solicitation & Sales	
Computer Network Access & Email	40
Confidentiality of Student Records	
Entertainment & Special Functions	
Fundraising	
Good Samaritan Clause	41
Grievances	
Health Insurance	
Hospitality for Religious Observance	
Hospitalization	42

International Students	42
Lost Keys and/or Student Identification Cards	43
Medical Withdrawal Policy	
Missing Persons Policy	
Motor Vehicles	
Off-Campus Facility Use	
Official University Communication	44
Posting and Advertising	
Residential Policy	
Skateboarding	45
Sponsors for Student Activities	
Student Status at Off Campus Locations	46
Visitors to Campus	
Chapel	46
Chapel Services & Attendance	
Chapel Exemptions	47
Chapel Behavior	
Chapel Deficiency	48
Disability Statement	
Residence Life and Housing	48
Residence Hall Safety Information	
Electrical Appliances and Outlets	
Fire Safety	49
Personal Property Insurance	
Safety and Security	
Smoke Detectors/AC/Heat Panels	50
Windows, Roofs, and Ledges	
Residence Life Resources and Procedures	
Residence Hall and Apartment Living	
Resident Advisors	51
Resident Directors	
Room Changes	
Room Deposits	52
Roommates	
Residence Life Policies	
Accountability for Activities in Room	
Care & Cleanliness of Room	53
Community Damage	
Entry, Search, and Inspection of Rooms	54
Living Area Hours and Privileges	55
Living Area Meetings	56
Noise	
Pets/Animals	
Recreational Sports and Equipment	57
Removal of Property/Theft	
Study Hours in Residence Halls	
Visitation and Guests	
Withdrawing from University Housing	58

Conduct and Disciplinary Process	59
Philosophy of Student Discipline	
Source of Information	
Reporting Violations of the Student Handbook	
Definition of Student	60
Investigation	
Administrative Hearings	
Campus Judicial Council (CJC) Hearings	61
Imposing of Sanctions	62
Appeals	64
Notification	65
 Graduation Rate	 65
 Appendix A: Alcohol and Drug Policy Statement	 67
Appendix B: Computer Use and Ethics Policy	71
Appendix C: Sexual Harassment Policy	75
Appendix D: Medical Withdrawal Policy	81
Appendix E: Missing Persons Policy	88
Appendix F: Motor Vehicle and Bicycle Guidelines	90
Appendix G: Section 504/ADA Grievance Policy	94
Appendix H: Student Intellectual Property Policy	98



Welcome!

We are excited to welcome you to the Campus of Southern Nazarene University!

The year to come will be filled with many opportunities for you to meet new friends, create lifelong memories, learn new things and be shaped in ways you could never imagine. We encourage you to get involved so you can soak up every ounce of your time at SNU and experience growth personally, spiritually and academically. You are loved and valued and your story and journey matters. Our faculty and staff cannot wait to walk alongside you in your journey!

The Office of Student Life exists to serve students and create a caring, Christ-centered community where students, faculty, staff and administration grow and learn together. We are responsible for the timely, courteous, efficient, effective, and responsive delivery of key institutional services to students, faculty, staff, prospective students, and parents. We make every effort to:

- Provide a relational **PRESENCE** that ensures each student is intentionally seen, supported, valued and encouraged in a safe place of belonging.
- Enhance the student experience through **PROGRAMS** that educate, develop character, grow confidence, bring laughter, and build Christ-centered community.
- Create a “home away from home” that promotes accountability, discipleship and provides opportunities that **POINT STUDENTS TO JESUS** and deepen their faith. Everything we do is in an effort to build a bridge for students to walk in relationship with Jesus & deepen their faith together.

Our Student Handbook is published annually by the Office of Student Life and the contents of this handbook are intended to set each student up for success in their time at SNU as it clarifies expectations and standards for life in the SNU community. Please understand this information is the responsibility of each student.

We commit to providing support and guidance as you navigate these college years. Our hope and prayer is that you will find a sense of belonging and purpose in your time at SNU. Please contact us by phone at (405)491-6336 or by email at studentlife@snu.edu.

Although we will do our best to inform the campus community of any updates, the University reserves the right to revise, amend, alter, and change from time to time its policies, rules, guidelines, and financial charges including those related to admission, instruction, and graduation, without notice. The University reserves the right to withdraw curricula and specific courses, alter course content, change the calendar, and withdraw or change programs and majors offered by the University without notice. The official, most up to date, and binding version of this handbook can be found on the SNU website at www.snu.edu/handbook.

SNU Mission Statement

Our mission is

“To make Christlike disciples through higher education”

As stated in the mission statement, the basic commitment of Southern Nazarene University is to “make Christlike disciples through higher education...” SNU is a community of both developing scholars and growing Christians. Thus, each student is encouraged to recognize the privileges available to participate in a community committed to Christian scholarship. Behavioral expectations emerge because of the unique nature of this community. Students, by choosing to enroll at SNU, indicate their desire and willingness to live in harmony with these responsibilities of membership in the University community.

Christian Community

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

University Guidelines

The SNU policies and guidelines fall within three broad categories:

1) Some guidelines reflect God’s moral law.

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

2) Some guidelines reflect civil law.

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

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

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

Biblical Principles

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

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

Christian Lifestyle

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

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

Diversity

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects a representation of the diversity of the Kingdom of God across lines of race, ethnicity, culture, gender, socioeconomic status, class, age, and ability. We demonstrate our commitment to inclusion and equity through the refining of our character, through creating culture, and through serving Christ. We believe that all people, without exception, bear the image of God (Genesis 1:27; 9:6; James 3:9).

Statements of Compliance

Southern Nazarene University is a not-for-profit exempt organization as described in Section 501(c)(3) of the Internal Revenue Code. The University maintains compliance with applicable state and federal laws, including the Civil Rights Act of 1964 and 1991, Occupational Safety and Health Act of 1970, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Drug Free Schools and Communities Act of 1989, the Drug Free Workplace Act of 1988, the Americans with Disabilities Act of 1990 as amended, the Age Discrimination Act of 1975, the Family Educational Rights and Privacy Act, and the Health Insurance Protection and Portability Act. Listed below is information that outlines major issues for students in four major compliance areas:

Non-discrimination statement, FERPA, HIPAA, and the Clery Act. For a full listing of complete University compliance statements, please visit <http://snu.edu/disclosures-compliance>

Non-Discrimination Statement

Southern Nazarene University policy prohibits discrimination on the basis of race, sex, pregnancy, age, color, creed, national or ethnic origin, marital status, disability, genetic information, status as a veteran or any other legally protected class (Protected Categories) in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all University programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6727 Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University

6727 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the University's compliance with Title IX can contact the University's Title IX Coordinator:

Mike Redwine
Executive Vice President
Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306/ Email: mredwine@snu.edu](mailto:mredwine@snu.edu)

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

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

1. *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.* Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. *The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.* Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company

with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education record without consent to officials of another school in which a student seeks or intends to enroll.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southern Nazarene University to comply with the requirements of FERPA.*

The University reserves the right to disclose, without consent of the student, a violation of a Title IX or other conduct policy to another institution with legitimate educational interests (upon request). The student's parents or guardians may be contacted without the expressed consent of the student if it is perceived necessary to protect the welfare of the student or other individuals.

Directory Information

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

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

Health Insurance Portability and Accountability Act of 1996

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

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

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

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

Jeanne Clery Act

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

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

Title IX

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenets of the University. The University will investigate allegations of sex/gender discrimination. Allegations of Sexual Harassment as defined in the University’s Sexual Harassment policy will be addressed in the manner described in that policy. Any other allegations of sex/gender discrimination will be addressed under other University policies as provided in those policies. For additional information, see Appendix C.

University Offices, Services and Opportunities

Academic Affairs Office

Under the leadership of the Provost and Chief Academic Officer, Tim Eades, Ed.D., the Office of Academic Affairs coordinates and supports the work of all the academic programs of Southern Nazarene University. This includes all College of Undergraduate Studies degree programs and areas led by Dr. Steve Betts, CUGS Vice President of Academic Affairs and all degree programs and areas of the College of Professional and Graduate Studies, led by Dr. Mark Winslow CPGS Vice President of Academic Affairs. The Academic Affairs office is located in Bresee Hall, Room 200.oom 200.

Athletics

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

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

Career Education

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

The Office of Career Education exists to provide students assistance with the Career Closet, resume writing, mock interviews and job placement on and off campus. There are numerous departmental jobs available across campus that are posted on our SNU website. All off campus jobs and internship opportunities are posted on Handshake, our online job board. Students are encouraged to contact the Director of Career Education or visit the Office of Career Education located in the Student Life Suite in the lower level of Webster Commons.

Center for Student Success

The Center for Student Success, under the umbrella of Intercultural Learning and Engagement, seeks to facilitate transition to the University environment, provide opportunities for inclusion and belonging

for all students, develop and foster a culturally responsive community, and support all students in their path to discovering physical, emotional, social, spiritual, and intellectual wellness.

Services include:

Intercultural Learning Opportunities and Student Engagement

- Intercultural Student Ambassadors
- Student Society Organizations
- Celebration of Heritage Months
- Awareness Opportunities, Film Festivals, Coffee Talks

Student Advocacy

- Liaison between students and Faculty, Administration, Residence Life, Career Education, RENEW Counseling Center, Student Health Services and Financial Aid
- *To report possible incidents of bias or discrimination you may contact the University's Chief Diversity Officer at 405-491-6300 or file a report via the grievance filing link, <https://www.snu.edu/grievance-and-retaliation/>.*

Transitional Services

- NSI for 1st year and transfer students
- Collaboration with General Education Program on 1st year Learning Communities
- Advising for Undeclared Majors
- Testing Services
- Strategies courses:
 - University Study Strategies (Fall only),
 - Critical Thinking (Spring only)

Academic Engagement Services

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

Writing and Tutoring Services

- Writing Support for all Courses
- Student-led Course Tutoring

Commuter Services

- Commuter Connectors/Peer Mentors
- Commuter Small Groups

Disability Services

- Accommodations for students with documented disabilities
- Campus wide education and advocacy

Southern Nazarene University is committed to providing equal educational opportunity for all students. The Disability Services Department enhances this mission for students with disabilities by providing services and accommodations to students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Disability Services works closely with faculty and staff in an advisory capacity and assists in the development of reasonable accommodations that allow students with disabilities to fully participate in all of the programs offered on campus.

Christian Formation

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

- Worship
- Proclamation
- Prayer
- Missions
- Small groups
- Service to others

Chapel serves as one of the most visible expressions of Christian formation on our campus. Chapel meets twice a week in the mornings during the academic year as well as once a week in student-led formats in the evening. These services are prayerfully designed to allow students to experience Christ through corporate worship at SNU.

Another goal of The Office of Christian Formation is discipling students towards maturity in their faith. This is done through mentorships and small groups that meet throughout the semester. Students are also encouraged to connect with local churches to further their discipleship and growth.

We believe strongly that all our students should be serving others. The Office of Christian Formation works regularly with the Live Last Center to create opportunities for students to serve their community. We also plan and provide summer mission experiences for students. These are all designed to turn our eyes to others and adopt a lifestyle of service.

Student leadership is important to the Office of Christian Formation. The Student Activities Leadership Team (SALT) contains a Lead Student Chaplain and four other student chaplains. These students help lead student-led worship services, projects, small groups, and Spiritual Life retreat. They are an important component of Christian Formation on campus.

Commons Office

The Commons Office is a "one stop" information station and help center related to the Webster Commons building operations and functions. If you need information on where different offices or areas are located within the building, hours of operation for the SNU cafeteria, 405, or other areas, the Commons Office can help you with that and many other things.

Financial Services

SNU is committed to helping students obtain a quality education at an affordable cost. We understand an SNU education is an investment. Approximately 98.6% of SNU students receive some form of financial assistance. An overview of SNU's financial aid programs are on the SNU website located at: <https://www.snu.edu/financial-services/>. What can financial services assist you with?

- Receiving payments and helping you set up a payment plan
- All federal and state financial aid (loans, grants, scholarships, etc.)
- Helping you finance your SNU education
- Assistance with University and non-University scholarships

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

Health Center

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

The Health Center is located on the lower level of the Webster Commons Building. Hours of operation are typically Monday-Friday 8am - 4pm. They're also listed on the student portal and on the door of the Health Center, specifically when changes are made.

Intercultural Learning and Engagement

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

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

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

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

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

IT Support Services

The IT Support Services is maintained by Information Technology and offers support for:

- Campus licensed software
- Email and network problems
- Lab computers and printers
- Maintenance and work orders for campus equipment
- Approving, ordering and installing all computer equipment for the faculty, staff and campus
- Network connections for all offices and on-campus housing

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

Postal Service

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

Public Information Boards

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

Webster Commons Building

Mrs. Cheri Pack

Fine Arts Center

School of Music Office

Herrick Auditorium

Dr. Ron Titus

Learning Resource Center

Mr. Joshua Achipa

Residence Halls
Resident Directors

Royce Brown Building
Paula Troutman

Religion Building
Melodi McWilliams

Sawyer Center
Athletic Office

Public Safety/ Police Department

SNU Department of Public Safety (DPS) and campus administration make continual efforts to reduce crime on campus. The collaborative spirit of DPS with other departments on campus enhances information sharing and creates a well informed community.

On the main campus in Bethany, SNU DPS has police officers and non-sworn safety officers on duty 24 hours, seven days a week. SNU DPS is the primary law enforcement entity for all campus property and connecting streets. SNU DPS Police Officers are state certified police officers with all the duties and considerations as a regular municipal police officer. DPS Police officers have the ability to make arrests, issue criminal cases, issue traffic citations, and impound vehicles.

DPS focuses on the safety of all students, faculty, and staff of SNU. DPS takes that responsibility seriously as they aim to create environments where everyone can feel comfortable to fellowship and learn. DPS proactively monitors over 200 campus cameras and can be seen providing services such as locking and unlocking campus buildings, maintaining campus parking regulations, and assisting motorists.

SNU DPS and the City of Bethany have entered into a Memorandum of Understanding (MOU) that outlines the working relationship between the Bethany Police Department and DPS. This MOU also allows SNU DPS Police Officers to enforce city codes of Bethany to include traffic enforcement.

Renew Counseling Center

Renew Psychological and Counseling Services is a comprehensive counseling center open to all undergraduate students, PGS students, employees, and the community. We are staffed by psychologists and licensed professional counselors at all levels of training (i.e., licensed, candidates for licensure, and graduate interns). Staff, prices, and extensive hours of availability can be found at <http://renew.snu.edu/>. Renew works with individuals, couples (dating, premarital, and married), families, children, and at times offers specialized groups. Psychological testing is also available. Renew's staff is uniquely equipped to work with nearly every concern a client might have due to the specialized training of our licensed staff. Renew is located on the first floor of the Webster Commons and has a dedicated entrance on the East side of the building. Call (405) 717-6200 to initiate an appointment.

Residence Life and Housing

Southern Nazarene University is primarily a residential campus. We believe the residential experience can contribute greatly to a student's development, enhancing their entire University

experience. It is the desire of the University to provide campus housing to each traditional undergraduate student who seeks it.

National research performed at colleges and universities indicates that students who live on campus enjoy a more successful and rewarding University experience. They tend to be more involved, develop better study habits, have more contact with faculty, and achieve higher grades. SNU is committed to enhancing your learning outside of the classroom by providing a community where you can grow and learn by interacting with other students and caring residential staff. Residence life utilizes a creative blend of programs and activities to help you reach your full potential.

Special housing accommodations may be made through the Office of Disability Services located in the Center for Student Success.

SNU Dining and Catering Services

Undergraduate students living in residence halls are required to purchase the standard all-access meal plan provided through Sodexo Food Service. Students assigned to an on-campus apartment have the option of changing this plan to a 135 block meal plan. There is a commuter meal plan available for commuter students as well.

Student Engagement

The varied needs, interests, challenges and concerns of college students are subject to terrific change – sometimes, on an hourly basis. SNU provides several different on-campus services to assist students. Information about each of these on-campus services is available via an interactive website at www.snu.edu/snu-life. Within these pages you can find out about New Student Orientation, Campus Dining, Student Activities, Campus Clubs, Student Senate, updated information on Housing, and Spiritual Life.

Student Activities Leadership Team (SALT)

SALT's mission is "to serve God and others as leaders of integrity by providing an atmosphere of belonging and encouragement where all can grow and become involved in the community of Southern Nazarene University." SALT plans and executes student activities throughout each academic year and all students are encouraged to get involved. SALT is made up of smaller councils including Social Life, Student Chaplains, Sports and Recreation, Community Engagement, Intercultural Engagement, and Creative. The SALT office is located in the Webster Commons building.

Student Senate

The Student Senate serves as the voice/liaison between the student body and SNU administration. The Student Senate is made up of the Student Body President, Vice President, and elected Class Senators. Senate members serve as representatives on various campus committees, host regular opportunities for students to interact with SNU administration, and

host campus appreciation weeks throughout each semester. The Senate office is located in the Webster Commons building.

Student Life

The Student Life area exists to provide support for students and walk alongside them in their time at SNU. The Office of Student Life desires to help students discover and develop skills outside of the classroom that will maximize their educational experience and prepare them for making contributions in their life beyond college. The Office of Student Life is located in the Webster Commons and houses the offices of Residential Life, Student Engagement, and Career Education.

Student Support Services

Student Support Services (SSS) helps eligible students successfully complete their post-secondary education by providing a foundation for overcoming academic, personal, and cultural barriers to higher education. By fostering a highly personalized (one-on-one) environment, SSS staff strives to build professional and personal relationships with students in order to carefully assess their individual needs and to offer appropriate academic, personal, and career support. SSS serves approximately 165 students who meet one or more of the following: have a documented disability, first-generation students, who meet a specific income criteria. SSS is located in the Center for Student Success next to the coffee shop on the 1st floor of the Library.

Telephone and Cable Services

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

University Campus Store

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

University Lifestyle Policies & Standards of Conduct

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

All students, including residential and commuter, must respect and comply with the University Lifestyle Policies and Standards of Conduct. Each student is responsible for reading and adhering to the procedures and regulations outlined in the handbook, the Lifestyle Covenant, the Undergraduate Catalog, the Residential Living Policies and any additional policies related to living in the SNU community. To help put these Policies and Standards of Conduct into practice, the Lifestyle Covenant summarizes the University expectations:

Lifestyle Covenant

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

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

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

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

1. We value honesty; therefore, avoiding deceit, cheating, and plagiarism is expected.
2. We value the use of positive, wholesome, and edifying language; therefore, refraining from profanity, vulgarity, and gossip is expected.
3. We value the worth and dignity of all people. SNU strives to be a culturally responsive community where all members of the community are respected, valued, and appreciated. We believe all people are made in the image of God and a diverse community valuing the contributions of every person is essential to SNU and the Kingdom of God. Therefore, abstaining from racism of any kind, hate speech, bullying of any kind, or a public disregard for any individual or group is expected. Loving others as ourselves is our goal, so treating all others with value, respect, and compassion is expected.
4. We value self-control that results in physical and mental well-being; therefore,

abstaining from the use or possession of intoxicants (including, but not limited to, tobacco, marijuana, alcoholic beverages, drugs) is expected; for the same reason appropriate and modest clothing is expected.

5. We value sexual purity and the sanctity of Christian marriage; therefore, abstaining from sexual immorality (including, but not limited to, premarital or extramarital sex, other immoral sexual activity, and homosexual behavior) is expected; for the same reason, abstaining from viewing or possessing pornography is expected.
6. We value discernment and wise decision making; therefore, avoiding environments that could lead to behavior detrimental to our success is expected; for the same reason making choices that are consistent with the values expressed in this covenant is expected.
7. We value respect for authority and for the persons in authority on our campus and in our community; therefore, compliance with federal, state and local laws and with the policies and procedures of the SNU Student Handbook is expected.
8. We value our faith community and the Christian practices of corporate worship, biblical teaching, prayer and fellowship; therefore, expressing our commitment to Christ and to each other through regular Chapel attendance, mutual encouragement, support and accountability is expected.

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

Academic Integrity

SNU seeks to support and promote qualities of academic honesty and personal integrity in all aspects of life. Serious offenses against the SNU community include cheating, plagiarism, and all forms of academic dishonesty.

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

- Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
- Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism).
- The use of a textbook, notes, information on the internet, etc. during an examination without permission of the instructor.

- The receiving or giving of unauthorized help on assignments.
- Tampering with experimental data to obtain a “desired” result or cheating results for experiments not done (dry labbing).
- Tampering with or destroying the work of others.
- Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.
- Lying about these or other academic matters.
- Falsifying college records, forms, or other documents.
- Unauthorized access of computer systems or files.

Academic dishonesty in a computer assignment will be suspected if an assignment that calls for independent work results in two or more solutions so similar that one can be converted to another by a mechanical transformation.

Enforcement

Students who are guilty of academic integrity violations such as these can expect to be penalized; any student who knowingly assists another student in dishonest behavior is equally responsible.

Faculty members are required to meet with students involved in an integrity issue and are required to report all infractions of the integrity policy to the Office of Academic Affairs. Subsequent violations at any point in the students’ academic career will result in the involvement of the VPAA for Undergraduate Studies or the Provost and penalties up to and including dismissal from the university may be applied.

Any SNU personnel discovering violations of these policies should report to their direct supervisor, who will report incidents to the Office of Academic Affairs.

Violations of these policies will be dealt with in the same manner as violations of other SNU policies and will result in disciplinary review. In such a review, the full range of disciplinary sanctions is available. This includes but is not limited to immediate dismissal from SNU.

Reporting Integrity Violations

Academic integrity belongs to the community. It is not a private matter left solely up to the judgment of the individual faculty member.

Faculty members must have a face-to-face conversation with each student involved in an academic integrity violation. For online students, this may be conducted using a conferencing platform such as Zoom or Google Meet. This conversation should include a discussion of the offense, Biblical and ethical principles regarding why integrity is important, and consequences for the offense. Following the conversation, an email should be sent to the student

summarizing the meeting. This email should be copied to the advisor, VPAA for Undergraduate Studies and/or Provost.

Additionally, faculty members must report each violation of academic integrity policy regardless of how minor in order to ensure that:

1. We can properly educate the student involved.
2. Properly document that the student received appropriate education.
3. Determine if the student has repeatedly violated our academic integrity expectations.
4. Ensure that the appropriate persons are informed in order to intervene appropriately in the situation.
5. Each student is treated fairly, equitably, and justly in our processes.

Alcohol and Other Drugs

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

In compliance with the Drug Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, Southern Nazarene University clearly prohibits the possession, use or distribution of illegal drugs, alcohol, and unlawful substances by students and employees on University property or as any part of University activities. Abuse or misuse of prescribed drugs is also strictly prohibited. It is a violation of Oklahoma State law and University policy for any student to use prescription drugs illegally -- that is, to use prescription drugs that have not been legally obtained or for a purpose other than is prescribed.

While civil law states that for anyone under the age of 21, alcohol is illegal, all students regardless of age at Southern Nazarene University are prohibited from the possession or distribution of alcohol. For illicit drugs, legal sanctions apply at any age. Students who are observed to exhibit the effects of alcohol and/or drug use [illegal drugs or the misuse of legal drugs] (e.g., odor of alcohol, unusual behavior, or other physical symptoms) will be accountable for violation of the University Lifestyle Policy and Standards of Conduct, even if the substance itself is not observed. In addition, the displaying of alcohol paraphernalia is prohibited.

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

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

possession, use, or distribution of legal or illegal drugs and alcohol by the members of the SNU community

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

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

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

Violations of this policy are subject to disciplinary action up to and including dismissal from the University. Violations may also be investigated as criminal matters.

Drug Testing

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

- Unexplainable incoherent behavior
- Repeated tardiness and/or absenteeism from class
- Drug- or alcohol-related odors on person, clothing and/or equipment

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

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

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

Appearance & Dress

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

Specific guidelines:

- Appropriate clothing includes pants, jeans, shirts, sweatshirts, t-shirts and shorts which exemplify modesty. Dresses, skirts, and shorts should be a modest length. Shirts and tops should cover students appropriately.

- Clothing should be in good taste, consistent with the values of the University, not drawing undue attention or deemed as inciting division.
- Clothing giving the appearance of being undergarments (i.e. sports bras, boxers, etc.) is not permissible as outerwear, and should be covered by outer garments.
- Men's half-shirts and cut-away shirts are allowed only in the residence halls, physical education facilities, on the sand volleyball court or in athletic or exercise settings. Shirts should be worn in all places, indoors and out.
- Footwear must be worn in all buildings, except the residence halls and residential student apartments.
- A cover over swimwear must be worn to and from the Broadhurst pool facility. Swimwear is also not allowed in public view.

Campus Animal Policy

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

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

The individual responsible for the animal will attend to, monitor, and control the animal at all times while on SNU premises. The animal will be safely confined in an appropriate transport device or vehicle or will be restrained by leash, harness, tether, lead, etc. at all times when on SNU premises. The individual responsible for the animal will clean up and dispose of waste from the animal immediately.

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

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

Computer Use Ethics: General Principles

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

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. The Digital Millennium Copyright Act of 1998 prohibits copying and/or distributing digital media files on the network. The network automatically blocks attempts to download or share files illegally. Violations of authorial integrity, including plagiarism and copyright violations, may be grounds for sanctions against members of the academic community.

All Internet access is monitored using content filtering software that blocks pornographic and questionable websites.

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

Misuse of campus computers in any way may prompt judicial action by the University as outlined in this handbook. See ***Computer Use and Ethics Policy in Appendix B*** of the handbook.

Criminal Violations

Theft, battery, assault, unlawful restraint, and any other activity that is defined as a criminal act in the state of Oklahoma are violations of University policy. Violation of any city, state, or federal law may result in a student receiving disciplinary action from the University, up to and including dismissal from SNU. Sanctions may be issued by the University regardless of whether a student is prosecuted or convicted of the underlying criminal offense. Any student taken into custody or placed under arrest may be suspended from campus until such a time as the charges are dropped or the criminal matter is finalized. Any student who is the restrained subject of a Victim Protection Order (VPO) in which the reporting party is either a student, faculty or staff member of SNU, may be suspended from campus until such a time as the charges are dropped or the criminal matter is finalized.

Dangerous Practices and Reckless Behavior

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

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

Educational Purpose & Student Progress

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

Please refer to the chapter entitled Academic Policies in the [Undergraduate Catalog](#) for policies regarding class attendance, grading, grade appeals provisions, academic reprieve, computer use and ethics.

Entertainment

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

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

Failure to Comply

Students are expected to comply with policies and procedures as communicated by the University. Failure to comply with a request or order of a University executive or other authorized official(s); refusal or failure to leave University premises as directed in response to conduct that constitutes violations of this code or a danger to personal safety, property, or educational or other appropriate University activities on such premises; or refusal or failure to identify oneself when requested by a University official is a violation of the University Lifestyle Policy and Standards of Conduct. Students are also expected to appear at a disciplinary hearing and comply with the timeline of completion of sanctions.

Falsification of Information

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

Fighting and Detention

Fighting, detention, physical abuse, or conduct that threatens the imminent bodily harm or endangers the physical well-being of any person, including self, is strictly prohibited. Depending on the incident, person(s) involved in the fight may be subject to criminal and or judicial proceedings.

Flammable Materials

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

Freedom of Expression

SNU seeks to maintain an appropriate balance between free expression and respect for all members of the community. As a Christ-centered community*, we endeavor to foster a supportive environment of dignity and inclusivity in which all stakeholders are treated with respect and engaged with charitable discourse. The University's ability to accomplish its educational purpose and mission is fundamental. Therefore, any activity or behavior that is disruptive of appropriate respect and civility in classes, Chapel, or University approved events may result in disciplinary action and/or legal action.

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

Demonstration/Hosting Gatherings

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

student who hosts or participates in such an activity may be subject to disciplinary action and/or legal action.

Any individual(s) desiring to host a demonstration must seek guidance and more complete guidelines from the Office of Academic Affairs or the Office of Student Life. Any demonstration must involve only SNU students, must be peaceful, orderly and respectful, and must not interfere with the daily activity of the University community.

Disruptive Behavior & Destruction of Property

A student, student organization, or group of students that disturbs the peace, destroys, defaces, or removes University property without permission will be held responsible for University disciplinary action and accountable to legal authorities, where applicable.

The University's ability to accomplish its educational purpose and mission is fundamental. Therefore, any activity or behavior that is disruptive of appropriate respect and civility in classes, Chapel, or University approved events may result in disciplinary action and/or legal action.

Disruptive behavior may limit a student's enrollment and/or ability to remain in University Housing depending on the severity and impact of behavior or language. In such circumstances the University reserves the right to restrict or administratively remove students who are unable to manage the normal routine of campus life, display little or no control adhering to University policies, threaten to harm others, or are disruptive to the living and/or learning environment on campus by creating emotional or physical stress to others or placing consistent unrealistic expectations on the time and energy of other students, faculty, and staff.

Gambling

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

Harassment and Disrespect

SNU values the worth and dignity of all people and strives to be a culturally-responsive community where all members are respected, valued, and appreciated for their diversity and role in the University. We believe all people are made in the image of God and a diverse community valuing the contributions of every person is essential to SNU and the Kingdom of God.

Actions or communications that constitute harassment, disrespect, retaliation, bullying, the use or threat of physical violence, intimidation, stalking, or hate violence directed toward a member of the

SNU faculty, staff, student body, and/or a visitor to the campus and/or a member of the community are prohibited.

The institution expects all members of the community to abstain from racism, discrimination, hate speech or a disregard for cultural humility and responsiveness. Loving others as ourselves is our goal, so treating others with value, respect, and compassion is expected. The University's ability to accomplish its educational purpose and mission is fundamental. Therefore, any activity or behavior not aligned with the above may result in disciplinary action.

- **Racism** - prejudice, discrimination, or antagonism directed against a person or people on the basis of their particular racial or ethnic group, typically one that is a minority or marginalized.
- **Discrimination** - the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, sex, national or ethnic origin.
- **Hate speech** - public speech that expresses hate or encourages violence towards a person or group based on something such as race, religion, sex, national or ethnic origin.

The framework for these expectations is derived directly from the governing Manual of the Church of the Nazarene. (2017-2021, Manual, Church of the Nazarene, p. 394-5).

To report a possible violation of the Harassment and Disrespect policy contact the University's Chief Diversity Officer at 405-491-6300 or file a report via the grievance filing link, <https://laserfiche.snu.edu/Forms/Grievance>.

Hazing

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

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

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

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

Internet Posting/Social Media Etiquette

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

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

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

Additionally, students are responsible for internet postings that reflect University Lifestyle Policy and Standards of Conduct, and do not indicate a violation of law or University Lifestyle Policy and Standards of Conduct. Any information provided to the University that may self-incriminate individuals for violating federal, state, or local laws and/or University Lifestyle Policy and Standards of Conduct, or that harass and/or discriminate against other individuals may lead to disciplinary action. This may include information that appears on personal websites, other forms of social media, and/or other internet-based postings.

Intimidation and Inciting Fear

Behavior or conduct intended to intimidate or induce fear in others is strictly prohibited and will be subject to disciplinary processes or legal actions as applicable.

Laptop Computer Etiquette

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

- No computing is allowed during Chapel.
- If you are computing in a public area, turn off the sound or use headphones.

- Do not play inappropriate games. Similarly, do not play games at all during inappropriate times or in inappropriate places.
- Network gaming uses bandwidth that other students need for academic purposes. Be considerate of others who need access to network resources. The University reserves the right to prohibit or limit this type of network traffic.
- Screensavers and wallpaper containing suggestive or pornographic materials or showing products or substances prohibited at SNU will not be allowed.

Pornography

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

Posture of Approval

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

Profanity

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

Sexual Integrity and Cohabitation

Human sexuality is an integral part of personhood, and is a gift from God. At SNU, we desire to respect, honor, and protect the gift of human sexuality provided by the Creator. Southern Nazarene University is an educational institution of the Church of the Nazarene. As such, the theological and moral convictions of the University reflect the Articles of Faith, Covenant of Christian Character, Covenant of Christian Conduct and statements regarding the Current Moral and Social Issues contained in the Manual of the Church of the Nazarene (www.nazarene.org/manual). Among our theological convictions are:

- ❖ All humans are created in the image of God and of inestimable value and worth.
- ❖ Human sexuality is intrinsically good.
- ❖ Sexual differentiation and gender identification are constituted by the act of creation.

- ❖ Sexual intimacy is only sanctioned by God between a man and a woman in the context of heterosexual marriage.
- ❖ Expressions of sexual intimacy and/or sexual activity that become ends unto themselves or arise from self-centeredness distort the gift of sexuality.

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

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

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

Pregnancy

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

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

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

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

Sexual Harassment & Assault

These actions are in opposition to the spirit and teachings of Christ and therefore violate the environment SNU seeks to foster where the dignity and worth of all members of the institutional community are respected. Regardless of sexual identity, the protection from harassment will be of highest priority. These acts or behaviors also violate civil law. For important policy information and guidelines for getting help please refer to the documents, Sexual Harassment and Sexual Assaults and Offenses, which are available in this Handbook (Appendix C) and in the Campus Crime Report.

Sexual Misconduct

Sexual misconduct offenses include sexual harassment, nonconsensual sexual contact (or attempts to commit same), nonconsensual sexual intercourse (or attempts to commit same), sexual exploitation, domestic and dating violence, and stalking. All forms of these behaviors are strictly prohibited; such behaviors that meet the definition of Sexual Harassment under the University's Sexual Harassment Policy will be addressed under that Policy. Sexual misconduct that does not rise to meet the definition of Sexual Harassment under the University's Sexual Harassment Policy will be subject to discipline under this and other University policies. Please refer to Appendix C in the handbook for further information.

Sexual Misconduct Involving Minors

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

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

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

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

Tobacco

The possession and/or use of tobacco products or any product intended to mimic tobacco products in any form including cigarettes, electronic/vapor cigarettes, cigars and cigarillos, hookah-smoked products, pipes, oral tobacco and nasal tobacco, as well as, contain flavorings/tobacco flavoring or deliver nicotine are not permitted on or off campus. Items, such as vapes, are not permitted even when used with non-tobacco products. Also, the displaying of tobacco paraphernalia is prohibited. Violation of University Lifestyle Policy and Standards of Conduct will result in disciplinary action. Exceptions to this policy can be made for students who have entered into a plan for cessation in partnership with the Office of Student Life.

Unauthorized Possession or Use of Keys & Campus Property Access

Access to SNU buildings, grounds, and other spaces is facilitated by the issuance of SNU personal

identification (ID) cards and/or physical keys. The unauthorized possession of ID cards or keys by students, the making of duplicate keys, or the unauthorized entry to a locked campus building or room is prohibited. SNU ID cards and keys are valid only for the individual or department to whom they have been issued and are non-transferrable to any other individual or entity without being returned to Facilities Management or the Department of Public Safety and then appropriately re-issued by Facilities Management to the other party.

Both SNU ID cards and physical keys are considered SNU property and assets. As such, the holder is responsible and accountable for their security, care, and value in the same way they would be with any other university assets. The university may require the holder to surrender ID cards or keys back to SNU at any time. SNU's departments of Facility Management, Public Safety, and Risk Management are responsible for maintaining the access and key control system, and therefore, responsible for authorizing access, fabricating, disseminating, and collecting any physical keys used for SNU buildings and grounds. SNU ID cards are issued through the department of Student Life upon a student's enrollment or an employee's hiring at SNU.

Vandalism

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

Weapons

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Southern Nazarene University community. Therefore, the possession of weapons is prohibited on the University campus and on University controlled property. Possession of a weapon may also open someone up for criminal liability for possessing the weapon on campus. For the purpose of this policy, a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. Weapons may include, but are not limited to: any pistol, revolver, shotgun or rifle, whether loaded or unloaded, or any imitation or toy gun, airsoft or pellet gun, or any electronic control devices commonly known as Tasers, explosive devices or any machete, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, any knife with a blade measured greater than 4 inches, or any other offensive weapon, whether such weapon be concealed or unconcealed.

University personnel have the right to secure weapons on the private or controlled property of Southern Nazarene University. SNU expects all members and visitors to SNU premises to help maintain safety and security at the University and at university-sponsored activities off campus. All persons who have knowledge of weapons on SNU premises or are concerned about a potential or imminent threat of violence or destruction of property, have an obligation to report that knowledge immediately to the SNU Department of Public Safety or other appropriate law enforcement agencies by dialing 911.

University Policies and Procedures

Administrative Discretion

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

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

Amnesty Policy and Self-Reporting Process

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

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

(See also **Good Samaritan Clause**)

Campus Solicitation & Sales

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

Computer Network Access & Email

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

Students living on-campus who wish to split the provided network connection among multiple devices are only allowed to use a hub or a switch to do so. This equipment is available in the University Bookstore or at local computer retailers. Routers, wired or wireless, are not allowed.

The United States Code Title 18 Section 2701 deems it a federal offense to read someone else's electronic mail without their knowledge or permission. System administrators are excluded for technical and/or security reasons. Computer users should not use electronic communications systems, such as email, to harass others or interfere with their work on the computer.

Confidentiality of Student Records

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

The University reserves the right to release student information to appropriate parties. This includes the use of student photographs on campus property, at University-sponsored events, and/or for marketing purposes. If a student does not wish for their photograph to be used, the student should express their request in writing to studentlife@snu.edu. Student records are available for official use to authorized personnel who demonstrate a need to have access to such records. Students have access at reasonable times and under reasonable conditions to their University records.

Entertainment & Special Functions

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

Fundraising

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

Good Samaritan Clause

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

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

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

Grievances

The University is committed to ensuring that all students have a positive relationship with the University and its faculty and staff. Most complaints are resolved at the local level. The Grievance policy provides the mechanism to work towards resolution of a complaint or formal grievance. For more detailed information, see the University Grievance Policy in the SNU Catalog and in Appendix G Section 504/ADA Grievance Procedure in the Student Handbook. A grievance can be filed via the following link, <https://laserfiche.snu.edu/Forms/Grievance>.

Health Insurance

Maintaining adequate health insurance coverage may prevent severe financial hardships should unforeseen major medical care be required. In compliance with the Affordable Care Act, Southern Nazarene University encourages all students to maintain student health insurance either as covered by parent's family policy or purchased on their own.

Hospitality for religious observance

Southern Nazarene University seeks to be hospitable of religious observance among the students and learners of our diverse campus community and to be as accommodating as possible.

Students should discuss with their instructor at the beginning of the semester forms of religious observance (dress, fasting, specific prayer times) that may affect their full participation in the course.

Students should also compare the class schedule to their own religious calendar to determine if there will be any class days in which the student expects to be absent due to the observance of a religious holiday. Students must notify the instructor, in writing, of the expected absence within the first two weeks of the semester.

The instructor will then work with the student to develop a plan to reschedule any exams, assignments, or course activities for that day. The instructor, at his/her own discretion, will make reasonable accommodations wherever possible. Students should recognize, however, that there may be some course aspects that cannot be rescheduled or accommodated, and it will therefore rest upon the student to determine whether they wish to remain enrolled in the course or have their grade potentially affected. For example, final exam dates are not available for change. Students should work well in advance of finals week if there are concerns or needs that could impact their success.

Hospitalization

The University cares deeply for the health and wellness of all students. As such, it is important that the University is aware of the hospitalization of any student so the student can be supported both inside and outside the classroom.

If a student is admitted to the hospital due to concerns regarding mental health or substance abuse, the student will be required to attend the Intensive Outpatient Program through the University's Renew Counseling Center after their release. The student may complete an IOP off campus but must sign a release to allow communication between their IOP and the Renew Counseling Center to ensure continued safety and care for the student and campus community. The purpose of the Intensive Outpatient Program is to provide wrap-around care for students on campus so students can remain in classes while still getting the support needed for sustainable health. The IOP program is personalized for each student that attends in an effort to meet their individual needs for their continued pursuit of wellness. The IOP includes individual care as well as group support and will be scheduled around a student's classes and work as best possible.

International Students

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

Insurance Purchased Outside the US

Medical insurance purchased outside the U.S. does not apply in the U.S. because insurance companies outside the country do not accept and process payment requests from U.S.

hospitals and clinics. Likewise, insurance purchased outside the U.S. is not accepted in the U.S. due to differences in medical payment processing systems and procedures.

The Student Health Center can provide information about an insurance policy during normal registration dates (August and January). **It is mandatory that all international students provide a copy of approved insurance coverage to the Health Center PRIOR to attending classes at SNU.**

Lost Keys and/or Student Identification Cards

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

Medical Withdrawal Policy

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

Missing Persons Policy

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

Motor Vehicles

All Vehicles are required to have a Southern Nazarene University parking permit/sticker. Permits are used to show university affiliation of the vehicle owner and/or operator. SNU parking stickers are free to all employees, students, and approved university guests and can be provided by SNU DPS. The University does not assume responsibility for any theft, loss, damage, or destruction to students' property. An SNU parking permit does not guarantee a parking space on campus. See ***Motor Vehicle and Bicycle Guidelines in Appendix F of the handbook.***

Off-Campus Facility Use

The use of off-campus facilities by SNU student groups may create legal risk for the University. In general, student groups are not permitted to use off-campus facilities or enter into agreements or contracts for the use of such locations for University events or programming without proper permission from University leadership. Depending on the nature of the activity, some facilities will be approved for use only when exclusive use can be obtained by the management. The Office of Student Life, in partnership with University Operations, is designated as the official clearing agency for off-campus facilities.

Official University Communication

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

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

Posting and Advertising

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

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

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

Residential Policy

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

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

The Housing Coordinator is responsible for administering a process for fair consideration of all applications for exemption to the residential policy. Requests that contain extenuating circumstances or appeals of such decisions will be considered by the Off-Campus Housing Committee only if substantial information, not provided in the original application, becomes available. Where requests are based on medical reasons, the Office of Disability Services will review medical documentation and advise the Off-Campus Housing Committee. Any off-campus stipulations issued with any exception to the residential requirement must be followed or the exception will be revoked.

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

Applications for students applying to live with an SNU Faculty or Staff member will be sent through an additional process that will require approval from a committee. The committee will include representatives from both Student Life, Student Success, and Academics. All decisions will have final approval of the University President.

Students will not be approved to live with or in the home of an SNU Faculty or Staff member that provides direct supervision, serves as the student's advisor, teaches within their major, or would otherwise cause a conflict of interest. This provision exists in an effort to avoid impropriety or the appearance of impropriety or bias for all parties.

Skateboarding

Skateboarding is permitted on campus with the following exceptions: the Webster Commons Building and the Centennial Plaza, building entrances, stairs, railing, handicap ramps, or tennis courts, etc. Skateboarding is not permitted inside any building (including the residence halls or apartments). Boards should be stored out of walkways and doorways so they do not become a tripping hazard.

Sponsors for Student Activities

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

Student Status at Off Campus Locations

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

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

Visitors to Campus

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

CHAPEL

Southern Nazarene University seeks to create and nurture a distinctive community based on Christian ideals. As the only activity for which the total University community meets together regularly, Chapel contributes significantly to this end. Due to this, Chapel is viewed as an integral part of the SNU experience. The University's purpose is to aid in the development of every aspect of Christian personhood, spirit, mind, and body. In accordance with this understanding of the significance of Chapel, all students carrying eleven (11) hours or more of University credit are automatically enrolled in Chapel. In order to fulfill Chapel requirements, students must obtain twenty-five (25) attendance credits per semester.

Chapel Services and Attendance

Services are planned and directed by the University Pastors and the Office of Spiritual Formation. These services are held on Tuesday and Thursday of each week during the first and second semesters of the academic year. In addition to these Chapel services, there will be approximately 15 additional pre-approved worship opportunities which may be used as Christian formation credits. In total, there will be a minimum of 50 Chapel services each semester through which students may acquire their 25 required credits. By meeting this attendance expectation, the students pass Chapel for that semester. Credit for Christian Formation attendance is obtained by scanning students' information at the conclusion of the Christian Formation program.

Chapel Exemptions

All traditional, undergraduate students are required to attend Chapel; however, in rare cases, a semester exemption may be requested. Students who carry “non-typical” enrollment patterns (part-time students with less than 11 hours), students who have successfully completed eight (8) semesters of Christian formation credits (by obtaining at least 25 credits each semester), and student teachers are exempt from required Chapel attendance. All requests for any type of exemptions (including these listed above) must be approved by the Office of Christian Formation. It is the responsibility of the student seeking exemption to submit an exemption request by the 10th day of classes each semester.

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

Chapel Behavior

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

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

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

Chapel Deficiency

Students who do not meet the required 25 credits for the semester will be fined \$20 each for missed credits they are deficient. Maximum fine will be \$480. Any student who attends fewer than 15 Chapel opportunities will be fined \$480 and will be on probation. You will be required to meet with the Office of Christian Formation prior to enrollment. **Students failing Chapel two semesters will not**

be allowed to return to SNU the next semester. These students may apply to return to the University after one semester of suspension. To request permission to re-enroll, a student must submit a written appeal, which will then be considered by Christian Formation administration or a designated committee.

If students fail to fulfill their Christian Formation requirements, they will be notified of their fine or semester suspension. However, it is the student's responsibility to track their Christian Formation credits. Students who are short of meeting the 25 required Chapels may have their grades and/or transcript withheld until the Chapel deficiency is fulfilled. Students with a Chapel deficiency in the semester of graduation will be permitted to receive their diploma only after the deficiency is corrected.

Disability Statement

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

Residence Life and Housing

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

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

RESIDENCE HALL SAFETY INFORMATION

Electrical Appliances and Outlets

No upright refrigerators, freezers, or other appliances (e.g., microwaves, electric heaters, hot plates, toaster ovens, etc.) are permitted in campus residence except where they are explicitly authorized within a particular residence hall. Small table-top refrigerators (under 2 cubic feet) are permitted in residence halls in which upright refrigerators are not provided.

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

Fire Safety

Fire hazards, including but not limited to, incense, burning candles, halogen lamps, exposed heating elements, or personal BBQ grills are prohibited in or around any residential living area. Limited cooking of food is allowed per individual living area guidelines.

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

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

Personal Property Insurance

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

Safety and Security

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

For enhanced security, individual rooms should be kept locked by residents when they are not physically present or when they are asleep. Specific maintenance, custodial, and administrative personnel also have access into residence hall living areas, generally during specific hours, to

provide necessary maintenance and services. A limited number of identified University personnel have been granted 24-hour access.

Smoke detectors/AC/ Heat Panels

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

Windows, Roofs, and Ledges

Removing window screens for any reason, unauthorized presence on window ledges and/or roofs, and crawling in/out of any windows is strictly prohibited. Roof or window mounted antennas or other equipment are not permitted. No items may be displayed in or on windows in residence halls or apartments.

RESIDENCE LIFE RESOURCES AND PROCEDURES

Residence Hall and Apartment Living

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

First-year students

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

- Any student who graduated from high school the previous academic year.

Upperclassmen

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

- Any student who has been graduated from high school at least one year.

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

- Consideration of others' needs and rights of sleep, privacy, etc.

- Care and upkeep of University property.
- Compatibility with the behavioral expectations for all SNU students as outlined in the SNU Catalog and the Student Handbook.

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

Resident Advisors (RAs)

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

Character

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

Culture

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

Christ

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

Resident Directors (RDs)

RDs are professional staff members who live in the residence halls and provide services of leadership training, support, administration, and participation in the personal education and development of students. RDs provide direct supervision to Resident Advisors specific to the different living areas on campus.

Resident Directors provide 24-hour emergency support to the campus by rotating through an On-Duty RD schedule. RDs are on call weekly for a 24-hour period. To speak to the on-duty RD for emergency purposes, contact the Security Dispatch officer at 405-491-6309 or contact an RA.

Room Deposits

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

Roommates

An important aspect of the on-campus living environment is living in community and in close proximity to one another. Roommates are an integral part of this community. Students are encouraged to communicate openly and honestly with their roommates, as this will ultimately lead to a healthier living environment. Roommate Covenants are created at the beginning of the year and discussed with each room or apartment and their Resident Advisor to ensure all voices are heard equally and expectations are communicated clearly. This covenant will be agreed upon and signed by all roommates. Inevitably, issues will sometimes arise that require more intentional conversations. The Residence Life staff is trained and willing to help facilitate these conversations.

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

RESIDENCE LIFE POLICIES

Accountability for Activities in Room

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

Care & Cleanliness of Room

Students are expected to maintain their rooms in a clean and orderly manner. To ensure our buildings are cared for well, cleaning rounds will take place every other week with the Resident Advisor. If additional attention is needed, the Resident Director will follow up. Please ensure there is a general state of cleanliness, trash emptied, floors swept, toilets and showers cleaned (when applicable), no dirty dishes, clothing put away, etc.

A student who vacates his/her room without properly cleaning the room and/or without clearance from the Resident Director and/or Resident Advisor will be fined and any damages will be charged against the room deposit. Leaving without checkout will result in loss of full room deposit.

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

Community Damage

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

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

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

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

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

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

Entry, Search and Inspection of Rooms

The Offices of Residence Life and Housing and the Department of Public Safety (DPS), reserve the right to enter students' rooms and/or vehicles to ensure community health and safety, and assess violations of the University Policies and Standards of Conduct.

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

To ensure the safety, security or well-being of members of the SNU residential community or the community at-large, and to enforce the University guidelines or policies, University officials, with probable cause or reasonable suspicion, may enter individual rooms and/or vehicles, make a search, and confiscate illegal or otherwise forbidden items which may be used as evidence in subsequent disciplinary proceedings, provided authorization for such entry and search is obtained from the Dean of Students and/or the Director of Residence Life or designate. Students at the time of search are required to present and unlock any safes, locking cabinets, or other storage devices that are on University Property. SNU DPS may, through a criminal investigation, obtain a search warrant issued by a court to search persons and property. Those investigations would be facilitated and handled by SNU DPS.

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

Living Area Hours and Privileges

For the purpose of safety and security, all residence halls are closed and secured at 1:00 a.m. every night. First-year students are required to be in their respective halls for a 1:00 am curfew during their first semester on campus unless specified by a University Official. Exceptions to this policy will be considered on a case by case basis.

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

When checking out, students must be in communication with the Residence Life Staff.

- Weeknight checkout: Students must communicate with the Resident Director BEFORE spending the night away from campus. If approved, a student must provide information, including destination and phone number where they can be reached by the Resident Director in case of emergency.
- Weekend Night checkout: A student must provide information, including destination and phone number where they can be reached in data log provided by Residence Life Staff.

This process is to help ensure safety and have an accurate log of all on campus residents to be used in case of emergency. Routine verification of this information may be made by the Resident Director or other University personnel.

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

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

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

Students who are out of the residence hall past closing hours **MUST** carry their student identification for campus security reasons.

Living Area Meetings

Residents are expected and required to participate in living area meetings conducted by Residence Life and Housing staff members. Meetings are primarily held to discuss, promote, and educate residents about events or community issues and concerns. Because of the importance of these meetings, failure to attend a “required” meeting may result in disciplinary action. Students are expected to report scheduling conflicts with the Resident Director prior to meeting to schedule an alternate meeting.

Noise

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

Students are encouraged to ask others to “hold the noise down” and will be expected to reciprocate when requested. Additionally, the resident advisor or resident director reserves the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others, in the immediate outside vicinity of the living area (e.g., courtyards, sidewalks, entryways). Individuals and groups may be asked to leave the area.

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

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

Pets/Animals

Students are allowed to have fish that are kept in an aquarium of 10 gallons or less. Other animals or pets (e.g., dogs, cats, birds, hamsters, etc.) are not permitted inside campus residence halls. Any

student keeping or allowing animals in his or her room will receive an immediate fine and the student is responsible to cover the cost of any repair or cleaning needs involved.

Special accommodations, as set forth in the University's Service and Assistance Animal Policy, may be made through the Office of Disability Services located in the Center for Student Success.

Recreational Sports and Equipment

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

Removal of Property/Theft

The removal of personal property belonging to your roommate or another community member without their consent is prohibited and will be treated as theft. The removal of University owned property without the written consent of the Director of Residence Life or designee will be treated as theft.

Room Changes

Room changes will not be granted automatically as the University is committed to encouraging Christian reconciliation. Each resident will participate in a mediation/reconciliation process in order to promote learning and growth. If a student desires a room/apartment change, the proper paperwork must be filled out by all parties involved. The resident must go by the Office of Student Life and pick up a "Request for Housing Change" form. Approval must be made by the student's Resident Director before anyone can move. Moving without permission will result in your room change being denied and you will be required to return to your assigned room.

Study Hours/Quiet Hours in Residence Halls

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

Visitation and Guests

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

nights per semester. Additionally, no more than one overnight guest is allowed at a time, and overnight guests must be accompanied by the student host at all times. As a courtesy to others, during the week before finals and finals week, overnight guests are prohibited. Residents with special circumstances may request an exception from the resident director. The University reserves the right to refuse permission to house overnight guests. Guests are expected to abide by Federal, State and County laws. Residents are responsible for the actions of their guests and for ensuring that guests abide by University rules and regulations. Visitation by the opposite sex in areas other than the lobby is considered unauthorized and is prohibited when not during these designated times and without permission from the Resident Director. Students should refrain from excessive display of affection in community areas. Unauthorized visitation in motel rooms, apartments, or homes of persons who are of the opposite sex is prohibited.

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

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

Withdrawing from University Housing

Students wishing to withdraw from University housing must complete the formal checkout process with a Residence Life representative. This process includes moving out all belongings, leaving the room in the clean condition it was at the time of move in, returning the key and ID card before leaving campus, and finalizing all checkout procedures at campus offices (Center for Student Success, Office of Financial Aid, etc.)

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

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

Conduct and Disciplinary Process

Philosophy of Student Discipline and Accountability

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

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

The process of administering sanctions for violations of University Lifestyle Policies & Standards of Conduct at SNU will follow principles of fairness to both the student and the University. Incidents of violation of University Lifestyle Policy and Standards of Conduct requiring consideration for disciplinary action are considered by either Student Life administrative staff and/or a Campus Judicial Council (CJC). The CJC consists of student, faculty, and Student Life staff representatives. Decisions involving disciplinary issues are made to help the student learn and grow from their mistake and also to ensure that the integrity of the SNU learning community is maintained.

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

Sources of Information

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

Reporting Violations of the Student Handbook

In order to maintain the integrity of the community, all members of the SNU community are encouraged to report observed or suspected violations of the policies with a spirit of fairness, honesty, and respect for the rights of others. Reported violations should be directed to a professional staff member in the Office of Student Life. Those who report alleged misconduct and those against whom

allegations are reported are afforded all rights provided by University policies, as well as all applicable state and federal laws.

Definition of Student

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

Investigation

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

Administrative Hearings

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

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

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

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

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

Campus Judicial Council (CJC) Hearings

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

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

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

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

If, during the course of the hearing, additional allegation(s) are discovered, the accused student will be notified of the new allegation(s) and will be granted additional time, if needed, to prepare a response of the new allegation(s). The accused student may waive the additional time and the hearing can proceed with the new allegation(s) taken under consideration by the CJC. A record should be made in the hearing notes of additional allegation(s) and whether or not the student desires additional preparation time.

Information about the misconduct of other students shared at the hearing may be used as the basis for disciplinary action.

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

majority vote. If the student is found to have violated the University Lifestyle Policy and Standards of Conduct, the CJC will then issue appropriate sanctions.

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

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

Imposing of Sanctions

This act concludes the disciplinary process. Sanctions are imposed when there is information indicating that the student violated the Student Standards of Conduct. This determination is made by an SNU official or CJC responsible for the administration of the disciplinary process. The following are sanctions that may be imposed by a University official upon any student for violating the Student Standards of Conduct (listed in alphabetical order):

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

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

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

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

Dismissal: Cancellation of registration. The student is ineligible to continue at the University and may not be present on the campus. Dismissal is usually for no less than one full semester following the effective date thereof. There is no reduction of tuition and fees to a dismissed student. It is expected that the student checks out of campus within 24 hours. If submitting an appeal, the Dean of Students may allow students to stay on campus until appeal process is complete or can require the student be off campus until that time. After the student checks out of campus, they will no longer be allowed on University property or participate in University events. If an exception is needed, approval must be received from the Dean of Students or designee at least 24 hours prior to the need to be on University property.

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

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

Expulsion: Permanent dismissal from the University. There is no reduction of charges to an expelled student. A student who is expelled is not eligible to reapply for admission to the University.

Fine: A financial charge assessed for an infraction of policy or regulation by a designated University official.

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

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

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

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

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

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

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

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

Appeals

Students wishing to appeal a disciplinary sanction must do so, in writing or by email, to the Executive Vice President. The request must be submitted within 72 hours of the original decision. If this time period involves a weekend, the appeal may be submitted by the end of the next business day. The Executive VP will determine if the appeal will be heard. If the request for appeal is granted, an appeal hearing will be conducted. The request for an appeal shall consist of one or more of the following exclusive grounds for appeal:

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

Guidelines for an appeal

- The appeal must include:
 - Names of the parties involved.
 - Clear statement of the nature of the appeal.
 - A narrative of the incident including:
 - What occurred

- When it occurred
- Where it occurred
- Who was present
- o The evidence on which the appeal is based.
- o The desired outcome.

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

Notification

Any final discipline of suspension or expulsion will be reported to the student's professors and to the registrar, and others who need to know to implement the discipline. Such discipline, including discipline imposed under the University's Sexual Harassment policy may be disclosed, without consent of the student to another institution with legitimate educational interest or in which a student seeks to enroll (upon request). Southern Nazarene University reserves the right to deny re-enrollment to a student when such action is deemed to be in the best interest of the student or the University.

GRADUATION RATE

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

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

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

Entering Year	Six-year Graduation Rate
---------------	--------------------------

2002	60.0%
2003	54.0%
2004	53.0%
2005	59.0%
2006	45.0%
2007	61.0%
2008	57.0%
2009	58.0%
2010	51.0%
2011	56.6%
2012	63.0%

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

Entering Year	Six-year Graduation Rate
2002	56.0%
2003	36.0%
2004	41.0%
2005	38.0%
2006	34.0%
2007	33.0%
2008	42.0%
2009	28.0%
2010	29.0%
2011	36.0%
2012	37.0%

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

APPENDIX A

ALCOHOL AND DRUG POLICY STATEMENT

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

What is the policy?

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

What is SNU's response?

Students participating in such activities will be involved in a program of education, counseling, probation, suspension and/or dismissal from the University. Students who are concerned about their need for therapeutic treatment in these areas are encouraged to come to the Office of Student Life or the Counseling Center for assistance without disciplinary implications (see Amnesty Policy). The Office of Student Life and the Counseling Center have established networks with a number of substance abuse treatment programs in central Oklahoma and are able to work with students to make necessary referrals. Outpatient treatment is also available through campus counselors. Informational sessions relating to substance abuse will also be offered during the year. Confidential, personal, counseling sessions are available to students, staff, and faculty at SNU at a deeply reduced cost. To set up an appointment, visit www.snu.edu/renew.

What are the effects of alcohol and drug use?

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

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

other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Drugs (including alcohol and misuse of prescription drugs) can alter important brain areas that are necessary for life-sustaining functions and can drive the compulsive drug use that marks addiction. (drugabuse.gov, July 2018). Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with adverse health conditions. (Center for Disease Control and Prevention, July, 2018) In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics. Illegal drugs involve a wide variety of drugs with significant impact to the body. A detailed list of controlled substances and their effects can be found in a document available in the Office of Student Life. To highlight some of the better known illegal drugs, the following description of effects is offered.

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

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

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

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

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

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

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

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

Summary - Legal Sanctions Covering Alcohol and Drug Abuse

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

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

- **Public consumption of alcohol**

Oklahoma law prohibits consumption of alcohol or any intoxicating substance in any public place and further prohibits drunkenness or intoxication in any public place. Fines and periods of imprisonment are given for violation for this statute.

- **Sale/Delivery of alcoholic beverages to persons under 21**

The sale, delivery or furnishing of alcoholic beverages to persons under 21 is prohibited under Oklahoma law. Such an act is considered a misdemeanor with a fine ranging from \$2,500-\$5,000 and imprisonment of up to one year for the first offense.

- **Misrepresenting one's age or falsifying an ID to obtain alcoholic beverages**

This misdemeanor is punishable in Oklahoma by a fine of \$50 for the first offense, with a possible suspension of a driver's license up to the time an individual is 21.

- **Driving under the influence**

First conviction of a DWI results in a sentence of up to one-year imprisonment and a fine of up to \$1,000. Subsequent convictions are considered a felony charge resulting in a prison term ranging from one to five years and a fine up to \$5,000, accompanied by a mandatory participation in an alcoholic and drug substance abuse evaluation program.

- **Criminal penalties**

Oklahoma has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotics and drugs with a higher potential for abuse have heavier penalties. For example, possession of a narcotic drug such as heroin results in a misdemeanor conviction ranging from a period of one year for the first offense and a fine up to \$1,000.

- **Possession of drugs**

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

- **Sale and possession of drug paraphernalia**

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

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

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

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

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

APPENDIX B

COMPUTER USE & ETHICS POLICY

Underlying Principles

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

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

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

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

Guidelines

Academic Honesty & Intellectual Theft

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

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

Examples of academic dishonesty include such cases as the following:

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

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

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

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

Copyright

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

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

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

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

Privacy

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

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

Reading someone else's electronic mail is a federal offense (Title 18 of the United States Code Section 2701). Computer system administrators are excluded for technical reasons. They are,

however, prohibited from disclosing a user's email traffic to anyone, unless the user or the other party to the traffic gives permission.

Security

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

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

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

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

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

Appropriate Use

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

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

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

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

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

Enforcement

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

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

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

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

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

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

Revised 05-21-2009 TAC

APPENDIX C

SEXUAL HARASSMENT POLICY

The Sexual Harassment Policy in its entirety can be found on the SNU Website at <https://snu.edu/policies-and-procedures/>

Introduction

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

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

Policy Statement

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

Consistent with the University’s Non-Discrimination/Equal Employment Opportunity Statement and the U.S. Department of Education’s implementing regulations for Title IX of the Education Amendments of 1972 (“Title IX”) (see 34 C.F.R. § 106 *et seq.*), the University prohibits Sexual Harassment that occurs within its education programs and activities.

For purposes of this policy, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Administrators, faculty members, staff, students, contractors, guests, and other members of the University community who commit Sexual Harassment are subject to the full range of University discipline including verbal reprimand; written reprimand; mandatory training, coaching, or counseling; mandatory monitoring; partial or full probation; partial or full suspension; fines; permanent separation from the institution (that is, termination or dismissal); physical restriction from University property; cancellation of contracts; and any combination of the same.

The University will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the University's Education Programs and Activities.

Definitions:

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

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

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

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

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

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

- asleep,
 - unconscious,
 - incapacitated due to the influence of drugs, alcohol, or medication such that the complainant could not understand the fact, nature or extent of the sexual activity,
- or

- unable to communicate due to a mental or physical condition.

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

Coercion - direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise would not have been performed or acquiesce in an act to which one would otherwise not have submitted. Coercion can include unreasonable and sustained pressure for sexual activity.

Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person's words or conduct cannot amount to Coercion for purposes of this policy unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity.

Complainant - any person who alleges to be the victim of sexual harassment.

Dating Violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and Where the existence of such a relationship will be determined based on a consideration of the following factors, the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence - felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.

Hostile Environment Sexual Harassment - unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's Education Programs and Activities.

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

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

Quid Pro Quo Sexual Harassment - an employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

Respondent – A respondent is any individual who is alleged to have perpetrated sexual harassment.

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

Retaliation - intimidation, Coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Sexual Harassment – Sexual harassment is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

Sexual Assault – Sexual assault is a general term that covers a broad range of inappropriate and/or unlawful conduct, including rape, sodomy, sexual assault with an object, fondling, incest and statutory rape. More information for each of these can be found in the detailed “Sexual Harassment” policy

Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Supportive Measures - non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the University's Education Programs and Activities without unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or the University's education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

Examples of Additional Prohibited Conduct

Examples of conduct that may constitute Sexual Harassment if unwelcome prohibited by this policy include but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact
- Unwelcome kissing, hugging, or massaging
- Sexual innuendos, jokes, or humor
- Displaying sexual graffiti, pictures, videos, or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- E-mail, internet, or other electronic use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails, text messages, or social media posts
- Commenting on a person's dress or body in a sexual manner
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes.

Reporting Sexual Harassment

Any person enrolled or employed by the University who believes that she/he has been a victim of some form of sexual harassment should present their complaint immediately to a designated administrator. A student should report to the University's Title IX Coordinator.

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

After receiving a report under "Reporting Sexual Harassment," the Title IX Coordinator will conduct a preliminary assessment to determine:

- Whether the conduct, as reported, falls or could fall within the scope of this policy; and

Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of this policy, and/or could not constitute Sexual Harassment, even if investigated, the Title Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act ("FERPA"). The Title IX Coordinator may refer the report to other University offices, as appropriate.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of this policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant (see "Contacting the Complainant").

All additional information regarding details of the process can be found in the Sexual Harassment Policy at <https://snu.edu/policies-and-procedures/>.

Disciplinary Action

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

False Charges

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

APPENDIX D

MEDICAL WITHDRAWAL POLICY

Introduction

Southern Nazarene University cares deeply about the physical and mental health of its students and is committed to offering excellent services to all students through both the Counseling and Health Centers. At times, however, a student may experience such severe physical or mental health conditions that the ability to function successfully or safely as a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps towards recovery, even if academic progress must be delayed. The University is committed to supporting necessary student-initiated self-care plans, and may initiate actions that consider the welfare of individuals and the University community, while at the same time respecting the rights and privileges of all members of the campus community.

The Student CARE (Campus Assessment, Response and Evaluation) Team was created to identify, assess, and monitor students displaying levels of distress, disruption, or behavioral dysfunction that might warrant timely intervention. The CARE Team's primary goal is to provide threat assessments and early intervention before a crisis arises. The CARE Team includes staff from the Center for Student Success, Office of Student Life, Public Safety, Student Health, Renew Counseling Services, Spiritual Formation, and Academic Affairs.

The purpose of the Medical Withdrawal Policy is to outline the criteria and procedures for:

- a student to request and receive a voluntary medical withdrawal, and
- the University to pursue an involuntary medical withdrawal
 - for engaging in, or threatening to engage in, behavior that creates a direct threat to the safety or health of individuals or the community as a whole, or
 - for engaging, in or threatening to engage, in behavior that significantly disrupts the programs, services, or activities of the University.

In circumstances where there are University policy and/or standards of Conduct violated by a student in the Medical Withdrawal process, the University may also implement the Conduct and Disciplinary process.

Voluntary Medical Withdrawal

Students may request a voluntary medical withdrawal when:

- They believe their physical or mental health problems are preventing successful engagement and completion of academic coursework
- Their safety is in question, or
- The demands of University life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.

Typically, chronic medical or mental health problems are not issues that qualify a student for a voluntary medical withdrawal unless there is a documented escalation of symptoms and/or adverse behavioral outcomes.

Students may independently initiate the medical withdrawal process with the Health Center or Counseling Center with or without support from their program of study.

The Director of the Renew Counseling Center or Health center will, in consultation with the CARE Team, determine approval of a voluntary medical withdrawal. If withdrawal is approved, the individual approved is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on campus housing.

Students experiencing a medical withdrawal are not permitted to be on campus for social or academic purposes. Students will be allowed to continue therapy if they are utilizing services in Renew Counseling Center but will not be allowed to participate in University activities until the Re-Entry Procedures have been completed. If access to campus is needed prior to approval, the student must request and obtain permission in advance of his/her arrival on campus through the Office of Public Safety in partnership with the CARE Team.

Grades and Completion of Academic Work (ASK TWYLER!)

Students approved for a voluntary medical withdrawal during the final forty percent of the academic term, with the approval of the faculty member for the relevant class and upon submission of the Incomplete grade form for each course, will be given grades of "I" (Incomplete) for each relevant course. It is the responsibility of the student to contact individual instructors to arrange for completion of course work. If the student does not complete work in a course in the time agreed upon with the instructor, the grade of "I" will be changed to the replacement grade as indicated on the Incomplete "I" Grade Form. When completion of the semester requirements and a grade of "I" are not deemed feasible, the designation grade of "AI" (Administrative Incomplete) may be approved by the Chief Academic Officer which will allow the student to retake the courses at a future time.

Students approved for a medical withdrawal prior to the final forty percent of the academic term or students that do not receive approval for an Incomplete ("I") from a faculty member of a class will be given a "W" for the course symbolizing a withdrawal from the course.

Financial Services Implications

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

Financial Hardship

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. If a treatment or evaluation recommendation or requirement is

given that might create a financial hardship, every effort will be made to give appropriate referrals to free or reduced cost services.

Advantages of Voluntarily Withdrawing for Medical Reasons

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

Criteria for an Involuntary Withdrawal

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

- a) is engaging in, or threatening to engage in, behavior that creates a direct threat to the safety or health of individuals or the community as a whole, or
- b) is engaging in, or threatening to engage in, behavior that significantly disrupts the programs, services, or activities of the University.

Emergency Interim Removal

When the University receives credible information that a student's behavior falls into one of the categories described above and may require immediate action, the Dean of Students or designee may direct an emergency interim removal of the student that restricts the student's access to campus and/or residence hall, as appropriate, for an interim period, before a final determination of the matter.

Before determining whether to require an emergency interim removal, the Dean of Students or designee shall take the following steps:

- a) Conduct a review of the available information and confer with the CARE Team to assess the level of risk and/or disruption posed by the student;
- b) Exercise all reasonable efforts to seek voluntary cooperation from the student; and
- c) Notify the student in writing of the decision to implement an emergency interim removal, including the rationale for the decision and a summary of the student's rights under the process, including the student's right to meet with the Dean of Students or designee.

The student shall be provided an opportunity to meet with the Dean of Students or designee, either in person or electronically, within two (2) business days from the effective date of the emergency interim removal. During this meeting, the student may present information relevant to the question of whether the student poses a threat to health or safety or significant disruption. After considering all the information presented, the Dean or designee will determine whether to continue the emergency interim removal, and the student will be notified of the decision within two (2) business days. The outcome of the meeting shall not preclude, render irrelevant, or predetermine the outcome of any subsequent action taken.

Imposition of an Emergency Interim Removal is intended to be a temporary measure to protect health and safety and University operations and is not considered disciplinary in nature. The emergency interim removal from the University and/or residence hall shall remain in effect until a final decision has been made pursuant to the Involuntary Withdrawal Process, unless, before a final decision is made, the Dean of Students or designee determines that the reasons for imposing the interim removal no longer exist.

Involuntary Withdrawal Process

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

- a) The Dean of Students, or designee, in consultation with the CARE Team, will collect all available information obtained from incident reports, conversations with students, faculty staff, and others, as well as the expert opinions of appropriate medical professionals, to assess if an involuntary withdrawal is appropriate. The purpose of the assessment is to determine the level of risk the student poses to health and safety and/or University operations and to inform decisions about the student's future participation in the University's programs. This individualized assessment will be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury or significant harm will actually occur; and whether reasonable modifications of policies, practices, or procedures or, where applicable, the provision of auxiliary aids and services, will sufficiently mitigate the risk.
- b) The Dean of Students or designee will provide written notice of the involuntary withdrawal hearing to the student at the address appearing on the records of the University, by email and by overnight or certified mail when appropriate. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing. The notice shall contain: (i) a statement of the reasons involuntary withdrawal is sought, (ii) a statement that the student has a right to present his or her side of the story, to present witnesses and evidence on his or her behalf, and to have an advisor present at the student's expense; and (iii) the time and place of the hearing. The hearing will include the Dean of Students, or designee, representatives from the CARE Team, the student and any witnesses or advisors they select and a university employee to serve as a notetaker.
- c) The Dean of Students, or designee, will seek, if appropriate and feasible, the cooperation and involvement of parents or guardians of the student. The decision to notify a student's family members will be weighed carefully against the student's privacy rights. The student's parents or guardians may be contacted without the expressed consent of the student if it is perceived necessary to protect the welfare of the student or other individuals.
- d) The Dean of Students, or designee, will provide the student an opportunity to meet so that the student (and his/her advisor) may provide relevant documents or other information, including the result of any evaluation conducted by the student's own treating health professional. The

student may be required to undergo an independent assessment with a health professional designated by the University within a specified time period, typically not to exceed 30 calendar days. This assessment will be at the expense of the University. At this assessment, the student will be asked to sign a release of information to allow the health professional conducting the assessment to communicate with the student's treating physician or mental health professional (if applicable) to allow for a comprehensive evaluation, and to allow for a written evaluation as to whether the student can safely continue to be a member of the academic community and align behavior with established conduct expectations so as not to cause a substantial disruption to the educational environment. During the meeting with the Dean of Students, or designee, the student is encouraged to provide information about remedial efforts to address problematic behavior and the student's plan to mitigate any ongoing risk of harm. At this meeting, the Dean will seek the cooperation of the student, including discussion of possible measures to reduce the risk of harm or a voluntary medical withdrawal/leave of absence.

- e) If, after conversation, the Dean and the student have not reached an agreement about appropriate next steps, the Dean of Students, or designee, will consult with appropriate medical professionals regarding the evidence available. Failure by the student to sign the Consent to Share Information form so that medical/clinical professionals may be consulted will result in the involuntary withdrawal from the University as SNU will have insufficient evidence to render an individualized determination. The Dean of Students, or designee, will consult with the CARE Team throughout the process and with other University officials as appropriate.
- f) The Student CARE Team will review collected information and evidence presented by the student and others. The Team will engage in a determination on an individualized, case-by-case basis and will take into consideration the nature, duration and severity of the risk and the likelihood, imminence, and nature of the future harmful conduct, either to individuals or the University community.
- g) The CARE Team will render a decision and present that decision to the student in writing by email and by overnight or certified mail when appropriate. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter.
- h) The decision of the CARE Team is final.

Grades and Completion of Academic Work

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

Financial Services Implications

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

Financial Hardship

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

Students who are on medical leave for any reason are not allowed to participate in any University activities, attend classes, reside in, or visit on campus student housing while on leave, and may not be on campus except to attend a meeting or hearing related to his/her case.

Re-Entry Procedures

Prior to returning to or readmission at the University, a student who has withdrawn, voluntarily or involuntarily, must submit a written plan demonstrating that the student (1) can participate in the University's programs without posing a danger to individuals or the community or causing a substantial disruption, (2) the student meets all relevant academic requirements for readmission, and (3) the student has met any requirements for readmission imposed by the CARE Team. If the student will reside in the residence halls, the plan must also state how the student will transition back into residential life in the SNU community.

In an effort to aid in a successful and healthy transition back to the campus community, the student must also commit to enroll in and complete the University's free, four-week Intensive Outpatient Program through Renew Counseling Center. This will include weekly therapy sessions, along with specified psychoeducation groups as deemed appropriate by Renew staff.

Students returning from a voluntary medical withdrawal may also be required to meet with the director of the Health Center or the Counseling Center upon reentry to ensure that they are aware of on campus and community services available to address their needs.

The Dean of Students, or designee, with input from the Student CARE Team, will review the student's plan to determine on an individualized, case-by-case basis whether or not the student's request to re-enroll at that time shall be granted or denied by taking into consideration all of the relevant factors and information presented. The Dean, or designee, may request a meeting with the student. The Dean of Students, or designee, will issue a decision, within 10 business days, regarding readmission. If the student's request is denied, the Dean's decision will detail when and if the University will consider a subsequent request for readmission. If the student is readmitted, the Dean's decision will include any conditions for continued attendance. The Dean's decision is final.

Special Notes

- a) Copies of the decisions made regarding either voluntary or involuntary leaves will be maintained in the student's files. Original documentation from the student's medical records and outside evaluators will be maintained in a confidential file in either the Counseling Center or the Health Center.

- b) SNU reserves the right to require the student to comply with a treatment plan recommended by the outside and/or SNU healthcare/mental health professional as a condition of returning to, or remaining in, the campus community. Review and monitoring of the student's required treatment plan may be assigned to a University designee and may require consent to "Release of Information" by student for purposes of monitoring plan. Failure to comply with requirements may result in the University issuing an involuntary medical leave.
- c) If a student was living on campus prior to the withdrawal, approval for return to the University usually includes approval to return to housing in a space assigned by the University. However, a student's on-campus housing status may be restricted if the student's behavior or condition poses a health or safety threat to individuals or the community.
- d) If a student was required to complete specific treatment (e.g., eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.
- e) Actions taken under this policy do not affect the student's obligation to comply with other University policies or the sanctions to which the student may be subject for violation of any such policies. Pending or related student conduct or academic proceedings may continue even when a student is subject to an intervention or withdrawal under this policy.
- f) All information provided to the University pursuant to this policy will be handled in a confidential manner and disclosed only in accordance with state and federal law.
- g) The University does not exclude students with disabilities from participation in University programs or activities, based on criteria or requirements that are not equally applicable to similarly situated nondisabled students. This policy is intended to assure that students with disabilities are not subjected to adverse action on the basis of unfounded fear, prejudice, or stereotypes.

Deviations from Established Procedures

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

APPENDIX E

MISSING PERSONS POLICY

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

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

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

- I. Procedures for designation of emergency contact information
 - a. Students age 18 and above and emancipated minors

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
 - b. Students under the age of 18

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- II. Official notification procedures for missing persons
 - a. Any individual on campus who has information that a residential student may be a missing person must notify the Office of Student Life and/or SNU Department of Public Safety (DPS) as soon as possible.

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

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

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

- c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), DPS will contact the appropriate local law enforcement agency to assist in locating the missing person. DPS will complete an investigation and ensure the missing person is entered in the law enforcement databases.
- d. No later than 24 hours after determining that a residential student is missing, the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

III. Campus communications about missing students

DPS will communicate information regarding the missing person via established modes and policies already set in place. DPS will not release any information that may hinder an investigation into the matter.

Cabinet Approved August, 2009

APPENDIX F

MOTOR VEHICLE & BICYCLE GUIDELINES

Purpose and Scope

Southern Nazarene University's Board of Trustees established and designated the Southern Nazarene University Department of Public Safety (DPS)/ Police Department as the law enforcement agency for all university properties as of March of 2021. Subsequently, SNU entered a Memo of Understanding with the City of Bethany, Oklahoma to establish the appropriate jurisdictional authority to enforce all local, state, and federal statutes, including traffic rules and regulations, on campus. Such rules and regulations apply to all employees, students, and visitors at any SNU campus or property. Everyone's responsibility is to know, understand, and abide by the requirements of the University Vehicle Code (UVC), the City of Bethany, OK Code of Ordinances, and the State of Oklahoma Vehicle Statutes.

Registration Information

- All Vehicles are required to have a Southern Nazarene University parking permit/sticker. Permits are used to show university affiliation of the vehicle owner and/or operator.
- SNU parking stickers are free to all employees, students, and approved university guests and can be provided by SNU DPS.
- An SNU parking permit does not guarantee a parking space on campus.
- All permits/stickers are the property of Southern Nazarene University. As such, the university and/or SNU DPS reserves the right to deny or revoke a permit.
- To receive a SNU parking sticker, the driver of the vehicle must be a currently enrolled student or employee in good standing.
- Parking stickers must always be visible from the outside of the vehicle and should be placed in one of the following designated locations on a vehicle. Permits must adhere to the bottom driver side of the rear window of a car, truck, or SUV, the bottom driver side corner of a front windshield or another front visible location for motorcycles.
- Removing or defacing a parking permit will invalidate it.

Student Vehicles

- Student parking permits are valid if the student remains enrolled at the university.
- Student parking permits are color coded by year issued. Holders of a specific permit may keep their colored permit for their entire time of enrollment at SNU.

Employee Vehicles

- Employee permits are valid from the date of issue until deactivated by the SNU DPS at the time of the individual's SNU employment ending.

Visitors

- Visitors of Southern Nazarene University's campus are permitted to park in any of the parking lots.

- Approved overnight or multi-day visitors on Southern Nazarene University's campus must obtain a temporary parking permit issued from the SNU DPS before having their vehicle on campus multiple days or overnight. DPS will provide temporary parking permits to offices, departments, and resident directors to provide to such guests. These permits will be dated to coincide with the visitors' time at SNU premises.

Parking and Driving

- Southern Nazarene University shall assume no liability or responsibility for theft, damage, or loss that may occur during the use of parking facilities or services. Therefore, individuals choosing to park anywhere on Southern Nazarene University's campuses do so at their own risk. Damage to, misuse, or defacing of SNU property or facilities with a vehicle is prohibited and subject to citation and criminal prosecution.
- Vehicles must be parked in designated parking spaces. Painted lines and posted signage mark parking spaces appropriate for vehicles to park within on SNU premises.
- ADA accessible parking spaces are reserved for those vehicles with a properly issued and valid ADA hangtag/ license plate from state or municipal authorities. Illegally parking in such spaces is not permitted and is subject to fines and/or impound per federal, state, and/or municipal codes.
- SNU DPS can issue temporary ADA parking access for all university owned parking lots for any employee and or student when it is determined appropriately necessary.
- Resident Director (RD) spaces are marked by signage and are reserved entirely for the RD of the specified building. Parking in the RD parking space may result in student judicial processes and consequences.
- Spaces marked for Department of Public Safety/Police vehicles are reserved 24/7. Parking in the safety vehicle parking spaces may result in student judicial processes and consequences.
- Parking spaces reserved at the Physical Plant/SNU Facilities are reserved for Facilities Operations Vehicles only. Parking in these reserved spaces may result in student judicial processes and consequences.
- Parking in any fire lane is not lawfully permitted and is subject to fines and/or impound per federal, state, and/or municipal codes.

Traffic Violations of City of Bethany Code of Ordinances

The City of Bethany Code of Ordinances includes but is not necessarily limited to speeding, running stop signs, and failure to properly display vehicle equipment. For a complete list of all City of Bethany Municipal Ordinances, please visit:

<https://codelibrary.amlegal.com/Ordinances/bethany/latest/overview>

- SNU DPS/Campus Police officers are fully sworn and commissioned law enforcement officers with the State of Oklahoma and may stop vehicles for violation of City of Bethany Municipal Laws through a memorandum of understanding (MOU). Drivers who violate City of Bethany Municipal Laws may receive a City of Bethany Citation issued by a police officer with SNU and are required to appear in court. Failure by any student or employee to appear in court may have a warrant issued for their arrest. The City of Bethany City Council sets the fee schedule for violations of these municipal ordinances.

- Drivers who fail to provide a valid license from any state and/or no proof of insurance may have their vehicle impounded and possibly cited. SNU DPS uses tow companies authorized by the City of Bethany Police.

Motorcycles

- All motorcycles must be registered the same as any other vehicle on campus. Additionally, all motorcycles will be held to the same standard as any other cars or trucks.
 - Motorcyclists must adhere to all motor vehicle regulations.
 - No motorcycles/mopeds are to be driven or parked in breezeways, sidewalks, or porches.

Abandoned/Broken Down Vehicle Policy

A vehicle is considered abandoned or broken down if the car has not moved in the last ten days with no communication to SNU DPS and shows signs of abandonment (flat tires, expired tags, no tags, etc.). If a resident is off campus leaving a vehicle for an extended period, they must notify the SNU DPS.

- If a vehicle is determined abandoned or broken down and is not registered by the SNU DPS, the car will be marked with a notice advising the owner that their vehicle will be removed from campus ten (10) days the date of the message.
 - If a vehicle is determined to be abandoned and registered with the SNU DPS, the registered owner will be contacted and given a ten (10) day notice to remove the vehicle themselves from campus or repair the vehicle working order.
 - Failure to comply will result in the vehicle being towed at the owner's expense.
- All vehicles are towed at the owner's expense.

Enforcement

- Southern Nazarene University reserves the right to ticket, immobilize, or tow any vehicle in violation of any established parking regulations at the owner's expense. Persistent violators may also have their parking privileges denied or revoked.
- Any citation issued by SNU DPS for violations of City of Bethany Ordinances cannot be appealed to SNU DPS or university leadership. Any appeal shall be handled within the confines of a City of Bethany Municipal Court Hearing. SNU will not remove or cancel a municipal citation after being issued.
- Any vehicle found to not have a SNU parking permit/sticker may be impounded and removed from campus property. Students who fail or refuse to obtain a parking permit/sticker may be referred to SNU Student Life for student judicial review and not permitted to have a vehicle on university premises. Employees who fail or refuse to obtain a parking permit/sticker may be subject to disciplinary action through university human resources and not permitted to have or operate a vehicle on university premises.

Tow and Impound Policy

- Vehicles found without a valid parking permit or parked in violation of the Southern Nazarene University Vehicle Code are subject to citation and/or being towed at the owner's expense.

- Vehicles may be impounded as indicated in City of Bethany Code of ordinances (§70.137 Impoundment, 2022)
- Vehicles impounded by SNU DPS/Campus Police will need a towing release from SNU Public Safety before obtaining the vehicle at the tow yard. To obtain a release from DPS a vehicle owner would need the following:
 - A current and valid driver's license.
 - Current registration for the vehicle.
 - Valid insurance for the vehicle and driver.
 - Payment of a \$100 dollar release fee payable to Southern Nazarene University. This fee must be made at SNU DPS Office. Acceptable payments are cash and or credit.
 - Vehicles can only be released during normal business hours of Monday through Friday between 8:00am and 5:00pm.

Bicycles

- Bicycles are not required to be registered at Southern Nazarene University.
- Anyone operating a bicycle on SNU premises is advised to wear a safety helmet.
- Bicycles are to be locked to a bike rack when not in use, as a means of security for the bicycle.
- Bicycles are not allowed inside any SNU buildings. If any bicycle is found inside a building, it will be removed and held by the SNU Public Safety Department.
- Bicycles are not to be left on campus during summer break and will be removed by SNU DPS, unless the bicycle is being used by a student employed at SNU or taking courses over the summer.
- Southern Nazarene University shall assume no liability or responsibility for theft, damage, or loss that may occur as a result of the use of SNU facilities or services. Therefore, individuals choosing to have a bicycle anywhere on Southern Nazarene University's campus do so at their own risk.

APPENDIX G

SECTION 504/ADA GRIEVANCE POLICY

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

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

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

The following steps explain the procedure:

1. A complaint should be filed in writing via electronic means, utilizing the link below and shall contain the name and address of the person filing it, and briefly describe the nature of the complaint and the alleged violation of the regulations. <https://laserfiche.snu.edu/Forms/Grievance>.
2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation. Complaints received later than thirty (30) days after the complainant became aware of the alleged violation will be dismissed as untimely.
3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation shall be conducted by the University’s Compliance Officer (or another administrator acting at the Compliance Officer’s request). These rules contemplate a prompt, impartial and thorough investigation which afford the complainant, the subject of the complaint, other interested persons, and their representatives, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.

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

If the senior officer finds that the initial investigation was not conducted properly, he or she must assign the case to a new investigating administrator within 15 calendar days. This new

investigating administrator must not be an interested party to the allegation and must not be a subordinate of the original investigating administrator. If the senior officer finds that the initial investigation was conducted properly and the conclusions are valid, a written response to the appeal that explains this finding will be provided. The senior officer has thirty (30) days to respond to the request for reconsideration. Decisions of the senior officer are final.

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

If the student pursues the complaint via SNU's formal procedures for grievances to the highest level possible and still perceives the concerns have not been adequately addressed, the student may file a complaint against SNU with the Oklahoma State Regents for Higher Education (OSRHE).

It is important to note that the student must have exhausted SNU's complaint and appeal process before the OSRHE will attempt to help the student identify any possible resolution with the institution.

Complaints must be submitted on the [official student complaint form](#) (opens in a new window). OSRHE staff request permission to contact the institution on the student's behalf to identify any possible resolution.

APPENDIX H

STUDENT INTELLECTUAL PROPERTY POLICY

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

General student rights and responsibilities regarding Intellectual Property

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

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

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

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

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

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

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

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

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