

**Southern Wesleyan University  
Student Handbook  
2012-13**

**University Scripture Theme Verse for 2012-2013**

“Let us hold unwerevngly to the hope we profess,  
for He who promised is faithful.”  
Hebrews 10:23 NIV

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## PREFACE

This handbook is a compilation of the policies and regulations that govern many areas of university life that are in effect at the time of this printing. It is not intended to be contractual in substance or nature; rather, it is designed to serve as a source of information and reference to services and activities of the university community. It should be used in conjunction with other university publications, especially the Catalog. The policies and procedures set forth in this handbook may be altered or amended without notice as the university deems necessary. All students are to be thoroughly familiar with the contents of this handbook and are responsible for such knowledge.

## FROM THE PRESIDENT

August 2012

Welcome SWU Students!

It is always a thrill to begin a new school year and to catch the excitement as new and returning students arrive on campus. Each year is unique in its own way, and this school year includes many new opportunities and experiences. God is doing some amazing things at SWU!

It is so encouraging to see new friendships forming that will continue for a lifetime and sense the enthusiasm of a new Freshman Class moving in. But more importantly, it is wonderful to experience God's hand of blessing on the lives of our students and our entire campus! We know that God has a plan for each person and that each person has been created by God to be uniquely gifted with unlimited possibilities for the future. Our mission as a university is to help each person discover these gifts and help each one build their hopes and dreams on Christ and the possibilities He provides.

I am so excited that you are joining the thousands of others who have already shared the Southern Wesleyan experience that you are about to begin. You have a unique personal opportunity this year to begin your own journey. I urge you to jump in, step up, and get ready for the adventure of a lifetime!

On behalf of the entire university community, I pray you will have a great year and discover for yourself the possibilities that God has created within you.

See you on campus!



Todd S. Voss  
President

FROM THE VICE PRESIDENT  
FOR STUDENT LIFE

Dear Students:

Since its founding in 1906, the mission of Southern Wesleyan University has been to provide education in the context of a Christian community that educates, equips, and transforms the whole person for service in the kingdom of God. While both the university and culture have changed over the years, that purpose remains at the heart of all we do at Southern Wesleyan. We welcome you to a diverse, redemptive, loving, and disciplined community which exemplifies the character, grace, and integrity of Christ and is committed to the integration of Christian faith, living, and learning.

In a setting like Southern Wesleyan, individuals choose to embrace common beliefs, values, purposes, principles, and responsibilities in order to enjoy the benefits of a Christ-centered community. While our community has been established on Biblical principles that distinguish our learning experience, the basic tenet of our community is found in Jesus' two great commandments in Mark 12:30-31:

*“You shall love the Lord your God  
with all your heart, and with all your soul,  
and with all your mind, and with all your strength.  
...you shall love your neighbor as yourself.”*

We believe that as we love God and practice sacrificial love toward those around us, we will experience the transforming love of God in our own lives and that will result in the development of lifestyles that will last a lifetime. As you read this handbook, you will see that we are inviting you into a fellowship of men and women who are being prepared to engage the culture in a meaningful way and to make a difference in their world for Jesus Christ.

The Student Life team is committed to your growth. Because the cause is greater than yourselves, we will challenge you to be stretched and changed during your days at Southern Wesleyan. Please know that we will be there to support you as you grow and mature and become all that God intends for you to become as He prepares you for your place in the kingdom. We look forward to coming alongside you in the journey.

Blessings,



Joe Brockinton  
Vice President for Student Life

## THE UNIVERSITY

Higher education in the western world, from its inception until recently, transmitted not only learning but a way of life from generation to generation. Growing out of the sacred teachings of the Hebrews, through the conversion of the Greco-Roman world and its diffusion in Western Europe, Christian culture served as the foundation of the ideals of civilized man.

The very best of western classical education, then, as always, provided students “learning” about their world and heritage. At the same time, the system of education was based on a cultural moral order that dictated common life practices. Students and teachers in this tradition of education discussed, explored, and lived by the values of Christianity.

By choice, Southern Wesleyan University participates in more than a thousand years of this form of education. The emphasis on a “common life” together, in classrooms, residence halls, the dining hall and the chapel, is deliberate. Southern Wesleyan University provides an education that is more than intellectual, offering students a Christian perspective of life in a community of believers.

## THE MISSION OF THE UNIVERSITY

Southern Wesleyan University is a Christ-centered, student-focused learning community devoted to transforming lives by challenging students to be dedicated scholars and servant-leaders who impact the world for Christ.

## STATEMENT OF PURPOSE

Since its founding by The Wesleyan Church in 1906, Southern Wesleyan University has been a Christian community of learners that recognizes God as the source of all truth and wisdom. The university seeks to create an atmosphere in which members of the community work together toward wholeness through the integration of faith, learning, and living.

Located in Central, South Carolina, the university is a half-way point between Charlotte, North Carolina, and Atlanta, Georgia. It is thirty minutes from the foothills of the Blue Ridge Mountains and ten minutes from Clemson University, with whom it shares some cooperative programs. Southern Wesleyan welcomes persons with a wide variety of backgrounds and abilities. Younger and older, undergraduate and graduate, residential and commuting, and traditional and non-traditional students work and interact with a faculty guided by a Christian understanding of the liberal arts.

The university evolved from a small Bible institute and its first charter as Wesleyan Methodist College in 1909 into a four-year, private, liberal arts college, regionally accredited in 1973. Historically, the founders of the college understood linguistic, quantitative, and analytical skills to be the foundation of a liberal arts education. Further, they believed that the cultivation of this curriculum within the context of faith, worship, studies in religion, and service to others created a fertile soil for intellectual and spiritual growth. Thus, the college ensured that every student would

be well grounded in these areas by developing a general education curriculum of liberal arts studies. That tradition is alive today. All undergraduate programs--traditional and non-traditional--contain a core curriculum in the liberal arts.

Building on this tradition, Southern Wesleyan prepares students for graduate study and leadership in such fields as religion, education, music, business, medicine, law, and a variety of civic and social service professions. Graduate programs are offered in fields in which the university has demonstrated particular strengths. Although the university serves the Southeast, the student population is a wholesome blending of cultural, ethnic and regional diversity drawn from the entire United States and the international community. Ideal graduates of Southern Wesleyan have a healthy respect for themselves and others as bearers of God’s image. This respect encourages care for personal, mental, physical, and spiritual health. These graduates seek a biblical social awareness that cares for people and their environment. Through the completion of courses in world history, culture, and the arts (in traditional and non-traditional classes and in international settings), they are prepared to serve society with respect for the past and a vision for the future. Southern Wesleyan graduates are prepared to confront a rapidly changing world with skills in communication, information processing, analysis, synthesis, and problem-solving.

## RIGHTS AND RESPONSIBILITIES WITHIN THE SOUTHERN WESLEYAN UNIVERSITY COMMUNITY

Membership in the Southern Wesleyan University community entitles one to certain rights but also obligates one to accept responsibilities which accompany such privileges. Generally, the rights and responsibilities of students are published in the University *Catalog*, the *Student Handbook*, and other documents distributed by specific offices such as Financial Aid. The University encourages students to familiarize themselves with the basic information provided in these documents as they provide the guidelines for the relationship which exists between the student and the University.

Southern Wesleyan University is committed to community. We believe learning best takes place in the context of community. Our mission involves members in community working “together toward wholeness through the integration of faith, learning, and living.” We believe people become “whole” only as they interrelate to others. For this reason we seek to foster community at multiple levels.

The gold standard for community as set forth in the New Testament is “love.” You cannot get around it. It is everywhere as you turn the pages of scripture. We believe God stamped His own image in people. They are deeply loved by God, and as a consequence, are of inestimable value. This value does not originate with the individual or relate to race, gender, age, personality, talent, beauty or wealth. Rather, worth arises solely from God and is extended equally to all. We are called to a fellowship of love because God loves and esteems each member.

Jesus said it well in John 13:34. "A new commandment I give to you, that you love one another, even as I have loved you . . . ."

The kind of love that truly drives community willingly abandons self-interest for the sake of another. True community is not built by sticking to rules, but by heart attitudes characterized by love. Of course the ultimate example of this love was Jesus as seen in His death on our behalf (c.f. Romans. 5:8; John. 15:13; 1 John. 4:9-10). Paul describes the centrality of love in community life in 1 Corinthians. 13. There he lays out the ideal toward which all members of the University community should aspire. Each member would do well to reflect continuously on his descriptive statements in 1 Corinthians. 13:4-8a in seeking to be a positive part of University.

Love is patient, love is kind, and is not jealous;  
Love does not brag and is not arrogant,  
Does not act unbecomingly;  
It does not seek its own, is not provoked,  
Does not take into account a wrong suffered,  
Does not rejoice in unrighteousness, but rejoices with the truth;  
Bears all things, believes all things,  
Hopes all things, endures all things.  
Love never fails. (NASB)

While a fellowship in which all actions are motivated by love is the ideal toward which we strive, the University recognizes that in a fallen world such attitudes will not always characterize all those within our community. For this reason the *Student Handbook* identifies certain minimal behavioral standards that must be adhered to when we interact with others at the University. Violations of these baseline expectations result in a response by the University to protect the learning community. When internal motivation is right, these behaviors will invariably be present. However, we expect those who choose to be part of the University community to exemplify these traits at all times irrespective of internal issues. In this way, the community can function with minimal friction.

#### ***A Final Word About Rights & Responsibilities***

The goals of the community at Southern Wesleyan University are to:

1. Foster learning, scholarship and research through the free exchange of ideas.
2. Provide encouragement and support to members of the community as they seek to grow toward wholeness amidst difficult and stressful life circumstances.
3. Hold members of the community to high standards of academic honesty, intellectual rigor, and realistic humility in the pursuit of truth.

By joining the community, members are agreeing to pursue these goals. They are also agreeing to work to maintain an environment within the community where certain rights are protected.

1. The right to free expression within the bounds of decency and order.
2. The right to be respected and treated with dignity.
3. The right to independent thought and reasoned dissent.
4. The right to feel safe and free from threat, force or violence.

5. The right to personal, constructive change.

While the University's officers of administration and instruction have authority to give structure to the community, to foster its ongoing health, and to intervene if there are serious problems, the weight of responsibility for the health of the community rests with the community as a whole and with each individual member. To enter into the University community is to enter into a commitment to support that community and seek its goals.

#### **STUDENT LIFE**

The Office of Student Life is concerned with all facets of student life on or off campus. The welfare of each student as an individual and as a member of the Southern Wesleyan University community is of utmost importance to the Student Life staff. Your concerns may be expressed openly and freely, and they will be heard with interest and consideration. When action is needed, every effort will be made to deal with the matter in a fair and consistent manner.

The university reserves the right to make policy changes between printings of this handbook. In the event that such changes are necessary, every effort will be made to communicate them to students.

Office Hours: 8:00 a.m. to 4:30 p.m., Monday – Friday.  
Dial 864.644 + Ext.

Dr. Joe Brockinton, Vice President for Student Life,  
[jbrockinton@swu.edu](mailto:jbrockinton@swu.edu) 5142

Dr. Justin Carter, Associate VP for Student Life,  
[jccarter@swu.edu](mailto:jccarter@swu.edu) 5144

Mr. Chris Williams, Gym, Athletic Director,  
[cwilliams@swu.edu](mailto:cwilliams@swu.edu) 5309

Ms. Sherri Peters, Athletics Secretary,  
[speters@swu.edu](mailto:speters@swu.edu) 5303

Ms. Fran Finch, Spiritual Life Secretary, [ffinch@swu.edu](mailto:ffinch@swu.edu)  
5432

Rev. Ken Dill, Associate VP for Spiritual Life/Chaplain,  
[kdill@swu.edu](mailto:kdill@swu.edu) 5431

Ms. Beth Stuart, Director of Freshman Year Experience and Retention, [bstuart@swu.edu](mailto:bstuart@swu.edu)  
5135

Ms. Yvonne Duckett, Director of Career Services,  
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Ms. Lori Herron, Nurse, Stuart-Bennett Infirmary,  
[lherron@swu.edu](mailto:lherron@swu.edu) 5139

Mr. Phil Pranger, Director of Residence Life, RD, Mullinax Hall, [ppranger@swu.edu](mailto:ppranger@swu.edu) 6502/5143

Mr. Jason Tegen, Resident Director, Apartments,  
[jtegen@swu.edu](mailto:jtegen@swu.edu) 864-404-5471

Mr. Chris Collins, Resident Director, Stuart-Bennett Hall,  
[ccollins@swu.edu](mailto:ccollins@swu.edu), 5153

Ms. Carol Sinnamon, Dir. Of Counseling & Health Services, [csinnamon@swu.edu](mailto:csinnamon@swu.edu) 5133

Ms. Debbie Eller, Counseling Center Secretary,  
[deller@swu.edu](mailto:deller@swu.edu) 5131

Ms. Winnie Molloseau, Admin. Assistant to VP for Student Life, [wmolloseau@swu.edu](mailto:wmolloseau@swu.edu) 5141  
Security Office, Childs Drive 644-5121  
Security Cell Phone 508-0107  
Mr. Larry Lynn, Security Officer,  
[llynn@swu.edu](mailto:llynn@swu.edu) 644-5121  
SGA Offices 5124

SGA President's desk 5125

Bob Kerstetter, Director of Worship and Discipleship,  
[bkerstetter@swu.edu](mailto:bkerstetter@swu.edu) 5434  
Gail Kerstetter, Director of Music Ministry and Outreach,  
[gkerstetter@swu.edu](mailto:gkerstetter@swu.edu) 5433  
Housing Office

Ms. Willa Brockinton, Director of Conference Services,  
[wbrockinton@swu.edu](mailto:wbrockinton@swu.edu) 5192

Ms. Pam Burnett, Secretary for Conference Services,  
[pburnett@swu.edu](mailto:pburnett@swu.edu) 5191

### ACADEMIC MATTERS

The provost is responsible for the entire academic program of the university. He or she is assisted in this regard by the dean of the College of Arts & Sciences, dean of the School of Business, and dean of the School of Education.

Academic programs, majors, courses, and policies are set by the Academic Council, faculty and/or the board of trustees. The registrar and deans, in conjunction with the provost, are charged with interpreting and implementing academic policies and regulations concerning such matters as calendar, class attendance, degree requirements, and course offerings. The registrar maintains permanent records for all students.

Students are encouraged to familiarize themselves with additional academic matters as outlined in the current Catalog. If there are questions, please feel free to contact the Office of Academic Records or provost.

### ADMISSIONS

Located on Clayton Drive, the Admissions Office is open from 8:00 a.m. until 4:30 p.m., Monday through Friday and other times by arrangement. The Admissions Office will be happy to receive information from students who are interested in attending Southern Wesleyan University.

These individuals may be friends from school, church, or elsewhere. Please give the Admissions Office the names, addresses and phone numbers of these individuals so that a follow-up can be made.

When prospective students visit you, the Admissions Office will be glad to provide them with a campus tour. The Admissions Office can also set up appointments with faculty members, and schedule campus visits and tours during evening hours or on weekends, if needed. Whenever students are visiting campus, please help in every way possible to make them feel at home.

### SECURITY AND CRIME AWARENESS

The safety and security of a campus is of great concern for today's university student and employee. Southern Wesleyan University is committed to providing security procedures and prevention information to promote a safe

environment for learning and working.

The Southern Wesleyan University campus is home for approximately 800 staff members and students. As a Christian campus in a small residential community, we are very fortunate to have very low crime rates.

A Campus Security and Crime Awareness Report is revised, updated, and distributed annually to all employees, students, prospective students and employees.

### CAMPUS SECURITY & CRIME AWARENESS REPORTING CRIMINAL ACTIONS OR EMERGENCIES

The Campus Security and Crime Awareness Policy and Procedure Report is available in the Student Life Office.

You may also access it on the Southern Wesleyan University Website or at

<http://ope.ed.gov/security/Index.aspx>. Students, staff and faculty are directed to report all crimes or violations of university safety policies that they witness to the main switchboard, or on a campus phone, dial 0, or off-campus dial, 644-5000. Telephones are located in resident halls, faculty/staff offices and the Campus Life Center for the convenience of students and employees. The switchboard operator will immediately notify the local police department. In emergency situations on campus, the witness or victim may notify local police directly by dialing 9-911.

### OTHER IMPORTANT PHONE NUMBERS

Security Office 644-5121

Security Cell phone during on-duty times 508-0107

Mr. Phil Pranger, Director of Residence Life  
644-6502/5143 (office)

644-6509 (home)

Mr. Jason Tegen, Resident Director of Apartments  
864-404-5471 (cell)

Mr. Chris Collins, Resident Director for Stuart-Bennett,  
644-5153

Ms. Lori Herron, Nurse (for medical emergencies) 644-5139

Ms. Carol Sinnamon, Dir. of Counseling & Health Services  
644-5133

Rev. Ken Dill, Associate Vice President for Spiritual Life and University Chaplain 644-5431

Dr. Joe Brockinton, V.P. for Student Life 644-5142

Mr. Jonathan Catron, Maintenance 644-5662

EMS 9-911

Central Police Dept 639-4020

Central Fire Dept 639-6262

Clemson Police Dept 653-2040

Sheriff's Dept 868-2603

Poison Control Center 1-800-922-1117

### SECURITY AND ACCESS TO CAMPUS FACILITIES

Southern Wesleyan University affords an open campus where students, faculty, and staff are free to move about at will. As an open campus, guests are welcome. Campus facilities are for the use of Southern Wesleyan University students, faculty, and staff. Visitors may reserve the use of

facilities through the office of the Director of Conference and Housing Services.

Security personnel secure and lock all buildings at various times when buildings are not in use or at established curfew and lock-up times set by the Academic V.P. & Dean's Office, Student Life Office, and Maintenance. After buildings are secured for the night, security personnel conduct routine door checks of all campus facilities, including residence halls. Regular patrols are made around and in buildings and around campus during the night. All drives are secured by gates each night. Traffic entering or exiting campus must pass the Office of Safety & Security. As an open campus, guests are welcome. Guests of the Library should check in at the front desk. Other campus visitors should check in with the Safety and Security Office (call 508-0107) or if visiting in the residence facilities with the Residence Staff on Duty.

#### **CAMPUS SECURITY**

Security personnel carry a cell phone with them at all times and are in contact with local law enforcement and emergency agencies. Security personnel file a nightly report with the Director of Safety and Security and report criminal actions to local police in a timely manner. Security concerns should be addressed to the Student Life Office.

#### **JURISDICTION OF LOCAL LAW ENFORCEMENT**

The Southern Wesleyan University campus is under the jurisdiction of the Central Police Department, which provides regular patrol and handling of all crime investigations.

#### **CRIME PREVENTION PROGRAMS**

Security at Southern Wesleyan University is a community effort, so each person must take an active part in reporting criminal actions, emergencies or unsafe conditions.

The "Southern Wesleyan University Campus Security and Crime Awareness" report is updated annually.

All information in this report is provided to employees, students, prospective students, and anyone who requests such information. Security-related announcements run often in the campus newsletter. Security procedures and emergency telephone numbers are promoted frequently. Because of Southern Wesleyan's commitment to the Christian lifestyle, respect, protection, and compassion toward all men and women is emphasized in academic and extracurricular experiences throughout the year.

Security concerns are included in discussions during orientation, dorm meetings, and assemblies. Special seminars are offered by student life, residence hall, and health services personnel on security issues. Individual counseling is available for victims of violence, abuse, or other breaches of safety. Each supervisor includes relevant security information in each employee's orientation session.

#### **SUGGESTIONS TO ENSURE YOUR PERSONAL SAFETY**

- ◊ At night, stick to well-lighted, populated areas.
- ◊ Travel with a friend.
- ◊ Avoid talking to strangers. If they persist, leave

and contact the police.

- ◊ Become familiar with the location of emergency telephones on campus.
- ◊ Look around the parking lot as you approach your car.
- ◊ Have your keys in hand ready to open the door.
- ◊ Look inside before getting into your car.
- ◊ Drive to a police station or other public place if you suspect you are being followed.
- ◊ Report any suspicious people or activity to the police.

#### **SEXUAL OFFENSES**

If a sexual offense occurs, contact any Student Life Office staff member or residence hall administrator, campus security, the local police, or the Pickens County Rape Crisis Council (898-5575) for assistance. Counseling, information, and support for sexual offense victims is available through the Student Life Offices and residence halls. If desired, Southern Wesleyan personnel will assist a victim in notifying authorities. Off-campus services are available by contacting Pickens County Rape Crisis Council. The University Student Life and Academic Offices will assist a victim in any reasonably available way to address emotional and physical needs, including changing academic and residential situations.

Sex offense cases will be handled according to the Southern Wesleyan University disciplinary procedure with appropriate attention to the unique needs such a case requires. Any victim will be fully informed of the final outcome of the institutional disciplinary proceeding in a sex offense case. Institutional discipline may include any of the disciplinary penalties outlined in the *Student Handbook* including expulsion, and other appropriate measures. Wellness Week workshops, RA training, staff training, announcement of area programs, annual assembly, and a variety of small group seminars include information about acquaintance rape, rape, and other sexual offenses. A detailed discussion of sexual harassment is included later in the *Student Handbook*. In addition, brochures and posters are available that publicize information about these issues periodically during the year.

#### **SEXUAL HARASSMENT POLICY**

It is the policy of Southern Wesleyan University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected as creatures made in the image of God, that sexual harassment of students and employees at Southern Wesleyan University is unacceptable conduct and will not be tolerated. Any form of harassment, including sexual harassment, is absolutely prohibited. Student allegations of harassment by another student should be reported to the Student Life Office where appropriate actions will take place under our disciplinary procedures. Any complaint of possible harassment of a student by an employee of the University should be directed immediately to the president who will refer to a committee consisting of

the vice president for finance (staff), provost (faculty) and vice president for student life (students) who will thoroughly investigate the matter in confidence to the extent reasonable. All complaints will need to be reduced to writing, signed and agreed to by the complainant. After reviewing all the facts, the vice presidents of finance, academics and student life will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. The university forbids any kind of retaliation against persons availing themselves of their rights under this (or any other) policy. Disciplinary action, up to and including discharge or suspension, will be taken against any employee or student who is found to have engaged in harassment or retaliation.

#### **SEXUAL HARASSMENT INCLUDES:**

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and
8. Physical conduct: touching, assault, impeding or blocking movement.

Information about registered sex offenders who may be present in the Central vicinity may be found at the following web site: <http://www.sled.sc.gov>  
Follow the instructions to the Sex Offender Registry.

#### **SPIRITUAL LIFE**

The success of the mission of the university will be measured ultimately in the lives of the alumni who grow in faith, knowledge, love, and hope as they serve God and others.

The Core Values of the university consist of the following principles.

#### **SCRIPTURAL AUTHORITY**

We believe The Bible to be God's inspiration and the final authority for our lives, our faith, and our instruction.

- ◊ Salvation - We believe in the transforming power of Jesus Christ and that He is the only way to salvation. We also believe it is our responsibility to share our faith actively, challenging others to make a decision for Christ.
- ◊ Holiness - We believe in the power of the Holy Spirit to cleanse, empower, and set apart those who seek Him.

#### **WELL-BALANCED DISCIPLES**

We are committed to the spiritual development of our campus community and to academic instruction that

recognizes God as the source of all knowledge and wisdom.

- ◊ Prayer - We believe prayer is an essential channel whereby the power of God is realized in the lives of believers and the Church. We are committed to a life of prayer in the fulfillment of our mission.
- ◊ Integrity - We are committed to holy living personally and professionally, seeking God's character as the model for our own.
- ◊ Life Relevancy - We are committed to the principle that all we do and teach be relevant to life and consistent with Christ's commands.
- ◊ Service - We believe it is our responsibility to inspire, instruct, and motivate our campus community to engage in active Christian service.
- ◊ Leaders - We are committed to the development of leaders who will become productive servants of God.
- ◊ Missions - We are committed to spreading the gospel of Christ locally and internationally and to providing opportunities for service and training in the area of missions.
- ◊ Stewardship - We believe that the earth and all we are and have are trusts from God. We are to dedicate them to His service and prayerfully care for them.
- ◊ Academic Excellence - We are committed to excellence in instruction and the development of Christian scholars. We know our knowledge base will expand as we become more familiar with Truth, God Himself.

#### **UNITY WITH DIVERSITY**

We are committed to unity of spirit and purpose, using the varied gifts of the Body of Christ toward the achieving of His purpose.

- ◊ Relationships - We believe that developing healthy relationships with God and others is important. We also believe that we are called and committed to reconciling brokenness between races, cultural groups, or individuals as a Kingdom-building process.
- ◊ Accountability - We are committed to the support and encouragement of one another in our spiritual development.
- ◊ Worship - We believe that at the heart of our community is a sense and practice of worship that exalts Jesus Christ and recognizes God as the Creator worthy of our praise.
- ◊ Church - We believe the church is God's primary agent in building His Kingdom and that we are here to prepare disciples to effectively serve in His Church.
- ◊ Equality - We believe God calls all people to service and community regardless of ethnicity, gender, and ability.

#### **SPIRITUAL FORMATION OPPORTUNITIES CHAPEL**

Chapel is the time reserved for the university community to meet for corporate worship. Chapel attendance is required according to the policies set forth in this *Handbook*. Chapel meets in the Newton-Hobson Chapel on Mondays and Wednesdays, from 10:00 a.m. to 10:50 a.m. Additional

events, such as Missions Conference and Holiness Lecture Series identified by the chaplain, may be counted as chapel events.

#### **SPIRITUAL EMPHASIS**

Near the beginning of each semester, a time of spiritual emphasis is conducted on campus. Services provide for spiritual examination and growth. The entire Southern Wesleyan University community recognizes the importance of spiritual emphasis services. Class schedules and athletic events are altered to aid students during this challenging and life-changing event.

#### **MISSIONS CONFERENCE**

In addition to our on-going emphasis on missions/service, this is a special time to educate and highlight the purpose of calling to missions/service.

#### **DISCIPLESHIP GROUPS**

Faculty-and student-led discipleship groups are offered each semester. These groups offer the student the opportunity for intentional spiritual growth in a small group atmosphere. A variety of topics is offered each semester. New believers may start any semester and complete a cycle of courses that will help establish the student in the foundational concepts of Christianity.

#### **BIBLE STUDIES**

Weekly Bible studies are conducted at various times and locations in order to meet the schedule of the students. These meetings are for singing, sharing, and devotional encouragement, and are under the direction of the Director of Worship and Discipleship.

#### **ACCOUNTABILITY GROUPS**

Interested students meet on a weekly basis to encourage each other in their spiritual formation and development. While open to all students, each member commits to the group and a partner for the purpose of spiritual challenge and discipline.

#### **MINISTRY TEAMS**

Both the Spiritual Life and Ministry Office and the Student Missions Fellowship send ministry teams to various churches, camps, retreats, and seminars throughout the school year as well as over the summer. These are excellent opportunities for using God-given talents in service to His kingdom. Interested students should contact Director of Music Ministry and Outreach or the Missionary-in-Residence for further information.

#### **CHAPEL ATTENDANCE POLICY**

We believe that the Southern Wesleyan University community affirms its highest allegiance through the means of corporate worship. As we seek to develop life together within a Christian setting, opportunity must be given when the entire community is encouraged to find wholeness in Christ and readiness for ministry. For us, this opportunity is provided through chapel. Though there are other occasional opportunities throughout the year, chapel creates the regularity of worship that is vital within a Christian community.

We affirm the critical and crucial importance of a

meaningful chapel program to a Christian university.

Chapel contributes significantly to the atmosphere of the university by fostering a sense of community as we worship God and learn together.

Chapel attendance is required for all full-time, traditional students to attend 24 chapel events a semester. In addition to the regular Monday and Wednesday chapel times, other activities may count as a chapel event. The Spiritual Life and Ministry Department will announce these approved activities.

Students required to attend chapel who are student-teaching, or participating in a field placement or practicum may have their required number of chapels reduced for that semester. Students may have extenuating circumstances that may warrant an adjustment in the chapel requirement. It is the student's responsibility to contact the university chaplain for this request. The university chaplain may reduce the number of required chapels, make an assignment of watching and reviewing chapel podcasts, or a combination of these alternative assignments.

Students, who fail to attend 24 chapel events in a semester, will be required to register for the one-hour course, SEMR 0951 Exploring Spiritual Development, the next semester. Students who fail to meet the chapel requirement and satisfactorily complete SEMR 0951, must register for the course the next semester and will be placed on social probation for that semester.

Students who fail to meet the chapel requirement and satisfactorily complete SEMR 0951 for a third time, will be referred to the Student Life Department for discipline, which may include dismissal. Graduating seniors and students completing their final semester before internships must complete 12 chapel credits by the end of the seventh week of the semester. Students who do not meet this requirement must meet with the university chaplain to develop a contract for meeting the specified number of chapel credits by an agreed upon date. Failure to establish or complete the contract will result in referral to the Student Life Department for disciplinary action that may include social probation or dismissal.

#### **SUNDAY ACTIVITIES POLICY**

Biblical teaching regarding the Lord's Day indicates that it is to be a holy and unique day, set apart from the cares and responsibilities of gaining a living, and devoted to spiritual, bodily and mental refreshment. High priority is to be given to activities such as corporate worship, praise and fellowship, together with the performance of acts of love, mercy and thoughtful service.

Individual Christians are to have freedom to develop their own convictions with regard to Sunday observance within the guidelines of Scripture, with the counsel of more mature Christians, and by the leading of the Holy Spirit. As Christians decide their individual use of the Lord's Day, Southern Wesleyan University encourages the development of a sense of responsibility to brothers and sisters in Christ. Consideration should always be given to those who wish to observe the day in a quiet manner.

In exercising the personal freedoms permitted by differing convictions within the community, the governing principle should

be one of love. We ought not to please ourselves (Isaiah 58:13-14) but our neighbors for their good, to edify them (Romans 15:1-2) being careful never to become a stumbling block or hindrance (Romans 14:13).

In support of The Discipline of the Wesleyan Church, the University seeks “. . . to reverence the name of God and to honor the Lord’s Day by divine worship and spiritual edification, participating in those activities which contribute to the moral and spiritual purposes of this day.” (131:1, page 24, 2004 edition) So as not to give offense and to permit freedom from required activities, the University does not permit intercollegiate athletic competition or practices on Sunday except in instances when unique circumstances warrant an exception. The University does not permit the use of its educational, fine arts, and athletic facilities on Sunday during regularly scheduled church services. University faculty, staff and students are encouraged not to schedule or engage in activities that conflict with participation in regularly scheduled worship services and discourage others from doing so.

## **ACTIVITIES**

### **ASSEMBLIES**

Fridays at 10:00 a.m. are reserved for assemblies such as SGA speeches, Homecoming Court, and Wellness Week. These are subject to change as necessary.

### **INTERCOLLEGIATE ATHLETICS**

The intercollegiate athletic program at Southern Wesleyan currently includes baseball, basketball, soccer, cross country, and golf for men; and basketball, volleyball, softball, cross country, golf, and soccer for women.

### **INTRAMURAL ATHLETICS**

The intramural athletic program at Southern Wesleyan includes basketball, ultimate frisbee, and flag football. Other competitions may also be held as interest arises in particular areas. The intramural field, gymnasium, and tennis courts are for the use of the Southern Wesleyan University community.

### **STUDENT PUBLICATIONS**

Student publications at Southern Wesleyan University include a traditional hardcover yearbook, The Cornerstone; and an annual magazine of creative writing, The Vaguest Notion. The Cornerstone (previously, The Centralian) has been published continually since 1934.

All publications are supervised by a sponsor who is a faculty member or is faculty appointed. The sponsor or co-sponsors are responsible for the publication’s budget, staff recruitment and training, and representing the university’s interest to the staff and vice versa. Funding comes from the student activity fee appropriations, the academic budget supporting the related course, advertising patrons, and subscriptions. A publication’s account is handled by the office of VP for Finance as an agency fund with the sponsor or a staff member as treasurer. All funds are deposited and dispersed through the student organization method or the appropriate academic division budget.

### **STUDENT ORGANIZATIONS AND CLUBS**

Various student clubs and organizations function on campus

and are available for student involvement. Each club or organization is required to be approved through the Student Government Association, and the Student Life Council.

### **HOMECOMING**

Held the last weekend in October, Homecoming is planned by joint efforts between a student committee identified by SGA and Student Activities Council in the fall and the Alumni Council. The weekend offers a wide variety of athletic, social, musical, reunion, and worship activities.

### **CHRISTMAS DINNER AND PROGRAM**

The university provides a special meal and Christmas program for students and faculty/staff early in December.

### **SPRING PRODUCTION**

Several productions are produced by the university and performed and directed by students, faculty, and staff. The university produces a musical production during the spring semester. These events are for both the university and the local community.

### **ARTS AND LECTURE SERIES**

A series of fine arts events and lectures are presented throughout the year. These include the music department performances as well as outside performers and groups that appeal to a wide range of artistic and musical genres.

### **WELLNESS WEEK**

A special week focusing on health, wellness, and crime prevention is sponsored each spring featuring activities such as speakers, contests, and health screenings.

### **JUNIOR/SENIOR BANQUET**

A formal banquet or reception held off-campus is planned and conducted by Student Activities. Held usually the first or second weekend in April, this event is a social highlight for seniors and juniors alike as seniors are honored for their accomplishments and contributions to Southern Wesleyan University.

### **SOLICITATION**

Other than campus-sponsored events, solicitation on-campus is prohibited.

## **SOUTHERN WESLEYAN UNIVERSITY**

### **STUDENT LIFE PHILOSOPHY**

#### **STUDENT LIFE PURPOSE STATEMENT**

The underlying philosophy that governs student life policy at Southern Wesleyan University is based upon the belief that all aspects of a student’s life should be consistent with the Christian mission of the university and the standards for life and living as defined by God’s Word. Effective community life requires a commitment by each individual to respect the policies and regulations adopted to promote positive standards and constructive relationships. Student life policies apply to all aspects of university life and, as such, require that mature self-discipline and judgment be applied to individual behavior both on and off the campus. Although it is impossible to create community standards that will be acceptable to everyone, students who enroll at Southern Wesleyan University are expected to abide by and be in full compliance with all adopted regulations as they constitute a framework for positive community life. Student

life policies are established to function in the best interest of the entire campus community. We expect Southern Wesleyan University community members to be involved in a total learning process that fosters and encourages responsible and mature actions and behaviors. The goal of the student life staff of Southern Wesleyan University is to challenge and encourage every member of the community to develop the attitude and skills to follow Christ's greatest commandments. "Love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength. Love your neighbor as yourself." Mark 12:29-31

Each person is challenged to live a life based on a personal relationship with God the Father, Son, and Holy Spirit. We work to accomplish our purpose through the programs and services of athletics, intramurals, residence life, the Health Center, counseling, cultural awareness, career planning, leadership development and student activities.

Because we represent a variety of viewpoints about what that life requires and includes, we allow questioning and encourage tolerance. We recognize and value the tension between diversity and unity, between freedom and responsibility, between justice and mercy, between faith and questioning.

Because we value every person, we will seek to know and help each one find a place of acceptance and involvement. We believe we are to be competent models in the use of our gifts and the acknowledgment of our weaknesses.

We desire that every student develop the conflict-resolution, self-management, and leadership skills to effectively live in the church, and the local and world communities. We desire that each student develop the integrity and the love of self and others to be redeeming influences in human interactions and relationships.

We desire to create a community of love and ministry, balancing affirmation and challenge, stability and exploration, security and adventure.

#### **STUDENT LIFE CORE VALUES AND EXPECTED OUTCOMES**

The university seeks to create an atmosphere in which members of the community work together toward wholeness through the integration of faith, learning, and living. The Student Life program is uniquely positioned to implement this mission.

##### **I. Spiritual Development**

By graduation, Southern Wesleyan University students will:

- ◊ Have a personal relationship with Jesus Christ.
- ◊ Exhibit a biblically-based lifestyle.

##### **II. Relationship Development**

By graduation, Southern Wesleyan University students will:

- ◊ Exhibit the ability to initiate and nurture positive relationships.
- ◊ Demonstrate effective conflict resolution skills.

##### **III. Servant Leadership Development**

By graduation, Southern Wesleyan University students will:

- ◊ Demonstrate ability to serve others, influencing positive change in their communities, churches and the general culture.
- ◊ Participate in church and community services that assist less fortunate individuals.

##### **IV. Career Development**

By graduation, Southern Wesleyan University students will:

- ◊ Communicate a clear understanding of their vocation and/or calling.
- ◊ Demonstrate ability to behave in a positive manner in their chosen profession.

##### **V. Personal Development**

By graduation, Southern Wesleyan University students will:

- ◊ Articulate commitment to lifelong spiritual, intellectual, physical, and personal development.
- ◊ Demonstrate Christian stewardship of their time, money, and talents.

#### **LIFESTYLE**

Southern Wesleyan University supports the position that all social contacts should be compatible with the spiritual enrichment of the individual. This principle applies to the student's conduct in classes, at parties, on dates, and in other social contacts. In view of the university's position, its social regulations have one purpose: to encourage a life of consideration for others and respect for oneself as a creation of God.

To create a community in which all the community standards are acceptable to everyone borders on the impossible. Therefore, each of us should keep the objectives of the total community in mind and live within its framework. Each person who voluntarily joins this academic community will be expected to respect and to follow the general principles and behavioral expectations set forth below:

#### **BEHAVIORAL EXPECTATIONS**

In the light of the preceding principles, the following are behavioral expectations of Southern Wesleyan University students:

1. Those "sins of the spirit" such as pride, jealousy, covetousness, and lust, while difficult to determine by others, are well-known to all of us. These are the root of behavioral problems, and therefore, the university expects all members of the community to be free from them.
2. Scripture forbids certain practices, and these will not be tolerated by Southern Wesleyan University. Such activities as fornication, adultery, homosexual conduct, drunkenness, occult practices, stealing, profanity, malicious gossip, and dishonesty are considered serious violations not only of campus life but also of Scriptural principles. We believe these ultimately destroy both the individual and the community. The university expects students to refrain from such practices.
3. Certain university standards are derived from a combination of Scripture, tradition, and common sense. These standards are valuable for our life together. Other Christians may disagree with us; not even all of us agree on

them. However, these are Southern Wesleyan University standards, and we do expect full compliance by those who have voluntarily chosen to be a part of this community.

Therefore students are to:

- ◊ live and relate to others in a manner that is consistent with the example of Jesus Christ;
- ◊ live in harmony with the principles established to govern a community of learning and faith;
- ◊ respect the dignity, rights, property and privacy of others; refrain from dishonest, unfair or greedy practices;
- ◊ respect their bodies and refrain from physically harmful or immoral practices that may cause damage to self or others; this includes avoiding the use of all illegal drugs, alcohol, tobacco products as well as the abuse of prescription drugs and the intemperate use of food.
- ◊ avoid activities, entertainment, media establishments or materials that promote violence, pornography, sexually explicit themes and immoral practices;
- ◊ provide a safe and secure environment for all members of the university community; act with integrity and honesty in relationships and interactions with others; dress modestly and in a manner appropriate for the social context or environment;
- ◊ respect authority and the standards established for acceptable community behavior; and
- ◊ represent the university in a positive manner.

#### **DISCIPLINARY POLICY**

##### **DISCIPLINARY PHILOSOPHY PURPOSE**

The Scriptures do not describe a precise model for discipline; however, they do give some general principles regarding how individuals should be held responsible for standards of community life. Southern Wesleyan University has adopted its processes based upon the principles found in the following scriptures:

- ◊ I Corinthians 13:1-8a: The standards are based on and motivated by an ethic of Christian love.
- ◊ II Corinthians 2:5-11: Whenever discipline is applied, it must be accompanied by forgiveness, comfort and an affirmation of love.
- ◊ Galatians 6:1-10: The goal of confrontation is to restore one to a right relationship. Confrontation should be done in a spirit of gentleness because we could be tempted ourselves.
- ◊ Luke 6:31: The Golden Rule demands that we treat others like we want to be treated.
- ◊ Matthew 18:15-17: The process by which one person confronts another is described by Jesus, and the goal is repentance.
- ◊ Ephesians 4:11-16: God has gifted His body of believers with gifts that are intended to equip the body by speaking the truth in love.
- ◊ Ephesians 5:6-13: As a Christ-centered community we are called to live lives that reflect God's glory and bring honor to Him.
- ◊ I Thessalonians 5:14-15: God has placed some

individuals in authority and they are responsible to do all they can to help those around them to mature in their faith. A Christ-centered community must be characterized by both redemption and discipline. The purpose of discipline in the life of a Christ-follower is to assist one in being transformed so that one knows Christ more intimately, becomes all that God intends, and is equipped to make Him known to others who do not yet know Him.

The purpose of all student life regulations is to provide a campus environment that promotes a positive level of individual and community life. Southern Wesleyan University attempts to govern the life of the campus community through the biblical example of balancing justice, mercy and grace. With the ultimate goal of restoration of the individual, the University holds the individual accountable for violations of the student life regulations but also recognizes that individuals can repent and are able to change their behavior patterns. For this reason, the initial steps of the disciplinary process are intended to provide an opportunity for individual repentance, restoration, restitution, growth and development.

The University has established several methods of discipline designed to respond to specific violations of student life regulations. When appropriate, infractions are enforced at the lowest levels and through informal methods. Because it is always desirable to resolve violations positively, students are urged to cooperate with University officials at the informal level. More serious or repeated offenses may require the immediate administration of more formal levels of discipline. The application of self-discipline, mature judgment and personal integrity is the best way to avoid the need for formal application of the disciplinary process.

When a student violates established student life regulations, evidence of cooperation, honesty and respect for authority may not relieve the student of final responsibility for the violation, but may be considered by university officials in the determination of appropriate disciplinary action.

##### **SELF DISCIPLINE & ACCOUNTABILITY**

Discipline within a Christ-centered community begins with the individual, who chooses to discipline himself or herself in order to be reconciled to the community. There are times when a student recognizes his or her failure to live by the community expectations and yet, desires to be restored. If a student, prior to any administrative knowledge of an indiscretion, comes to an administrator in the Student Life, Counseling, or Spiritual Life offices requesting help and/or forgiveness, the student receives help and/or forgiveness as deemed appropriate by the staff member. Additionally, the individual must commit to cease the action for which reconciliation is sought and take the steps determined by the staff member for restoration to the community.

##### **PEER CONFRONTATION**

When self-discipline fails, the next level of accountability is through the influence of peers. It is appropriate that

students share some responsibility for each other, demonstrate a willingness to express concern and kindly confront each other when appropriate. Positive, caring friends exercise a major influence on us throughout our lives, and it is critical that students learn to respect this level of accountability.

If a student believes that another student has violated the lifestyle expectations, policies or regulations or a community standard or Scriptural principle, before this is reported to anyone in the administration, the supposed violator should be confronted in Christ-like love, as indicated in Matthew 18:15-17 with the goal of restoring the individual (Galatians 6:1-2). The supposed violator may be able to convince the confronter that there was no violation, or may admit a violation. If the latter occurs, the confronter should encourage the student to accompany him or her to meet with the appropriate Student Life administrator. If the confronter still believes there was a violation, but it is denied, the confronter should again discuss the matter with the supposed violator in the presence of, one or two other students. If there is still no confession or agreement that there was a violation, and the confronter continues to believe that there was a violation, the confronter should report the alleged violation to the appropriate Student Life administrator.

When self-discipline and peer accountability do not adequately address or prevent violations of community standards, the designated officials of the campus community will then be responsible for the administration of the formal discipline process.

#### **GENERAL DISCIPLINARY PROCEDURES**

When alleged violations of the lifestyle expectations, policies or regulations, community standards or Scriptural principles are reported to the Office of Student Life, the accused student(s) is notified of the alleged violation(s) and given the opportunity to be heard by the appropriate Student Life administrator(s). Any university official, faculty, staff or student may refer or report university violations if circumstances require such action. The University reserves the right to communicate with parents or legal guardians in keeping with the Family Educational Rights and Privacy Act with respect to disciplinary concerns where it deems such communication appropriate. The Director of Residence Life handles most minor residence life issues or violations. Residence life issues may include, but are not limited to excessive noise, inappropriate room décor, room cleanliness, inspection failure, burning candles, dress code violations, curfew, late leave or sign out violations, minor visitation violations, safety and security violations, interpersonal issues and disrespect for others. Resident assistants may give oral warnings regarding minor infractions such as, room cleanliness, inappropriate décor, noise violations, etc. However, if problems persist, incident reports should be completed and submitted to the Director of Residence Life for appropriate follow-up. Residence Directors (RD's) may

also counsel, give oral or written warnings and fines, as well as restrict privileges as it relates to the disciplinary violations. For example, if a student violates the noise policy, then the RD may fine the student or choose to refer the incident to the Student Life Office. More serious or repeated offenses should be referred to the Vice President for Student Life (VPSL), who will review the violations and impose appropriate consequences.

#### **DISCIPLINARY PROCEDURES**

##### **Reporting Disciplinary Violations**

All reports of alleged violations by a student should be made in writing to the Office of Student Life. Each complaint should contain a statement of facts outlining each alleged act of misconduct and the names of any witnesses to the alleged act(s).

##### **Disciplinary Process**

After the Student Life Office receives a report or complaint regarding an alleged violation of the Student Life regulations by a student, the Vice President for Student Life or his/her designee (collectively referred to as "VPSL") conducts a preliminary investigation of the alleged violation to determine if the formal discipline process is warranted. During the preliminary investigation, the VPSL may, in his/her sole discretion, interview witnesses and obtain statements concerning the complaint. Actions taken to investigate the complaint during the preliminary investigation are intended to be conducted confidentially to the extent it is practical, appropriate, and permitted by applicable law. However, any of the information provided or obtained during the preliminary investigation may be disclosed if the matter is referred to the Formal Hearing Procedures. Any student contacted during a preliminary investigation should cooperate fully and keep any information about the preliminary investigation strictly confidential. Failure to do so may result in disciplinary action at the sole discretion of the VPSL. Students who provide false information in a preliminary investigation are subject to disciplinary action at the sole discretion of the VPSL. The university reserves the right to withhold statements as deemed necessary.

If the VPSL determines, in his/her sole discretion, that the complaint does not have merit, the matter is considered closed unless further information becomes available. If the VPSL determines, in his/her sole discretion, that the complaint may have merit, the student is contacted by the Office of Student Life to meet in person with the VPSL for a formal hearing. If a student fails to appear for the scheduled hearing and the student has been properly notified, the VPSL may review the testimony and evidence obtained in the preliminary investigation and make a decision regarding the complaint. The Office of Student Life makes every attempt to contact the student prior to making the decision.

##### **Formal Hearing Procedures**

At the formal hearing, the student is given the opportunity to respond to questions of the VPSL regarding the alleged

violations. If the student accepts responsibility for the violation alleged in the complaint, the VPSL determines the appropriate consequences. If the student denies the alleged complaint, the VPSL weighs all testimony and evidence and determines whether a violation has occurred and what disciplinary response, if any, is appropriate.

In situations where a student may face suspension or dismissal from the University, either the student or the VPSL may elect to convene a three-member *ad hoc* committee consisting of faculty and staff members to meet with the VPSL and the student before the VPSL makes the final determination regarding the complaint. The members of the committee will be selected by the student from a list of faculty and staff who have received training to serve as members of the committee. After hearing the evidence the *ad hoc* committee makes a non-binding recommendation to the VPSL.

After a formal hearing in which disciplinary consequences are determined to be warranted, the VPSL sends a written notification to the student of the final determination as to whether a violation has occurred and the disciplinary action warranted, if any. This written notification also informs the student of his/her right to appeal the decision of the VPSL as set forth in the Appeals Procedures.

#### Temporary Protective Measures

If at any point during the pending disciplinary process, the VPSL reasonably determines that the accused student's presence on campus would create a clear and present danger to himself or any other person, or would create material interference with the normal operation and processes of the university, the VPSL, in his or her sole discretion, may impose Temporary Protective Measures. These Temporary Protective Measures may include, but are not limited to, interim suspension and/or indefinite suspension.

#### Appeals Procedures

Following discipline at any level, a student is guaranteed **the right to one appeal** to the next highest level of authority. The appeal must be made in writing within 48 hours (2 business days) after receiving written notification of the disciplinary action. The student's letter of appeal must be based on at least one of the following:

- ◊ Significant or relevant new evidence.
- ◊ Procedural error.
- ◊ The discipline decision is arbitrary, unjustified, or inconsistent with University policy.
- ◊ Extenuating circumstances.

The appeals process includes an opportunity for the student and the staff member who initiated the discipline to state and to defend his or her position to the individual or committee hearing the appeal. The decision of the individual or committee is final. Appeals of discipline shall be made as follows:

1. Disciplinary action by a Resident Assistant is appealed to the Resident Director, who responds within five business days after receiving the written letter of appeal.

2. Disciplinary action by a Resident Director is appealed to the Director of Residence Life, who responds within five business days after receiving the written letter of appeal.

3. Disciplinary action by the Director of Residence Life is appealed to the Vice President for Student Life, who responds within five business days after receiving the written letter of appeal.

4. Disciplinary action by the Vice President for Student Life (or his/her designee) is appealed to the Student Appeals Committee, which responds within five business days after receiving the written letter of appeal. The Student Appeals Committee is authoritative and there is no further appeal. The composition of this committee and its procedures are described later in this *Handbook*.

Generally, while an appeal is pending to the next level, any disciplinary sanction is suspended pending the outcome of the appeal. However, the VPSL or his/her designee reserves the right to continue or implement Temporary Protective Measures during the pending appeal.

#### STUDENT APPEALS COMMITTEE

The Student Appeals Committee is the final authority for appeals of disciplinary decisions made by the Vice President for Student Life. The Committee, which is appointed by the President of the University, is composed of three faculty members, two staff members, and two students. The Committee is intended to represent all of the constituents of the University community. One of the faculty members chairs the Committee and only votes in case of a tie. If a member of the committee is deemed to have a relationship with the appealing student that could impinge on the member's ability to hear the appeal objectively, the member is replaced by the President for that particular hearing. The basic procedure for the Committee follows:

1. A student presents a written appeal to the chair of the Committee within two business days of receiving written notice of the disciplinary decision. The letter must be based on one of the criteria listed in the appeals section in the *Student Handbook*.

2. The chair arranges a meeting time that accommodates all Committee members and the student. The chair communicates the time and place to the Committee members, the VPSL, and the student.

3. The student may be accompanied to the appeals hearing by a University faculty or staff member who provides support for the student. Neither the University nor the student may be represented by an attorney in the appeals hearing.

4. The student, the faculty/staff support, and the VPSL meet with the Committee.

5. The VPSL presents the evidence that led to the disciplinary decision. The student has an opportunity to respond to any evidence or issues presented by the VPSL.

6. The student presents his or her grounds for appeal to the Committee. The VPSL has an opportunity to respond

to any evidence or issues presented by the student.

7. If the student brings a faculty or staff support, the faculty or staff member is given the opportunity to provide words of support.

8. The Committee has an opportunity to question the student and the VPSL. When all questions have been asked, the student, the faculty/staff support, and the VPSL are excused.

9. The Committee deliberates and may either uphold the disciplinary action of the VPSL or grant the appeal of the student by requiring a reversal or modification of the disciplinary action of the VPSL. If the Committee reverses or modifies the disciplinary action of the VPSL, the VPSL is instructed to revise the disciplinary action in accord with the Committee's decision. If the Committee upholds the disciplinary action of the VPSL, the decision of the VPSL stands and the disciplinary sanctions go into place immediately. There is no further right to appeal.

10. The chair of the Committee meets with the student and the VPSL to inform both of them of the decision of the Committee simultaneously.

11. The Committee prepares a summary of their deliberations and decisions and a copy is placed in the student's file.

#### STUDENT RIGHTS UNDER THE UNIVERSITY DISCIPLINE SYSTEM

A student and/or organization that has been alleged to be involved in misconduct or inappropriate behavior is granted the following rights in order to help ensure fundamental fairness in the University discipline process:

A. Process: The University will follow the disciplinary process as outlined in the *Student Handbook*.

B. Hearing: The student and/or organization will have an opportunity to be heard in person before a decision is made.

C. Evidence: The student and/or organization will be informed as to the nature of the complaint.

D. Witnesses: The student and/or organization will be able to offer a defense by having material and/or character witnesses speak on his/her behalf.

E. Written Decision: The student will receive a letter outlining the decisions that were made.

F. Appeal: The student has the right to appeal a decision following the guidelines provided in the *Handbook*.

#### DISCIPLINARY RESPONSES AND/OR SANCTIONS

Students found to be in violation of University lifestyle expectations or regulations should expect to be held accountable for their actions through any of the following disciplinary responses. The Office of Student Life reviews all available information in making decisions on a case-by-case basis and attempts to administer appropriate consequences with a commitment to restoration when possible. The University reserves the right to impose any of these penalties, even for a first offense.

1. ADMONITION/WARNING: Generally, this is a

response given to students as a result of a minor first time offense. Students are sent a letter regarding the details of the violation and a copy is placed in the student's file.

2. SOCIAL WARNING: A social warning normally includes, but is not limited to a letter of warning placed in the student's file, with additional sanctions such as a monetary fine, community service, mandatory counseling, and educational, spiritual and/or character development assignment. Social warning typically lasts for 16 weeks. Students are still allowed to represent the University in various organizations and university events. However, a second serious offense or repeated minor offense most likely results in the student being placed on social probation.

3. SOCIAL PROBATION: Typically, social probation is reserved for serious infractions of community expectations or repeated behavior that is unacceptable in the community. Normally, social probation involves the loss of privileges and other appropriate consequences including, but not limited to, reassignment of residence halls, fines, possible forfeiture of institutional aid, community service, and educational or character and spiritual development activities designed to redirect negative behavior. Social probation may be for a fixed period of time, usually 16 weeks, or may be indefinite. Further inappropriate behavior may lead to serious disciplinary action, including the possibility of suspension or dismissal. A written record of social probation is placed in the student's file.

Representation of the University is a responsibility and a privilege. Therefore, such representation is generally carried out only by students in good standing. Therefore, students on social probation are not allowed to participate in activities such as the following:

- ◊ membership in the homecoming court
- holding office in University organizations
- having a continuing role in leading chapel
- phone-a-thon
- ministry teams
- intervarsity athletics, including travel with the team in a support role, and cheerleading (Students on probation may practice on campus.)
- \*senior practicum including directed teaching
- \*traveling ensembles
- \*major dramatic productions

\*Exceptions: Students for whom participation in one of these activities is a degree requirement may be allowed to participate

4. LOSS OF PRIVILEGES: A student who receives this sanction is restricted from participating in certain university events and activities for a specified period of time. The student(s) will receive written notification regarding privileges he/she has lost. The privileges may consist of restriction of assuming leadership roles, restriction from sporting events, loss of visitation privileges, reassignment of campus living facilities

immediately and continuously, etc. The written notification will indicate the time frame for which the student has lost certain privileges.

5. **SUSPENSION/DISMISSAL:** A student is suspended/dismissed from the University for a specified period of time of not less than one semester following significant violation(s) of the university standards and expectations or the violation of the terms of Social Probation. Suspensions are recorded on the student's record. Students who are suspended are required to return their student identification card and room keys. They may not return to campus for the duration of their suspension except to conduct official business with an administrative officer or faculty member, and then only with permission from the VPSL or his/her designee. Readmission is at the sole discretion of the appropriate University officials.

6. **FINES:** A student who receives this sanction is required to submit a mandatory payment of money by the student to the University for violations of the University standards, policies or expectations. Fines may range from \$20 to \$500 and beyond, depending on the severity of the violation.

7. **RESTITUTION:** A student who receives this sanction is required to submit mandatory payment of fees by the student made payable to the University as reimbursement for the costs of violations such as vandalism or intentional damage and/or destruction of University property. The amount of restitution varies according to the property damaged or vandalized.

8. **EXPULSION:** A student is permanently excluded from the University with loss of all academic credit for the semester. A written record is placed in the student's file.

9. **PRIVATE WITHDRAWAL:** In light of basic principles of the University, any student whose conduct is considered detrimental to the best interests of the University, whose overall influence is negative to campus morale, whose attitude is persistently antagonistic toward others, whose academic performance is regularly delinquent or whose stay in the University seems to be of small personal benefit or hostile to others, may be confronted by University personnel and given an opportunity to address such concerns. If not addressed to the satisfaction of the University, such a student may be given the option to withdraw privately.

10. **INTERIM SUSPENSION:** Suspension is placed in effect until after a disciplinary hearing is held for the student who has alleged charges against him or her. This type of suspension is usually released pending the outcome of the disciplinary hearing. Suspension of this type is usually temporary unless the student is found in violation, which requires continued or immediate suspension.

11. **INDEFINITE SUSPENSION:** Dismissal or suspension from the University to be served for an indefinite period of time while legal action is pending. This type of suspension is usually released pending the outcome of the disciplinary hearing or any pending legal

proceedings. Suspension of this type is usually temporary unless the student is found in violation or charges are upheld legally. This sanction can also be placed upon a student if he/she fails to comply with guidelines rendered from the University and be released if the student complies.

12. **Other** — The University reserves the right to implement other disciplinary responses as appropriate. Examples may include a character, spiritual or educational assignment, community service, mandatory counseling and/or rehabilitation as deemed necessary.

#### **FAILURE TO COMPLY CLAUSE FOR GRADUATING SENIORS**

Students whose disciplinary sanctions are incomplete prior to the clearance deadline for graduation are not permitted to graduate.

The Provost is notified of the lack of compliance and made aware of any outstanding sanctions and authorized to withdraw the student's name from the graduation list. Upon compliance, the Vice President for Student Life provides written notification to all appropriate University offices authorizing the student to proceed with graduation plans.

#### **VIOLATIONS**

The following list provides examples of inappropriate behavior in the Southern Wesleyan University community. The listing is not exhaustive, but is intended to give students an idea of the types of actions that may result in disciplinary consequences. Sanctions may be imposed on a variety of levels, depending upon the severity of the violation and whether the student is found to be responsible. Sanctions range from warnings to expulsion as deemed necessary by the University disciplinary officials. Charges of violations and the sanctions generally imposed are reviewed on a case-by-case basis.

#### **I. SELF DISCIPLINE: MORALITY AND INTEGRITY**

##### **A. DRUGS**

The possession, use or distribution of illegal drugs or drug paraphernalia by Southern Wesleyan University students, either on or off campus (see Appendix A) is prohibited. This may also include the abuse of prescription drugs.

##### **B. ALCOHOLIC BEVERAGES OR PARAPHERNALIA**

Possession or use of alcoholic beverages while enrolled at Southern Wesleyan University is prohibited, either on or off campus regardless of age. This includes transfer of alcohol to a minor and possession of containers, posters and other related paraphernalia (see Appendix A). All are prohibited. Designated university personnel may administer breath alcohol indicators. Refusal to comply will result in an automatic alcohol violation with appropriate sanctions rendered.

##### **C. DISRUPTIVE OR DISORDERLY CONDUCT**

Participating in conduct that is unruly, disorderly or offensive, that disrupts personal or community life. This

includes pranks of any nature, and unruly or disrespectful communications to University personnel.

**D. ASSAULT**

Causing, or threatening to cause, physical harm or serious psychological damage to another individual.

**E. HARASSMENT**

Harassment means a course of conduct directed at a specific person that causes substantial emotional distress in a person. It is considered as the excessive annoyance or the use of verbally abusive language directed towards another person on University-owned or controlled property, or, while in attendance of University-sponsored or supervised events. The scope of any form of harassment includes language and/or physical acts which degrade, insult, taunt, or challenge another person by any means of communication, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments, sexist remarks, racist remarks or any behavior that places another member of the University community in a state of fear or anxiety

**F. SEXUAL HARASSMENT**

Any form of harassment is prohibited. Regardless of gender, personal affiliation and/or affiliation with the University, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive.

Sexual harassment includes, but is not limited to unsolicited, deliberate or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. Depending upon the severity, at any level this could lead to suspension, dismissal and/or criminal charges. (See Sexual Harassment Policy on pages 12 and Disability Policy in Appendix C).

**G. SEXUAL MISCONDUCT AND/OR EXPLICIT BEHAVIOR**

Engaging in acts of sexual immorality, such as premarital and extramarital relations, homosexual practice and sexual perversions of any form are prohibited. This includes but is not limited to pornography (soft or hard core) and/or the use of explicit literature (i.e. magazines, posters, etc.)

**H. SEXUAL ASSAULT**

Defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including kissing, touching the breasts, fondling, groping etc. Attempting to force another person, regardless of sexual gender, personal affiliation and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities such as touching the buttocks or genitalia against his/her will is prohibited. Such assaults include verbal coercion, threats, physical restraint or mental impairment or the inability to grant consent due to unconsciousness.

**I. GAMBLING**

Participating in any form of gambling is prohibited. Gambling and games of chance, including but not limited to betting card games or betting of any kind, are prohibited. If a Security Officer encounters what appears to be a game of chance, the officer will confiscate any materials associated with the event (cards, poker chips, money, etc.).

**J. ACADEMIC DISHONESTY**

Any form of academic dishonesty will not be tolerated, including cheating, plagiarism, falsification of documents, use of another's material, methods, or ideas without properly acknowledging the originator. (See Academic Honesty in the Academic Catalog). The Office of Student Life will work with the faculty to determine if additional consequences beyond the academic consequences are needed.

**K. THEFT/MISAPPROPRIATION**

Taking, possessing or using property of the University or of another individual without proper authorization or permission.

**L. LYING/FALSIFICATION/FRAUD**

Falsifying information or misrepresenting the truth including business dealings on or off campus. Falsifying one's identity or that of another; knowingly furnishing false information to the University, such as date of birth, place of birth, address, social security number, official records from other institutions, as well as omitting information for personal gain. Acts of fraud include, but are not limited to, fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing, attempting or intending to misuse one's ID card, University document or service and/or student personal information such as SSN. This could lead to more serious sanctions depending on the severity.

**M. LANGUAGE**

Using abusive, profane or obscene language or gestures verbally or in writing is prohibited.

**N. INAPPROPRIATE DISPLAYS OF AFFECTION**

Publicly displaying affection inappropriately such as reclining in any degree with members of the opposite sex, prolonged kissing or embracing or behaviors that make others uncomfortable.

**O. MEDIA MISUSE AND/OR UNIVERSITY COMPUTER MISUSE / INTERNET POSTING**

Using any material or media with harassing, violent, vulgar, sexually explicit and/or erotic themes on University resources is prohibited. This includes the following: computers, phones, or television. Also, the University prohibits file sharing; other forms of network misuse, such as tampering or hacking, internet pornography or the destruction of University resources/property is prohibited. Internet posting is any information provided to the University that may self-incriminate individuals for violating federal, state, local laws, or University policies or that harass and/or discriminate against other individuals. This may include information found on personal websites, Facebook, MySpace, blogs, or other internet-based

postings. Students will be asked to remove information from the posting and be subject to other disciplinary action including loss of network privileges.

**P. DANCING**

We abide by the scriptural admonition in I Corinthians 10:31, and thus as believers are called to glorify God in whatever we do. Upon joining the Southern Wesleyan community, we encourage our community members to exercise biblical maturity, grounded in the virtues and values of scripture. Our community life at SWU should embody such foundational principles as self-control, avoidance of harmful practices, the responsible use of freedom, and sensitivity to the heritage and practices of other Christians. Our individual choices are largely shaped by our discernment, and require community and individual accountability. To foster the kind of campus atmosphere most conducive to becoming a Christ-centered community of living, learning, and serving, Southern Wesleyan has adopted the following institutional standard regarding dancing:

We recognize that dancing is an issue about which committed Christians disagree, and that discretion and maturity are required if dancing is to be an edifying activity. We therefore covenant together as a community to make decisions about our participation in dancing that reflect our commitment to Christ, our pursuit of holiness, our desire for purity in relationships, our adherence to biblical principles, and gracious sensitivity to others.

**ON CAMPUS DANCING**

Recognized campus entities (including departments, residence halls, student organizations, teams, etc.) that wish to host an on-campus event with dancing must receive the approval of the Student Life Office and comply with all policies with regard to venue, music, type of dance, faculty advisors, etc.

Performance choreography as it relates to public presentations of drama, music and cultural performances are permitted by the artists involved. Performances on campus are carefully screened and selected by University personnel as educational and appropriate to the performance. Celebratory, folk, and ethnic dancing at wedding receptions is permitted as long as it remains wholesome.

**SPONTANEOUS DANCING**

With regard to spontaneous dancing and other instances of dance that might occur on campus, it is expected that our community members will exercise appropriate maturity and sensitivity. In both structured and unstructured settings on campus, it is incumbent upon all community members to contribute to the wholesome, edifying environment we are hoping to build on our campus, and not serve as a “stumbling block” for others. (I Cor. 8:9; II Cor. 6:3) We agree to be careful to avoid erotic, sensuous forms of dance that are antithetical to our Christian faith. Students showing disregard to this basic admonition will be disciplined. Due to the more intimate and personal environment found in residence hall rooms and

apartments, social dancing between the sexes is not allowed in these environments.

**OFF CAMPUS DANCING**

Recognized campus entities (including departments, residence halls, student organizations, teams, etc.) that wish to sponsor an off-campus event with dancing must receive the approval of the Student Life Office and comply with all policies with regard to venue, music, type of dance, faculty advisors, etc.

With regard to off-campus dancing, community members are encouraged to use biblically-informed discretion and discernment to avoid environments and activities that would compromise their witness and/or their pursuit of full devotion to Christ. In this regard, environments must be wholesome establishments such as churches, Christian organizations, professional dance studios, Christian youth centers and may possibly include, with appropriate supervision, community centers, YMCA's etc. if the dance style avoids inappropriate forms of dance. Any other environments not listed would require the prior notification and approval of Student Life or the student would be subject to discipline. Members of the SWU community are not allowed to go to dancing events at bars, nightclubs, or gatherings where alcohol or other prohibited products are sold or provided. As it is with all examples of off campus activity that is not approved, when University personnel learn of violations, the student's behavior will be resolved through the standard disciplinary channels.

**Q. STALKING**

Repeatedly contacting, following or remaining in the physical presence of another person when the contacting person knows or should know that the contact is unwanted; or the contact causes the other person reasonable expectation of imminent physical harm. The contact includes but is not limited to telephoning, transmitting letters or notes, or contacting through the use of electronic media.

**R. INAPPROPRIATE DRESS**

Dressing immodestly, indecently or in poor taste as defined more thoroughly in the Campus Dress Code found in Policies and Procedures section may result in disciplinary action.

**S. VISITATION VIOLATIONS**

Violating any visitation regulation either during visitation or outside of visitation hours, which includes but is not limited to, sexual activity and overnight stays with opposite sex or inappropriate relationships with same sex will result in appropriate disciplinary consequences.

**T. HAZING**

Hazing will not be a part of any initiation practices, whether for new students, social clubs or athletic teams of any kind. Hazing means to subject a student to an activity which endangers or is likely to endanger their physical or emotional well being; this is considered hazing regardless of a student's willingness to participate in such activity.

The scope includes activities that are planned and unplanned on or off the campus, and sponsored by social fellowships, and other student organizations/groups recognized by the University. Examples of hazing include, but are not limited to, paddling, physical, mental, psychological shocks, morally degrading or humiliating activities, attire, make-up, hairstyles (including shaving hair) or games, post-midnight sessions of any kind, excessive physical activities, activities which interfere with one's scholastic pursuits, holding another against his/her will, activities which involve the removal of any property (personal or private) while in the possession of another without the proper authorization.

## **II. COMMUNITY AND THE ENVIRONMENT**

### **A. DANGEROUS/UNSAFE BEHAVIOR**

This is defined as any conduct or behavior that threatens or endangers the health or safety of any person in the University environment, including oneself. This includes, but is not limited to, verbal threats to injure or harm another, propping doors open to residential facilities, horse play, or practical jokes, which cause harm or the destruction of property.

### **B. FEDERAL, STATE AND LOCAL LAWS**

Violating any criminal statute whether federal, state or local law on or off the Southern Wesleyan University campus. Student Life will review all situations in which students are facing criminal charges to determine the University's disciplinary response.

### **C. FAILURE TO COMPLY (ALSO WITH UNIVERSITY AUTHORITY, ETC)**

Failing to comply with the directions of duly-authorized University officials or bodies acting in the performance of their duties, including Resident Assistants, acting in the performance of their duties; also failure to comply with disciplinary sanctions; failure to evacuate buildings during fire alarm drills or when otherwise so ordered by a University official or law official.

### **D. UNAUTHORIZED ENTRANCE**

Entering any building, classroom, office, room, information system or area of the campus without proper authorization is prohibited.

### **E. WEAPONS/FIREARMS**

Possessing or using firearms or weapons on the Southern Wesleyan University campus or in any inappropriate way off-campus is prohibited. This includes anything that shoots a projectile, such as water guns, air soft guns, paintball guns, b-b guns, and pellet guns.

### **F. FIREWORKS OR EXPLOSIVES**

Possessing or using fireworks or explosives of any kind on campus grounds, is prohibited. This also includes building or creating explosives from chemicals or any liquid substances. Violators may be subject criminal charges as well.

### **G. HATE CRIMES/ACTS OF INTOLERANCE**

Incidents considered criminal offenses are those that are motivated entirely or in part by the fact or perception that a

victim is different from the perpetrator. Also prohibited is any behavior inspired by hate or intolerance of others as a result of the following differences: race, ethnicity, religion, disability, gender, social class or any other characteristics that shape a person's identity. This also includes, but is not limited to, assault (verbal & physical), vandalism, pranks, prejudice, prejudicial behavior and beliefs (i.e. stereotypes).

### **H. VANDALISM/DAMAGE TO UNIVERSITY PROPERTY**

Defacing, damaging or destroying any University property or the property of others or as well as unseemly poor care of University property. This also includes pranks within the residence halls.

### **I. TOBACCO USE/SMOKING**

Using any form of tobacco products, either on or off campus. Possession of containers, posters and other related paraphernalia is prohibited.

### **J. ARSON/FIRE SETTING**

Arson/fire setting is when a person maliciously causes, aids, abets, advises, encourages, hires, counsels or procures another to intentionally burn property of the University or that of another on University premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames and/or igniting flammable materials.

## **POLICIES AND PROCEDURES**

### **HOUSING POLICY**

Any full-time, single student who is under the age of twenty-three on the first official day of registration for any regular semester is required to live in university residence halls and board in the university dining hall. To be exempt from this residence life policy, commuting students under the age of twenty-three must reside with their parents or legal guardian or be married.

Any student under the age of twenty-three who has completed a minimum of eight full semesters, not including May and Summer terms, as a resident student at Southern Wesleyan University prior to the first official day of registration for any semester is eligible to apply for approval to commute to campus. All students must submit a correct address and phone number for their residence during the semester. Changes that occur are to be reported immediately to either the Office of Academic Records or the Office of Student Life.

Approval to live off-campus is not automatically granted to students who are not married or are not living with parents. Off-campus housing arrangements must be approved by the Housing Office prior to moving into an off-campus dwelling. Mixed gender housing arrangements are not permitted and will not be approved.

Students in violation of university residence policy (either on campus or off campus) are subject to disciplinary action including dismissal. Students who have disciplinary

violations of any sort are subject to reassignment of campus living facilities. For example, a person who violates the visitation policy in the apartments is subject to reassignment to a dormitory style living facility either immediately or in the following semester.

Institutional financial aid is applied only to the actual costs for direct university tuition, room, and board charges. Institutional financial aid is not applied to off-campus expenses. All students who live off campus are expected to follow the standards and regulations expressed in the Student Handbook.

Upon registration for each semester, all students must complete a university residency verification form to confirm resident status. At that time, students will verify resident status and provide accurate information including address and telephone for approved off-campus residences. The Housing Office may require additional information, such as a utility bill, to verify off campus housing status. The Housing Office must be notified immediately of any change in the residency status, address, and telephone. [Violations of university housing policy may be subject to immediate disciplinary action, including suspension.] The Off-Campus Residence Verification Form follows. The forms are available in the Student Life Office and the Housing Office.



NAME \_\_\_\_\_

PLEASE PRINT: LAST NAME, FIRST, MIDDLE

ID# \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

E-MAIL \_\_\_\_\_

**CATEGORY – check the one that most closely fits**

I AM TAKING UNDER 12 CREDIT HOURS THIS SEMESTER.

I AM MARRIED ----- FULL NAME OF SPOUSE \_\_\_\_\_  
\_\_\_\_\_

I AM LIVING WITH MY PARENTS OR LEGAL GUARDIAN.  
I understand as a non-resident student under the age of twenty-three at the time of registration that I am required to live at home with and under the supervision of my parent(s) or legal guardian. I agree to notify the Housing Office in advance of any changes in my place of residence or in the information provided on this form.

I AM 23 YEARS OF AGE AT THIS REGISTRATION.

I HAVE COMPLETED EIGHT (8) FULL-TIME SEMESTERS OF POST-HIGH SCHOOL EDUCATION AT THE TIME OF THIS REGISTRATION.

OTHER / EXPLANATION: \_\_\_\_\_  
\_\_\_\_\_

**DURING THE SCHOOL YEAR, I WILL LIVE AT THIS ADDRESS:**

I understand that my place of residence is under the same restrictions listed in the Lifestyle portion of the Student Handbook and I agree to those restrictions. This information is used by the federal government for reporting and statistical purposes.

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

I certify that the above information is true and correct and I understand that falsification of official University documentation or information may lead to serious disciplinary action, including dismissal.

\_\_\_\_\_  
STUDENT'S NAME (Please print)

\_\_\_\_\_  
STUDENT'S SIGNATURE/ DATE

FOR OFFICIAL USE ONLY

Application                      Approved [  ] Denied [  ]

Date Application Received \_\_\_\_\_

Comments: \_\_\_\_\_

Date of Official Action: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

## MOTOR VEHICLE AND PARKING REGULATIONS

There is no charge for obtaining vehicle registration stickers. All vehicle registrations, tickets, and temporary parking permits are handled in the Student Life Office. In order to facilitate traffic and parking privileges for everyone, the following motor vehicle regulations have been adopted.

1. No one may operate a motor vehicle on university property without proper license and insurance. Penalty: possible towing of vehicle at owner/operator's expense, loss of all driving privileges on campus, and reporting to S.C. Highway Patrol.
2. All university staff and student vehicles must be properly registered, including make, model, tag number and state, with the Student Life Office and must have a sticker displayed on the inside lower corner (facing out), driver's side, of the front windshield to operate on university property.
3. Unregistered vehicles (with Southern Wesleyan University) may obtain a temporary or visitor's pass from the Student Life Office. This should be obtained either prior to or as soon as the vehicle is brought on campus. All vehicles must have a parking permit in the proper place on vehicle (exceptions are made in extreme cases and must be requested in writing).
4. Parking is allowed only in areas designated by permit.
5. No parking is allowed in the square.
6. Only visitors may park in visitor spaces (including the spaces in front of First Wesleyan Church). Please refrain from parking in church spaces except when attending services.
7. The parking policy is in force 24 hours a day.
8. Reckless or unsafe operation of a motor vehicle on University property is prohibited. Penalty: \$25.00 fine, possible reporting to S.C. Highway Patrol, and possible revocation of campus driving and parking privileges.
9. No parking or driving on grass is permitted anywhere except in designated lots/spaces.
10. No parking along areas or curbs painted yellow.
11. Violators will be notified by summons on vehicle and by campus mail.
12. Parking fines are \$20.00.
13. Parking fines are to be paid at the Student Life Office.
14. Students with outstanding fines will not be allowed to register for the next session. Additionally, unpaid fines will prevent the University from issuing any academic records.
15. Vehicles may be towed at owner/operator's expense and/or permanently restricted from campus for severe or repeated parking/registration violations, or failure to respond to notice(s) of violations.
16. You may appeal a ticket that you feel was given unfairly or in violation of the parking policy. Follow the instructions printed on the ticket, if you wish to appeal.

17. Appeals must be submitted to the Student Life Office within five days of the ticket issue date.
18. Commuters planning to leave a car overnight should notify the Student Life Office.
19. No parking is allowed in the church parking lot.
20. No vehicle may park in handicapped parking unless the vehicle displays a state-issued handicapped parking placard or license plate. If observed by the Central Police, the police will request an arrest warrant as required by South Carolina state law and will result in a court appearance with a MINIMUM FINE of \$500 and a MAXIMUM FINE of \$1000, plus court costs and assessments. If observed by the SWU Security, the vehicle will be towed immediately.
21. The Campus speed limit is 15 miles per hour.
22. A vehicle may be towed upon the receipt of a third ticket during a semester and will be towed on the fourth ticket during a semester.
23. Individuals who accumulate six tickets during a semester will be subject to restrictions which will include but is not limited to a designated parking space. The restrictions will be determined by the Office of Student Life.

## DRESS CODE

Appropriate dress depends on a number of factors: place, activity, and principles of modesty, economics, climate, and culture. At Southern Wesleyan University the dress code is influenced by The Wesleyan Church's concern for these factors. We believe that others form impressions of us because of our choice of dress.

Students are expected to dress modestly and in good taste at all times. Sunday dress is expected at special events such as cultural affairs events, the Christmas dinner, and formal worship services. From time to time, specific dress may be required for special classes or activities. Casual dress is satisfactory for chapel, classes, athletic activities, residence halls, Campus Life Center and the library. Mid-thigh shorts are acceptable for casual campus attire. Students are expected to wear shirts and shoes everywhere outside the residence halls. Mini-skirts and excessively tight, suggestive, or revealing clothing is not permitted at any time. Additionally, men and women should not wear apparel that exposes undergarments at all. All pants, slacks, shorts, jeans, etc. should be at the waist line as opposed to below the waist line even when sitting. In many cases, wearing a belt can assist with adhering to this policy. This also includes female blouses, dresses, shirts or tank tops that may be revealing of upper undergarments and cleavage. The university recognizes that students come from various backgrounds with unique views. However, we do want students to be aware of the messages that are sent in their choice of clothing. This policy takes into account messages that are offensive or racially divisive, which may appear on a shirt or hat. We encourage men to follow the tradition of removing hats indoors and require men to remove hats in religious/chapel services.

Any employee or resident assistant may respectfully request or suggest that attire be changed because it is considered immodest, ill fitting, sloppy, or inappropriate. Typically, Southern Wesleyan University community members who observe unacceptable dress are asked to speak to students whom they know, as privately as possible, to suggest the inappropriate clothing be changed at the earliest free time the student has. However, in severe breaches of the dress code, any employee may approach a student and request a change be made immediately. Students are to comply with such requests as soon as is reasonable. A student who believes the request or suggestion was unreasonable or abusive, or any employee who finds a student uncooperative or abusive, should report the incident to the vice president for student life or the associate vice president for student life.

Swimwear is not appropriate for public areas on campus. Area parks and lakes are available for sun bathing. Students should change into clean clothing after any athletic activities before entering the dining area. Additionally, students should not wear spandex or sports bras in the dining hall nor on the tennis court.

We are concerned that students respect the cultural views and dress of those who differ from them, that they respect those whose economics limit dress style, and that they develop a personal philosophy sensitive to dressing appropriately for those who represent Christ and Southern Wesleyan University.

### **MARRIAGES**

Sometimes students decide to marry during their enrollment here. This changes your status as a student if the marriage occurs while currently enrolled. Married couples are not permitted to live in on-campus housing. Therefore, students planning to get married during the academic year should contact the housing office to complete an off-campus verification form as well as notify other offices such as the registrar and student accounts to complete a change in address. Because we believe that marriage is a sacred lifetime relationship ordained by God, we strongly encourage each student to seek premarital counseling from our university chaplain or counselor, a pastor or spiritual mentor. Our chaplain and counselors offer premarital counseling whether both or only one of the partners is enrolled at Southern Wesleyan University.

### **CARE OF UNIVERSITY PROPERTY AND FACILITIES**

University property (such as library materials, kitchenware, furniture, tools, athletic equipment, and lab equipment) is not to be removed from its designated place without proper authorization. Anyone doing so is subject to disciplinary action. The fine for unauthorized removal may be at least the replacement cost of the article.

Damage to university property, including that caused by pranks or horseplay, will be charged to the one doing the damage or to the hall or residential facility where damage occurs if the culprit is not identified. University property includes, but is not limited to, dormitory equipment such as

doors, sinks, bathroom stalls, showers, fire extinguishers, lights and the Campus Life Center, Activities Center and Gymnasium equipment.

Any student attempting to circumvent a locked door or window may be subject to disciplinary action.

This includes use of keys that are unauthorized or use of keys for other than authorized purposes. No university keys are to be duplicated except by maintenance personnel.

### **COPYING AND OPERATING COMPUTER SOFTWARE**

Students, alumni, employees of the university, family members, or any other individuals using the computer resources of the university, may not copy, for their personal use, any of the licensed application software installed on the hard drives of the computers in the laboratories.

Computer games for entertainment may not be operated or installed on any computer system owned by Southern Wesleyan University without the written consent of the director of computer services. Simulation software required and utilized by academic courses in the curriculum or educational software published as supplements with textbooks are not considered to be computer games for entertainment.

Instructors in all courses requiring the use of computers must make their students aware of the restrictions for installing, copying, or operating software not properly licensed for use on the computers owned by the university.

### **CAREER CENTER**

The SWU Career Services program is designed to enhance student learning regarding their academic and career choices by providing programs, resources and services that assist students in gaining the knowledge, skills and experiences necessary to fulfilling their vocational calling. Our mission is to enable students and alumni to increase career awareness through career assessments, workshops, one on one counseling, research, experiential learning and the development of job search competencies resulting in informed decision making.

#### **Career Timeline for students at Southern Wesleyan University**

##### **First and Second Years - Exploration**

- Visit Career Services during walk-in hours to learn about available resources
- Visit the career center and conduct self- assessments to define your interests, skills, personality type, and values
- Learn about your career options for your major
- Explore your career options through shadowing, internships, volunteering or paid employment
- Attend a resume writing workshop
- Prepare a draft of your resume

##### **Junior Year- Looking Toward Life after Southern Wesleyan**

- Explore options, build your resume and gain further on-the-job experience
- Rework or update your resume
- Sign-up to take a practice test for graduate school (GRE, MCAP, PCAT, and GMAT)
- Begin preparation for graduate or professional schools by identifying professors to write letters of recommendation and preparing for standardized tests - Contact the career center for dates
- Compile information about graduate programs, request applications

### Senior Year - Making Decisions

- Prepare applications for graduate or professional schools
- Take tests for graduate school admission
- Research companies and careers of interest
- Visit the career center weekly and conduct your job search
- Attend workshops on job hunting and interviewing skills
- Compile a list of networking contacts
- Continue to conduct informational interviews
- Make an appointment to practice interviewing with interview streaming –Contact the career center for more information
- Fine-tune your resume and cover letters

The center is located in the Campus Life Center. Please call for an appointment at 864-644-5150. Walk-ins are welcome.

### Retention and First Year Experience Program

This program exists to create an atmosphere that empowers students to become engaged servant leaders who develop skills necessary for successful living. This is accomplished through providing students with experiences that assist in building community through interpersonal connections, acquiring knowledge about available campus resources, while also learning coping skills and strategies. Additionally, the retention and first year experience program fosters holistic development, by focusing on and supporting care for personal and social health, career and academic development.

### COUNSELING SERVICES

Confidential counseling is available to students and employees who desire assistance. Trained professionals offer guidance and counsel at no charge to those seeking help. Appointments may be made at the Counseling Center reception desk or by e-mail and phone. Drop-ins are also welcome.

Off-campus help includes the Behavioral Health Services of Pickens County. The agency offers individual, family, and group counseling, crisis intervention, referral to detoxification services, and aftercare on a confidential basis. Fees at the commission are based on ability to pay. Appointments can be made by calling (864) 898-5800 or in person at 309 East Main Street in Pickens. Pickens County Rape Crisis offers assistance to victims of sexual abuse and violation. Their number is (864) 442-5500, Easley, SC.

Counseling may be a required activity for those on social probation for use or possession of alcohol or drugs.

### MEDICAL HISTORY FORM POLICY

All incoming students are required to submit a completed Medical History Form as a part of their application to the University. This form requires proof of the required immunizations. Students re-enrolling in the University must have a Medical History Form on file dated within four years of their re-enrollment period with an up-to-date immunization record. This form is filed in the Health Center and provides access for the student to the services provided by the Health Center.

### IMMUNIZATION POLICY

The following immunizations are required for all students:

- MMR (Measles, Mumps and Rubella): Two doses are required: one at age 12-15 months or later; the second at least one month after the first dose.
- Tetanus-Diphtheria: Either immunization or booster required within the last 10 years.

All resident students are required to have the Meningitis Vaccine.

The following immunizations are recommended but not required:

- Hepatitis B: Three doses.
- Varivax (Varicella): If you have not had chicken pox.
- Gardasil: Three doses.
- Meningitis vaccine for commuter students.

If a student has not received immunizations due to religious convictions, the student may submit an Immunization Waiver Form and a Religious Exemption Form (available at the local Health Department).

### HEALTH INSURANCE

All students are required to provide for their own health and accident insurance. The university does not provide for health and accident insurance for students. However, we can offer information regarding insurance agencies that may have special plans for students who do not have coverage through their family or employment.

### THE HEALTH CENTER

The Health Center is located on the first floor level of Stuart-Bennett Hall and provides limited outpatient health care to the Southern Wesleyan University community. The staff wants to assist you in maintaining and improving health through preventive health education and treatment when necessary. Any health concerns can be addressed to the nurse. If the Health Center is not equipped to handle evaluation and treatment, the staff will assist with the necessary information and referrals. A doctor will be in the Health Center for a limited time weekly at a designated time. All health concerns are first evaluated by a registered nurse qualified in health assessment. In most cases treatment will be initiated by the nurse. If it is advisable for you to see a physician, an appointment will be arranged. Urgent medical conditions receive priority treatment. Others can usually be arranged for within 24 to 48 hours. All students using the Health Center must have a completed health history on file prior to receiving advice or treatment. This includes absence reports.

Students are advised to come to the Health Center in person. Telephone advice is discouraged because it is difficult to give proper advice without physical assessment. Services rendered by the Health Center staff are confidential. In the rare instance when law or policy requires divulging information, the student is informed of such.

#### **HEALTH CENTER HOURS AND APPOINTMENTS**

The Health Center hours will be posted on the door of the Health Center.

#### **HEALTH CENTER CHARGES**

There are no examination fees for students seen by the nurse or doctor. Charges for filling prescriptions and any off campus appointments with doctors or other medical professionals or agencies are the responsibility of the student. Fees for specialists and emergency centers are the complete financial responsibility of the student.

#### **EMERGENCY OR SEVERE ILLNESS**

When the Health Center is closed, on-campus students should contact residence hall staff, all of whom have knowledge of basic first aid and have emergency supplies available. Staff will contact the Nurse or 911, if necessary. In emergencies and for urgent needs, resident and commuter students may contact the nurse, Lori Herron, at 868-2866 (home) or 508-0901 (cell). They may also seek their own emergency help if preferred. If help is sought privately, please notify the nurse, RD or other student life official as soon as possible.

Because the Health Center physician works with Oconee Memorial Hospital primarily, students with no local physician or hospital preference are encouraged to use OMH when a hospital or emergency room visit is necessary.

#### **PROCEDURE FOR OBTAINING AN ABSENCE REPORT FOR ILLNESS**

1. Students will NOT be able to obtain an absence report without calling the Nurse or reporting your illness to

the Nurse during the day or an RA/RD on call in the evening on the day that your illness or injury occurs. E-mails for absence report requests will not be accepted. In most cases you will be required to see the nurse to obtain the absence report. In certain cases the nurse will require that you go and talk it over with your professor. Each person and each case will be handled individually and your past record will be considered. This means that you will only be given an absence report for the day that you were ill. NO ABSENCE REPORTS WILL BE GIVEN FOR ANY PREVIOUS DAYS THAT WERE MISSED. NO EXCEPTIONS WILL BE MADE.

2. If the Nurse is out of the office and off campus then you will have the following options.

- ◊ See a physician at urgent care.
- ◊ Speak directly with your professor.
- ◊ See your family physician.

3. When the Nurse is on campus but not in her office there will be a time on the white board when she will return so that you will know that you will be able to see her later in the day.

4. When you see a physician off campus you will need to obtain an excuse from that physician, dentist, etc. Notes will not be given by the nurse for appointments off campus.

5. When a student must be transported to the emergency room over night an absence report will be written for one student who accompanies the sick student. This will be for a student who either transports the sick student or accompanies the student in the ambulance if EMS is called to transport the student. If other students choose to accompany the student they will not be given absence reports for any missed classes the next day.

**Resident and commuter students may contact the Nurse as follows:**

- ◊ Be seen in the Health Center.
- ◊ Leave a voice mail with an expectation of a return phone call for verification of illness.

#### **AIDS AND HIV INFECTION POLICY**

Acquired Immune Deficiency Syndrome (AIDS) is a disease caused by a virus that destroys a person's defenses against infections. The AIDS virus is known as human immunodeficiency virus, or HIV, and its ability to weaken a person's immune system can render the individual incapable of fighting off mild infections, leading to the vulnerability of life-threatening infections and cancers. HIV virus is potentially lethal, but is preventable. It is transmitted through sexual contact, shared I.V. drug needles, or direct infusion of infected blood or blood products. Extensive medical research indicates that the AIDS virus is NOT transmitted through casual contact. Students or employees with the virus pose no serious health risk to others within the Southern Wesleyan University community, assuming proper preventive measures are taken.

Regardless of the manner in which a person became

infected by HIV, the university is committed to a ministry of compassion to persons suffering from AIDS. In this regard, the university will confront the issues, care for those affected with the disease with love and the Good News of hope and salvation.

As suggested by the American College Health Association, Southern Wesleyan University will respond to each case of HIV infection individually and as dictated by the facts of the case. The Health Center nurse will be the designated manager of the case load and will recommend direction to the appropriate vice president for students, employees and faculty.

Southern Wesleyan University will allow students with AIDS full access to classroom buildings and university facilities including the gym, dining hall and common areas as long as they are physically able and have no uncontrolled bodily discharge. It is expected that all students with AIDS will adhere to a lifestyle that prevents transmission of the virus.

Decisions about housing students with the AIDS virus in a residence hall will be made on a case-by-case basis.

Although medical research indicates no risk to others, risk may be present for AIDS (as well as other immune deficiencies) sufferers in this type of living environment that has a high contagious disease exposure element. With this in mind, Southern Wesleyan University will make available a private room to residence hall students with immune deficiencies as necessary and available.

Residence hall staff should understand the legal requirements and obligations concerning confidentiality of information. It is important to encourage students with exposure to the AIDS virus through the sharing of needles or intimate sexual behavior to seek prompt medical assistance.

All faculty and staff should refer inquires from concerned students or employees about suspected AIDS sufferers or about the AIDS policy to the Health Center nurse. Students with the AIDS virus are requested to notify the health center Nurse to enable Southern Wesleyan University to provide the necessary care, support, counsel, and education. Southern Wesleyan University will not require testing of students for the AIDS virus antibody. For the benefit of the community, the Health Center nurse will maintain a listing of current referral opportunities. Southern Wesleyan University will follow the recommendation of the American College Health Association regarding confidentiality of information.

To avoid unnecessary fear and to protect confidentiality, no specific or detailed information concerning complaints or diagnosis of AIDS will be provided to faculty, administrators, agencies, insurers, employers, or even parents without the written consent of the patient. If proper medical or state authorities determine that a patient's condition represents a health hazard or warrants limitation of activities, only essential personnel will be informed on a need-to-know basis.

The Health Center nurse will refer any requests for information to the appropriate vice president or the president. The university will observe the current South Carolina Public Health Department reporting requirements as communicated in monthly newsletters and information for the South Carolina State Board of Health, 2600 Bull Street, Columbia, SC. Universal precautions for the handling of blood and body fluids as outlined by the United States Public Health Service should be observed for all students at all times.

Because of the increase of AIDS cases occurring in university-age individuals, universities can play an important role in controlling the spread of the disease. Through the periodic updating of this policy and educational programs including peer education workshops, lectures, booklets and videos, Southern Wesleyan University will strive to provide appropriate information to employees and students regarding the nature of AIDS and its transmission. This information will reflect Christ's teaching regarding care, concern and dignity for the ill and the afflicted and will emphasize a lifestyle that encourages living according to God's plan, being faithful in relationships and sexual obedience, and practicing restraint.

#### **RESIDENCE LIFE**

##### **GENERAL RESIDENCE LIFE POLICIES ROOM ASSIGNMENTS**

In April of each year, continuing students are given the opportunity to request housing for the following school year in accordance with the selection procedure published by the Residence Life Department and Housing Office. Rooms are assigned with consideration to both individual requests and residence hall needs.

New residents will be assigned based on the date the housing deposit is received. Efforts are made to honor roommate requests. However, rooms are assigned on a first-come, first-served basis. No assignment in university housing occurs on the basis of nationality, race, religious preference, or any other legally protected category. Authorized persons of the university have the right to assign, reassign and adjust occupancy of the rooms. Reassignment can also occur in the case of disciplinary action at the discretion of Student Life Administrators.

##### **Missing Persons Policy (SEE APPENDIX E)**

##### **ROOM DEPOSIT**

A security deposit of \$200 is required prior to moving into the residence halls or apartments. Charges for the loss of equipment, damage to university property (beyond normal wear) and damage to or defacement of any area in common use may be assessed directly and equally against the residents of the area and charged against the deposit. The balance of the deposit is refunded pending no damages or Student Life fines such as parking, residence hall fines and will be credited to the student account when the student leaves campus housing. Any credit balance that remains on a student's account, after all indebtedness to the university has been paid, will be refunded within 30 days upon request

to the Student Accounts office.

#### **HOUSING CONTRACT**

All residents are required to sign a residence contract prior to taking occupancy of any room or apartment. The contract stipulates the rights and responsibilities of the residents and university, the housing/board rates, the payment options and termination conditions. Signature of the contract verifies that the resident has read and understands the residence life policies and agrees to abide by the policies and regulations as stated in the Southern Wesleyan University Student Handbook.

#### **FOOD SERVICE**

Pioneer College Caterers will provide Food Service for the academic year. Food service is not provided under this agreement during the following breaks: fall, Thanksgiving, Christmas, spring, Easter, and summer.

Only authorized ID cards or certified pass cards can be used for meals and may not be altered or transferred. Students may obtain a new ID through the Housing Office. Students entering the dining room without their ID or allowing someone else to use their meal pass will be subject to disciplinary action.

If you are ill and unable to eat in the dining room, you may have a friend deliver your food to you. Call your Resident Director, resident assistant or the nurse to make arrangements. Food service will prepare meals in accordance with a doctor's orders for students who require special diets for health reasons. Food may not be taken from the dining room.

Students are responsible for bussing their own tray to the dish-room window. Students who are involved in disruptive behavior, leaving trays or throwing food in the dining room may be suspended from the dining room for a period of time and be assessed a fine and cleanup fee or be required to perform community service.

#### **CHECK-IN/CHECK-OUT**

Upon moving into your room, you will complete, sign and turn in a room inventory sheet, which will be an accurate and complete record of the contents and conditions of the assigned room. This inventory will serve as the basis for the checkout process.

The checkout process must be followed anytime a resident moves out of an assigned space. When leaving an assigned space, the resident schedules an appointment with an RA or RD to review the condition of the room/apartment.

Residents are expected to remove all waste and debris; leave the room in an acceptable, clean condition; and return the key. Students are expected to check out of their rooms/apartments within 24 hours of their last class. Residents who fail to checkout properly will be subject to a fine. Should extra cleaning by university personnel be required, a cleaning fee will also be assessed. Failure to return the key results in a \$35 charge to Stuart-Bennett and Childs Hall residents and a \$75 charge to apartment and Mullinax Hall residents (see room key section). Damages to the living space beyond normal "wear and tear" will be

assessed to the resident.

#### **RESIDENT CONFLICTS AND ROOM CHANGES**

Living with a roommate is usually a rewarding experience that results in a lasting friendship. However, most roommates will experience times of conflict over such things as values, personal habits and personality. Working through these differences takes a listening ear, an ability to verbalize feelings and work toward problem solving and sometimes outside help. All conflicts among residents should include an attempt to resolve issues by the residents themselves. If not resolved between the residents, the matter should be taken to the resident assistant for intervention. If necessary, the Resident Director can mediate and assist in resolving the conflict.

In order to encourage roommates to work through initial conflicts, no roommate changes will be made before fall break in the fall semester and spring break in the spring semester. After that time, requests for roommate changes should be directed to the RA, who will process the request with the RD. Requests will be considered only when good faith efforts have been attempted. Living with a roommate is an educational experience and should be seen as an opportunity for personal growth. When efforts to resolve conflicts have not proven to be successful, students may then complete a housing change request form upon the recommendation of the Resident Director in consultation with the Resident Assistant. Students must not change rooms or roommates without receiving prior approval. The university reserves the right to change students' room assignments or roommate pairings.

#### **CONSOLIDATION POLICY**

At the beginning of each semester, residents whose roommates have moved out or did not move in when the semester began have one week to consolidate (find a roommate, which may require a room change). Failure to consolidate will result in the billing of private room fees to the resident's account. Notification of the time period to consolidate (one week) will be put in SWU PO Box numbers after school begins.

#### **ROOM MAINTENANCE**

Needed repairs of rooms or University furnishings should be reported by completing a work order request and giving it to the RA and/or RD, who will turn it in to maintenance. The maintenance department will do all needed repairs if reported properly.

Painting of rooms by students is not permitted. No altered or additional electrical wiring may be added to the rooms. No drilling or nailing to the walls is permitted. Only sticky tack may be used to affix posters, decorations, etc. on walls and doors. Students are responsible for removing all sticky-tack upon checking out of the room.

#### **ROOM FURNISHINGS**

The university owns room furnishings for all residence rooms/apartments. Each student is responsible for the furniture that appears on the room inventory sheet completed at the time of move-in. University-owned

furniture may not be moved out of rooms/apartments for any reason.

Student-owned furniture is permitted, but its condition is the sole responsibility of the student. All student-owned furniture must be removed upon checking out of the residence. Lofts are not permitted, nor is stacking of furniture. Disassembling of university-owned furniture is not permitted. No waterbeds of any kind are permitted.

#### **ROOM KEYS**

The Resident Director will issue a room key to each student upon check-in. Keys are not to be duplicated or loaned. Lost keys should be reported to the Resident Director. A duplicate key will be provided for a replacement fee, which must be paid prior to receiving the key. The replacement fee for Stuart-Bennett and Childs Hall is \$35; the fee for the apartments and Mullinax hall is \$75.

Residents must turn in their keys at checkout. Failure to return a key at checkout will result in being charged the appropriate replacement fee.

#### **LOCKOUTS**

Since room/apartment doors should be locked, students should carry their room key with them. When students are locked out of their room, they may contact a resident assistant or the Resident Director to gain access. However, a fee will be assessed for repeated lockouts.

#### **STORAGE**

Storage areas are not provided for students during the school year, breaks or summer holidays. Students should be prepared to keep their belongings in their rooms during the school year or arrange for off-campus storage. Rooms must be completely cleared upon moving out.

#### **RESIDENCE HALL DAMAGES**

Students will be charged for any damages, lost school property or unnecessary service costs caused by them to university residence halls because of neglect or intent. Students will be billed for damaged or missing furniture, equipment or damages to the room/apartment itself. Where two or more students occupy the same room/apartment and the university cannot ascertain responsibility for damage or loss in the room/apartment, the cost of damage or loss will be divided and assessed equally among the residents of the room/apartment.

Damages incurred to public areas of the residence hall for which the person(s) responsible cannot be identified or discovered may be charged to each resident of the floor, hall, or entire residence.

#### **PETS**

Allowable pets include aquarium fish, limited to a 10-gallon tank. All other animals are to remain outside the residence hall at all times.

#### **HOUSEKEEPING**

Residents are responsible for cleaning their own room or apartment, for removing waste materials regularly and for maintaining acceptable sanitation and safety conditions. Residence rooms/apartments will be checked periodically

to monitor cleanliness.

#### **ROOM INSPECTIONS**

Rooms are to be kept clean and orderly. Authorized personnel may enter your room for reasons of health, safety, general welfare, to make necessary repairs or in response to conduct which is in violation of university regulations or laws of our land. Insofar as possible, advance notice will be given. No room will be searched except by approval of the administrator in charge or a representative. Resident assistants and/or Resident Directors will make periodic cleanliness and health and safety checks in traditional halls and the apartments. Residents of rooms not meeting a standard of cleanliness or that are in violation of policy are subject to disciplinary sanctions.

#### **ROOM DECORATIONS**

All room decorations are to be in keeping with university policies and behavioral expectations. No road or public signs, which were public property, are to be displayed. Obscene or suggestive posters, pictures, literature and other items that are not in harmony with the values and standards of Southern Wesleyan University are not acceptable. No alcoholic beverage containers may be used for any type of decoration.

#### **EMERGENCIES**

In case of an emergency, please dial 9-911. Then immediately notify one of the following:

A Resident Assistant or Resident Director

Campus Security 508-0107

Student Life Office 644-5140

Campus Switchboard "0"

Be sure someone is posted outside the building to direct EMS to the emergency.

All emergency situations involving students should be immediately reported to a resident assistant or Resident Director. Emergency situations should be reported whether they occur on campus or off campus.

#### **FIRE SAFETY**

Fire warning devices and safety equipment are to be used only in the case of emergency. The sounding of a fire alarm should be taken seriously and occupants should evacuate the residence according to the appropriate procedures.

The intentional sounding of an alarm (outside of an emergency situation) or tampering with emergency equipment is considered a criminal offense and the person(s) responsible will be treated accordingly. A minimum charge of \$250 and criminal charges will be imposed for tampering with fire, smoke or safety equipment. In cases where the person(s) involved are not identified after investigation, the floor/hall where the misuse occurred will be assessed a minimum of the restoration fee.

Fire drills are held in each residence hall at least once each semester. Students are to evacuate the residence during the fire drill by way of the marked exits. The building must be vacated during the fire drill. The possession or use of fireworks anywhere on campus property is prohibited. The

Fire Marshall strictly prohibits the use of hot plates, candles, incense and other flammable devices. Decorative candles are permitted in residence hall rooms and apartments, but they must have brand new, never-been-burned wicks. Candles with burned wicks are considered violations of fire safety. Such candles will be confiscated and each student involved will be assessed a minimum fine of \$25 for each candle. Electrical devices should be used with caution. Students are limited to one extension cord (up to eight feet in length) and one power bar (4-outlet maximum, with built-in breakers).

#### **FIRE EVACUATION**

If you hear the fire alarm:

1. Remain calm, but treat the alarm as a life-threatening situation.
2. Quickly check your room/apartment for roommates.
3. Take only the necessary clothing for the weather.
4. Do not attempt to salvage any personal belongings.
5. Touch the door from the bottom to the top. If the door is hot, do not exit the room/apartment. Go to a window and call for help.
6. If the door is not hot, exit the room/apartment as quickly as possible
  - ◊ Close all windows inside the room/apartment
  - ◊ Close the exterior door, but leave it unlocked
7. Gather with the other residents outside the residence hall. Apartment residents should gather on the tennis courts. Childs residents should gather on the lawn between Folger and the Student Center. Mullinax Hall residents should gather in the front parking lot. Stuart-Bennett residents should gather at the following locations:
  - ◊ 1st & 2nd floor - air conditioner behind the library
  - ◊ 3rd floor - front corner of the library
  - ◊ 4th floor - behind the gazebo
  - ◊ 5th floor - front of administration building
8. Keep off of driveways and roads to make way for emergency vehicles. Inform the Resident Director or resident assistants of unaccounted-for residents.
9. Be prepared to assist the RD or RAs in seeking help, making emergency calls, or completing other necessary tasks.
10. Do not re-enter the building until directed to do so by college personnel or the chief fire-fighting official.
11. Students refusing to evacuate the residence hall will be subject to disciplinary action.

If you discover a fire:

1. Pull the nearest fire alarm.
2. Call 9-911 to report the fire. Give the exact location of the fire.
3. Immediately notify one of the following:
  - ◊ A resident assistant or Resident Director
  - ◊ Campus Security 508-0107
  - ◊ Student Life Office 644-5140

◊ Campus Switchboard "0"

4. Follow the evacuation procedure described above.

#### **SEVERE WEATHER PROCEDURES**

A tornado WATCH means a tornado is possible in your area. A tornado WARNING means a tornado has been sighted and may be headed for your area. Go to safety immediately.

In the case of a severe weather or tornado WATCH, the residence staff will notify residents. In the case of an upgrade to a WARNING, the residence staff will evacuate the residents.

When a severe weather or tornado WARNING is issued, the residence staff evacuates the residents from the hall to the designated areas. The residents will be allowed to return to their rooms when the severe weather or tornado WARNING has been removed.

Stuart-Bennett residents should evacuate to the first floor hallways, men to the health center side and women to the administration building side. Apartment residents should evacuate to the ground floor apartments and secure themselves in the bathrooms of these apartments. Childs residents should evacuate to the basement lounge area. Mullinax residents should gather in the basement laundry and computer rooms.

Students refusing to evacuate the residence hall will be subject to disciplinary action.

#### **RESIDENCE HALL SECURITY AND SAFETY**

The university takes every reasonable precaution to ensure the safety and security of students. However, it is essential that students exercise sound judgment and decision making in keeping themselves and their fellow students safe and secure.

1. Exterior residence hall doors will be locked at designated night hours and will remain locked until the time designated.
2. Exterior doors are not to be propped open in any manner nor left open or unlocked in a manner that will breach the security of the building.
3. All students are issued a code for the main door into the residence hall.
4. Students are not to enter/exit residence halls through windows or fire escapes.
5. No articles are to be placed on exterior ledges, suspended outside windows, or left in hallways or stairwell. No items such as shoes, laundry baskets, duffel bags, furniture, sports equipment or bicycles are to be stored in stairwells or hallways.
6. Students are not permitted on the roof of any building at any time.
7. Articles or substances are not to be thrown from windows or doors.
8. All window screens must stay in place.
9. Rooms and apartments should be locked when they are unoccupied and when the residents are sleeping.
10. Students should immediately report any suspicious

persons or occurrences to the residence life staff.

11. Violation of residence hall safety and security policy may result in a fine, clean up and financial responsibility for damages to facilities or property.

#### **WEAPONS**

No weapons or firearms, neither functional nor decorative, are permitted in the Southern Wesleyan University residence halls or apartments. Items prohibited include, but are not limited to, all firearms, air guns, sling shots, knives, swords, spears and bows/arrows. Possession of a weapon or firearm may be grounds for immediate dismissal.

Pocketknives with a 3-inch or less blade are permitted.

#### **INSURANCE FOR PERSONAL PROPERTY**

The university assumes no responsibility for the personal property of students. Accordingly, the university does not provide insurance or any other financial protection for the personal property of students. It is strongly recommended that students obtain insurance protection against loss, damage or theft of personal property.

#### **QUIET HOURS IN RESIDENCE HALLS**

Excessive noise is not permitted at any time. Daily quiet hours are from 11 p.m. to 7 a.m. During this time residents should be able to study or sleep without disturbance.

Residents are expected to politely take the initiative in confronting sources of disturbance. If these efforts fail, the residence hall staff is available to intervene.

A simple rule-of-thumb for judging the appropriate volume of stereos, TVs, etc., is the "knock rule." Simply stated, if someone knocks on your door and you cannot hear it, your room/apartment is too loud. Headphones are encouraged for students who prefer high-volume entertainment. Use of electric guitars and keyboards and percussion instruments is inappropriate in the residences.

#### **SOUND EQUIPMENT, DVD Players, ETC.**

Students misusing sound equipment will be warned. Further misuse may result in removing the equipment from the residence. Typewriters, computers and printers should be used with discretion and regard for others. Students may operate television sets and DVD players in their rooms, provided they are used with discretion and regard for others.

Students may operate DVD players in their rooms providing the movies viewed are in accordance with the standards of the university. Personal integrity and Christian character should be considered when viewing takes place. X-rated and NC-17 movies are prohibited.

Students may not erect any exterior wires, aerials, signs, satellite dishes, etc.

#### **OVERNIGHT OFF-CAMPUS**

Resident students are expected to be in their assigned residence hall overnight. Students wishing to spend the night away from the residence hall are required to complete a proper sign-out form including telephone number, location and name of the person(s) being visited. Students are not permitted to sign out to residences of members of the opposite sex. Misuse of this privilege will result in

disciplinary action.

#### **OVERNIGHT GUESTS IN RESIDENCE HALLS**

Resident students may have guests of the same sex in the rooms overnight that are appropriately signed in with the RA or RD. A guest may stay on campus without charge for a maximum of three days per month after which a \$15 charge per day will be assessed. Guests staying in the residence hall or apartment must be registered with the Resident Director.

Resident students are responsible for the conduct and dress of their guests and are responsible to assure that residence life policies are followed. Failure to register a guest may result in disciplinary action including a fine of up to \$200.

#### **BABYSITTING**

Babysitting is not permitted in the residence halls.

#### **RESIDENCE HALL MEETINGS**

Because of the important information that is communicated and the hall activities and projects that are planned, attendance at all residence hall meetings is mandatory. Every effort will be made to announce these meetings 48 hours in advance. Failure to attend without prior approval of the RD or RA may result in disciplinary action.

#### **COMMERCIAL ENTERPRISE**

Commercial solicitation in the residence halls or apartments is prohibited.

Students may not use the residence halls or apartments for any commercial business or purpose.

#### **LOBBIES AND LOUNGES**

Public areas are the responsibility of the residents of the residence hall and are to be kept clean, neat and orderly at all times. Therefore, residents are expected to clean up after themselves before leaving the lobby area. Individual floor lounges are off limits to members of the opposite sex except during specified visitations times. Students should refrain from inappropriate public displays of affection that would make others feel uncomfortable.

By interpretation of copyright laws, it is unlawful for showing of copyrighted films in publicly accessed residence hall lobbies and lounges. Therefore, the RD must grant permission before a DVD player is used with a lobby or lounge TV. Southern Wesleyan University-sponsored movies as activities are licensed through special rental agreements for public viewing.

#### **FOOD PREPARATION**

Electric coffee makers, corn poppers, compact refrigerators (drawing 2 amps or less) and microwave ovens (1 cubic foot or less) are permitted. Heating and cooking appliances such as toasters, frying pans, sandwich grills, hot plates, waffle irons, George Foreman-type grills, etc., are prohibited. All food should be kept in airtight containers. Community refrigerators and microwave ovens are available on each floor except first floor of Stuart-Bennett.

#### **VISITATION**

Residence hall visitation provides resident students the opportunity for informal interaction and interpersonal growth within the context of the residence hall atmosphere.

Additionally, visitations are social events that can provide students the opportunity to meet other students within a group context.

As always, but particularly during open hours, it is expected that students conduct themselves with discretion and a respect for the rights of others. In addition, students will be expected to be responsible for the behavior of their guests. Students must be careful to maintain a biblical standard of morality and be sensitive to community standards of good taste and decency.

Violations of visitation guidelines will result in disciplinary action that, depending on the circumstances, may include monetary fines, social probation, and reassignment of residence. Guests who are not Southern Wesleyan University students must check-in with the RD or RA on duty and are required to leave the residence halls by midnight.

Stuart-Bennett, Childs and Mullinax Halls will host visitation 7-11 p.m. seven days a week. The university reserves the right to alter the visitation hours of the residence halls as deemed necessary.

Visitation times are not intended to provide complete privacy. Therefore, in order to maintain a suitable environment during visitation hours in Stuart-Bennett, Mullinax Hall and Childs Hall, the following regulations apply:

1. All visitors, other than Southern Wesleyan University students, must register in the lobby with the residence life staff.
2. Such visitors must be escorted by their host at all times.
3. Lights should remain on at all times while guests are in the room.
4. Inappropriate displays of affection are not permitted.
5. Excessive noise is not permitted.

#### SCHOOL BREAKS

All residence halls and the apartments are closed during the fall, Christmas, spring and summer breaks. There is no food service during the following breaks: fall, Thanksgiving, Christmas, spring, Easter and summer.

Students are responsible for arranging their own housing when the residential facilities are closed.

#### FRESHMEN IN RESIDENCE HALL

In order to assist freshmen in their transition to university life, Southern Wesleyan requires that freshmen abide by a curfew, regardless of their hall assignment. The purposes of curfew for freshmen follow:

- Curfew creates a reasonable time for freshmen to be in the residence hall and enhances the sense of community among freshmen.
- It provides some accountability for students as they learn time management, a skill that is essential for their success as students.

For safety and security reasons, the residence halls are locked at curfew. Curfew violations result in disciplinary sanctions including monetary fines and loss of privileges for repeated offenses.

- During fall semester, freshmen are to be in the residence hall by midnight Sunday through Thursday and by 1 a.m. on Friday and Saturday.
- During spring semester, freshmen are to be in the residence hall by 1 a.m. Sunday through Thursday and by 2 a.m. on Friday and Saturday.
- Freshman may not exit the residence hall after curfew without permission from the RD.
- The RD must be notified immediately of emergencies and other extenuating circumstances that prevent freshmen from returning to the residence hall by curfew.

#### APARTMENT COMPLEX POLICIES (APPLY TO ALL APARTMENT RESIDENTS)

Apartment living on SWU's campus offers a greater degree of freedom; we recognize that this freedom should also come with greater responsibility. Living in the apartments is a privilege, not a right, and should foster an experience that complements the spiritual, social and academic mission of the University to challenge "students to be dedicated scholars and servant-leaders who impact the world for Christ." The Housing Office works with Residence Life through the Student Life Office to determine who is eligible to live in the apartments.

#### ELIGIBILITY

To be eligible for apartment living, students must meet the following criteria:

1. A minimum cumulative grade point average of 2.25.
2. Social record – upon application, an applicant cannot be on social warning or social probation; during the year one cannot enter social probation (case by case evaluation). A student who becomes ineligible during a semester will be reassigned to a residence hall for the remainder of the semester. [Since living in the apartments is a contractual agreement, a student who becomes ineligible to live in the apartments during a semester will pay the apartment cost for the remainder of the semester.]
3. A minimum of 28 hours must be completed prior to living in the apartments [a student could have less when applying in the spring for the fall semester].
4. Must not be on chapel probation and must be on schedule to meet the chapel requirements for the current semester.
5. Each applicant must have lived at least one semester in a residence hall prior to living in the apartments. Students who have attended SWU as a commuter may apply for an exception to this policy.

Each spring, students must file an eligibility application with the Office of Student Life. The Office of Student Life may make exceptions to the eligibility criteria if extenuating circumstances warrant an exception. The Housing Office assigns the apartments through the housing process.

## FURNITURE

The university provides the following furnishings to the apartments. All other furnishings and supplies are the responsibility of the residents.

### Common Area

Stove  
Refrigerator  
Microwave  
Upholstered sofa/chair set  
End table  
Coffee table  
Lamp  
Four bar stools for breakfast bar

### Bedrooms

Hook and lock adjustable bed w/mattress  
Oak desk  
Oak chair  
Oak dresser  
Oak bookshelf  
Cable television  
Phone/Internet access  
Central air and heat  
Small appliances, such as televisions, residence hall-sized refrigerators and irons are permitted. However, space heaters and hot plates present fire hazards and are not permitted. Additional microwaves are prohibited because one is furnished with the apartment.  
Existing furniture or fixtures may not be removed from the apartment. Missing or damaged furniture will be charged to the residents.  
Student-owned furniture must be removed upon vacating the apartment.  
No personal grills are allowed on the premises.  
Outdoor cooking may only take place in designated locations.  
Outdoor furnishings are not permitted on the stairwell landings or apartment grounds.  
Nothing is to be stored, hung or placed on the stairwell railings or landings. Items left may be confiscated and disciplinary action taken.

### **TRASH DISPOSAL**

All trash is to be contained in plastic garbage bags and placed in the designated dumpster. Residents are responsible for the purchase of trash bags. Leaving trash outside one's apartment is not permitted and will result in disciplinary action.

### **CLEANING SUPPLIES**

Students are responsible for keeping their apartments clean. The university does not provide cleaning supplies or vacuum cleaners.

### **APARTMENT COMPLEX VISITATION**

Visitation provides resident students the opportunity for informal interaction and interpersonal growth within the context of the residence hall atmosphere. Additionally, visitations are social events that can provide students the opportunity to meet other students within a group context. As always, but particularly during open hours, it is expected that students conduct themselves with discretion and a respect for the rights of others. In addition, students will be expected to be responsible for the behavior of their guests.

Students must be careful to maintain a biblical standard of morality and be sensitive to community standards of good taste and decency.

Visitors are allowed in the common area of each apartment from 5 p.m. to midnight Monday through Friday and from noon to midnight on Saturday and Sunday.

Bedrooms are off limits to any member of the opposite sex at all times.

Disciplinary sanctions for visitation violations include monetary fines, social probation, and reassignment to a residence hall; especially grievous or repeated violations may result in suspension or dismissal.

### **APPENDIX A**

#### **ALCOHOL AND DRUG-FREE CAMPUS POSITION AND POLICY**

From its founding, Southern Wesleyan University has affirmed the position of The Wesleyan Church opposing the use of alcoholic beverages and illegal drugs. The following includes material already in the employee and student handbooks including information on health risks, civil and criminal laws, and counseling programs. This information has been prepared for the total university family, in response to the federal law on Drug-Free Schools and Communities (Public Law 101—226) and Southern Wesleyan University's desire to educate her community.

#### **STANDARDS OF CONDUCT**

Students and employees of Southern Wesleyan University are expected to refrain from possession, use, or distribution of alcohol, illegal drugs, or tobacco unless prescribed by a licensed physician. This standard is expected regardless of age of the employee or student. This expectation is clearly stated in both the handbook for employees and the handbook for students and implies total abstinence as an indication of one's responsibility to God, to others, to self, and to the university. The possession, use, or distribution of alcohol and illegal drugs will result in University sanctions, up to and including dismissal.

#### **SOUTH CAROLINA STATUTES REGARDING ALCOHOL AND DRUG USE**

**SECTION 61-6-4070. Transfer to person under the age of twenty-one years.**

It is unlawful for a person to transfer or give to a person

under the age of twenty-one years for the purpose of consumption alcoholic liquors at any place in South Carolina. A person who violates this section is guilty of a misdemeanor and, upon conviction, must be fined not more than three hundred dollars or imprisoned not more than thirty days. A person found guilty of a violation of Section 61-4-90 and this section may not be sentenced under both sections for the same offense.

**SECTION 61-4-90. Transfer of beer or wine for underage person's consumption.**

It is unlawful for a person to transfer or give to a person under the age of twenty-one years for the purpose of consumption beer or wine at any place in the South Carolina. A person who violates this section is guilty of a misdemeanor and, upon conviction, must be fined not less than two hundred dollars or imprisoned not more than thirty days. A person found guilty of a violation of Section 61-6-4070 and this section may not be sentenced under both sections for the same offense.

**SECTION 44-53-370. Prohibited acts A; penalties.**

A. Except as authorized by this article it will be unlawful for any person:

1. to manufacture, distribute, dispense, deliver, purchase, or aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase, or possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance or a controlled substance analogue.
2. to create, distribute, dispense, deliver, or purchase, or aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase, or possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance.

**SECTION 44-53-391. Unlawful to advertise for sale, manufacture, possess, sell or deliver, or to possess with intent to sell or deliver, paraphernalia.**

A. It will be unlawful for any person to advertise for sale, manufacture, possess, sell or deliver, or to possess with the intent to deliver, or sell paraphernalia.

B. In determining whether an object is paraphernalia, a court or other authority will consider, in addition to all other logically relevant factors, the following:

1. Statements by an owner or by anyone in control of the object concerning its use;
2. The proximity of the object to controlled substances;
3. The existence of any residue of controlled substances on the object;
4. Direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object, to deliver it to persons whom he knows, or should reasonably know, intend to use the object to facilitate a violation of law; the innocence of an owner, or of anyone in control of the object, as to a direct violation of law will not prevent a finding that the object is intended for use, or designed for use as drug paraphernalia;

5. Instructions, oral or written, provided with the object concerning its use;

6. Descriptive materials accompanying the object which explain or depict its use;

7. National and local advertising concerning its use;

8. The manner in which the object is displayed for sale;

9. Whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products;

10. Direct or circumstantial evidence of the ratio of sales of the object to the total sales of the business enterprise;

11. The existence and scope of legitimate uses for the object in the community;

12. Expert testimony concerning its use.

C. Any person found guilty of violating the provisions of this section will be subject to a civil fine of not more than five hundred dollars except that a corporation will be subject to a civil fine of not more than fifty thousand dollars. Imposition of such fine will not give rise to any disability or legal disadvantage based on conviction for a criminal offense.

“Paraphernalia” (Section 44-53-110) means any instrument, device, article, or contrivance used, designed for use, or intended for use in ingesting, smoking, administering, or preparing marijuana, hashish, hashish oil, or cocaine and will not include cigarette papers and tobacco pipes but will include but not be limited to:

1. Metal, wooden, acrylic, glass, stone, plastic, or ceramic marijuana or hashish pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls

2. Water pipes designed for use or intended for use with marijuana, hashish, hashish oil, or cocaine

3. Carburetion tubes and devices

4. Smoking and carburetion masks

5. Roach clips

6. Separation gins designed for use or intended for use in cleaning marijuana

7. Cocaine spoons and vials

8. Chamber pipes, carburetor pipes, electric pipes, air-driven pipes

9. Chilams

10. Bongs

11. Ice pipes or chillers

**APPENDIX B**

**HEALTH RISKS**

The health risks of alcohol and drug use vary greatly from person to person, depending upon the substance used and the health of the user. Alcohol consumption causes a number of marked changes in behavior. Even low doses can significantly impair the judgment and coordination of an individual. The use of alcohol, even in a single evening, increases an individual's risk for accidents, DUI,

victimization, and violence. Additionally, excessive amounts of alcohol, even on an infrequent basis, can cause marked impairments of an individual's higher mental functions, inducing blackouts and impairing the ability to learn. An overdose of alcohol will depress the central nervous system, producing alcohol poisoning and possibly death.

Alcohol and other drugs also bring with them both short-term and long-term negative effects. Listed below are some of the health effects of on-going drug or alcohol use.

**Alcohol:**

Cirrhosis of the liver; nervous and mental disorders; brain damage; gastro-intestinal disorders; heart disease; increased chance of cancer;

**Marijuana:**

Adversely affects lungs, heart and reproductive system temporary loss of fertility; changes in central nervous system resulting in impaired speech, comprehension, memory and sleep.

**Cocaine/Crack:**

Psychosis; depression; heart attacks; strokes convulsions; death

**Depressants:**

Brain, liver and kidney damage; mental confusion; memory distortion, withdrawal

**Hallucinogens:**

Convulsions; heart and lung failure; ruptured blood vessels in the brain; suicidal tendencies; psychosis; memory disturbances; panic/anxiety speech problems

**Inhalants:**

Lung and kidney damage; brain damage; bone marrow damage

**Narcotics:**

Infections of the heart lining and valves; skin abscesses; congested lungs; mental deterioration; constipation

**Stimulants:**

Psychosis; depression; heart attacks; convulsions; insomnia Additional health risks resulting from the use of drugs and alcohol include related accidents, increased susceptibility to diseases, (including HIV), overdose and withdrawal.

**ELIGIBILITY FOR FEDERAL FINANCIAL AID**

Students who are convicted for the possession or distribution of illegal drugs jeopardize their ability to receive federal financial aid for which they might otherwise be eligible.

**APPENDIX C**

**POLICY AGAINST HARASSMENT OF THE DISABLED PHILOSOPHY**

Southern Wesleyan University endeavors to create an environment in which all members of the community are treated with the dignity and respect inherent in their position as creatures made in the image of God. Not only is disabilities harassment a violation of federal law; it is contrary to principles of Christian conduct. Consequently, it is the policy of Southern Wesleyan University that

harassment of individuals with disabilities is unacceptable behavior and will not be tolerated. Any form of harassment is absolutely prohibited.

**DEFINITION**

Disability harassment is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

**GRIEVANCE PROCEDURE**

Complaints of disabilities harassment will be dealt with promptly, according to the following procedures. All complaints will need to be registered in writing, signed, and agreed to by the complainant. A student having a complaint should inform either the coordinator of services for the disabled or the vice president for student life. After securing from the student a written request for investigation, this employee will investigate the complaint and recommend appropriate action (if any is needed). The investigation will be concluded and any redress recommended within ten working days of receipt of the written request.

If the process is delayed beyond ten working days or if the student disagrees with the response, the student may appeal to the Student Life Council. The appeal must be in writing and must be made within ten working days of the student's being notified of the initial determination. The Student Life Council will investigate the complaint and response and make a determination within ten working days of receipt of the written appeal.

Upon notification of the decision of the Student Life Council, the student may ask for consideration by the president of the university. Again, the request must be in writing and must be made within ten days of receiving the council's decision. The decision of the president is final.

**APPENDIX D**

**POLICY ON STUDENT COMPLAINTS  
POLICY STATEMENT**

From time to time students enrolled at Southern Wesleyan University may desire to forward a complaint with respect to the administration of university policy, procedures, promised benefits, or requirements by an agent or agents of the university. When such complaints have occurred and a student raises the issue and asks for some form of redress in writing (either electronic or hard-copy) from an employee of the university, the university will make efforts to investigate, and if warranted, to resolve the complaint within established procedures. Additionally, university staff will ensure that the following steps are taken. Log the complaint in one of three appropriate offices

depending on the nature of the complaint.  
Maintain written records of the complaint and all responses made by the university with respect to the complaint.  
Be prepared at any time to provide documentation related to complaints to regulators and accrediting bodies with a legitimate right to access of those records.

#### ENTITIES AFFECTED BY THE POLICY

All university academic and administrative units are responsible to investigate and respond to student complaints. They must also forward written correspondence that meets the definition of a student complaint to the appropriate office where such complaints are filed. In addition, all actions taken in response to the complaint are to be documented and archived with the original complaint.

#### POLICY BACKGROUND

The Principles of Accreditation: Foundations for Quality Enhancement published by SACS requires the following within the section titled “Federal Requirements” (4.5). The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints.  
Essential to the university’s ability to “demonstrate” the proper application of procedure is archiving appropriate documentation. This policy is established to address that requirement.

#### POLICY PROCEDURES

When a student complaint is received in writing by an employee of the university, he or she will contact the appropriate supervisor responsible for the matter of concern. That supervisor will either investigate the matter or assign the complaint to another, more appropriate party, for investigation.

Normally, within ten (10) working days, a written response will be sent to the student by the assigned investigator addressing one of two things:

Indicating to the student that, upon investigation, no policy violation, injustice, threat, or inappropriate action on the part of the university was identified and clarifying any perceived misunderstanding. Or . . .

Indicating to the student the nature of the problem uncovered by the investigation and the steps the institution will take to remedy that problem.

If the student is not satisfied with the response and other methods of appeal are not stipulated by policy, within ten working days he or she may appeal to the member of the president’s cabinet most responsible for the area of concern. The cabinet member’s decision is final.

If the complaint directly relates to the actions of a member of the president’s cabinet, the president will direct the

investigation and render a decision. If the complaint refers to the university president, the student shall address the written concern to the chairman of the Board of Trustees for investigation.

Three offices will be responsible for logging and archiving documentation related to student complaints.

#### Provost’s Office

Responsible for student complaints that relate to issues of academic policy or procedure, or any perceived injustice or misrepresentation related to instruction or evaluation. These complaints might relate to such things as grading issues, failure to follow the written syllabus, penalties related to academic dishonesty, faculty bias or behavior, transfer credit problems, advising issues, library matters, etc.

#### Student Life Office

Responsible for student complaints that relate to issues of athletics, counseling, health services, career services, residence life, commuter concerns, security, spiritual life, student life policy or perceptions of threat or prejudice outside the classroom or from other students.

#### President’s Office

Responsible for student complaints that relate to the university in general and are not closely associated with either the academic program or student life. This office would also archive complaints related to enrollment, Human Resources, Development, buildings & grounds, dining service, financial aid, and business office functions and policies.

When a written student complaint is received by a university employee a copy of the complaint is to be forwarded to the appropriate office as described above. The administrative assistant in that office will then log the complaint and the date received in a student complaint log. The document will then be filed.

As various offices and individuals are involved in addressing the student complaint, actions taken are to be documented and correspondence is to be kept. Once university activity related to the complaint has been concluded, all documentation will be sent to the office in which the complaint has been filed. Documentation and copies of correspondence will be filed with the original complaint.

The administrative assistant in the appropriate office will be tasked with ensuring that documentation, correspondence, and statement of resolution are collected and filed. Follow-up with appropriate parties may be necessary to ensure compliance with this policy.

Record of complaints and their documentation will be kept for no less than five years.

**DEFINITIONS**

- |                   |  |
|-------------------|--|
| Student Complaint | <p>An expressed concern that meets the following criteria:</p> <ul style="list-style-type: none"> <li>● Is from a student as defined below.</li> <li>● Is in writing either in electronic form or hard copy and is sent to an employee of the university. (Complaints not received in writing may be logged at the discretion of the employee.)</li> <li>● Relates to a perception of injustice, threat, or failure to act in accordance with a real or implied commitment on the part of the institution or its agents.</li> <li>● Is NOT a part of a defined appeals process in matters related to grades, academic policy, or student discipline.</li> <li>● Is related to an area or issue under SWU’s control.</li> </ul> |
|-------------------|--|

Student	An individual who is or has been enrolled in a SWU course or is applying for admission to the institution.
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**RESPONSIBILITIES**

- |                     |   |
|---------------------|---|
| Provost             | Responsible for ensuring that documentation related to complaints in the academic area is filed and in good order.                                |
| VP for Student Life | Responsible for ensuring that documentation related to complaints in the student life area is filed and in good order.                            |
| President           | Responsible for ensuring that documentation related to complaints outside of the areas of academics and student life are filed and in good order. |
| Cabinet             | Responsible for any changes to this policy.   |

**APPENDIX E  
POLICY AGAINST GENDER DISCRIMINATION**

**PHILOSOPHY**

Southern Wesleyan University endeavors to create an environment in which all members of the community are treated with the dignity and respect inherent in their position as creatures made in the image of God. Not only is gender discrimination a violation of federal law; it is contrary to principles of Christian conduct. Consequently, it is the policy of Southern Wesleyan University that discrimination against individuals on the basis of gender is unacceptable behavior and will not be tolerated.

**DEFINITION**

Gender discrimination is defined as unequal treatment of a student based on gender that limits a student’s participation in or receipt of benefits, services, or opportunities in the institution’s programs and/or activities.

**TITLE IX COORDINATOR:**

The Title IX Coordinator for Southern Wesleyan University is the Associate Vice President for Student Life, Dr. Justin Carter. His campus phone number is 864-644-5144. The Coordinator receives the complaint from the student and assists the student in understanding the process.

**GRIEVANCE PROCEDURE**

Complaints of gender discrimination will be dealt with promptly, according to the following procedures. All complaints will need to be registered in writing, signed, and agreed to by the complainant. A student having a complaint should inform the Title IX Coordinator who will submit the complaint to the vice president for student life. After securing from the student a written request for investigation, the vice president for student life will investigate the complaint and recommend appropriate action (if any is needed). The investigation will be concluded and any redress recommended within ten working days of receipt of the written request. If the process is delayed beyond ten working days or if the student disagrees with the response, the student may appeal to the Student Life Council. The appeal must be in writing and must be made within ten working days of the student being notified of the initial determination. The Student Life Council will investigate the complaint and response and make a determination within ten working days of receipt of the written appeal. Upon notification of the decision of the Student Life Council, the student may ask for consideration by the president of the university. Again, the request must be in writing and must be made within ten days of receiving the council’s decision. The decision of the president is final.

**APPENDIX F**

**MISSING STUDENT POLICY AND PROCEDURE**

Southern Wesleyan University takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating SWU students living in Southern Wesleyan owned on-campus housing who, based on the facts and circumstances known to Southern Wesleyan, the University has determined to be missing.

- At the beginning of each academic year, Southern Wesleyan will inform students residing in on-campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:
  - Resident students are given the option to identify an individual to be contacted by SWU not later than 24 hours after the time the student has been determined to be missing. Students register this confidential contact information while checking into the residence hall. This confidential information will be filed in the Office of Student Life.
  - If the student is under 18 years of age, and not an emancipated individual, Southern Wesleyan is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
  - SWU will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
  - If Southern Wesleyan Security has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, SWU will initiate the emergency contact procedures in accordance with the student's designation.
  
- The University will adhere to the following notification procedure for a missing student who resides in on-campus housing:
  - Once the University receives a missing student report via the Student Life Office, University Security, Office of Residence Life or other source, the following offices will be notified:
    - Southern Wesleyan Security
    - Vice President for Student Life
    - Director of Residence Life
    - Registrar
    - President
  - Any official missing person report relating to this student shall be referred immediately to Security.
  - If University Security, after investigating the official report, determines the student has been missing for more than 24 hours, Southern Wesleyan will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.
  
- Upon notification from any entity that any student may be missing, SWU may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
  - Through the Residence Life Office, the Resident Assistant may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
  - Security may search on campus public locations to find the student (library, cafeteria, etc.).
  - Security may issue an ID picture to assist in identifying the missing student.
  - The Student Life Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
  - Student Life or academic departments may be contacted to seek information on last sighting or other contact information.
  - The Student Life Office may contact faculty about class attendance or the chaplain's office about chapel attendance.
  - The Student Life office may check the post office for any mailbox activity.
  - Security may access card access logs to determine last use of the ID card and track the card for future uses.
  - Security may access vehicle registration information for vehicle location and distribution to authorities.
  - IT may be asked to look up email logs for last login and use of the SWU email system.
  - If there is any indication of foul play, the local police department will immediately be contacted for assistance.

## SOUTHERN WESLEYAN UNIVERSITY SAFETY AND SECURITY PLAN

### PURPOSE

The Southern Wesleyan University Safety and Security Plan has been developed to provide guidelines and procedures related to general campus safety, security, and emergency procedures.

Although the guidelines do not exhaust every conceivable safety and security situation, it will provide basic procedures sufficient to respond to most campus emergency situations.

The university policies and procedures indicated by the Safety and Security Plan are expected to be communicated to all appropriate parties through posted signs, policy handbooks, emergency procedures, training and, if appropriate, through practice drills. University emergency operations will be conducted within the general framework of these guidelines and procedures. All administrators or those in authority to make emergency decisions are expected to follow the procedures indicated in the plan. Any exceptions to the Safety and Security Plan, other than those made in extreme conditions when rapid decisions are

required to protect the safety of persons or facilities, will be made only with the approval of the Emergency Response Team.

All safety and security policy must be reviewed by each department annually with any procedural or policy changes submitted to the Emergency Response Team for consideration and approval. All changes in the Safety and Security Plan will be communicated to the university through policy handbooks and memorandum.

#### **DECLARATION OF CAMPUS STATE OF EMERGENCY**

In the event that an emergency affecting the campus reaches proportions that cannot be managed utilizing routine procedures, the President or his designee may declare a state of emergency. At that time the Emergency Response Team will be immediately activated and will become the command agency for all university responses both internal and external.

There are three general emergencies that may result in the activation of a state of emergency. These are: large-scale natural or man-made disasters such as fire, explosion or weather related catastrophes; major civil disruption or demonstrations; significant breach in campus security; and dangers or threats presented by hostile intruders.

In the event of a natural or man-made disaster that causes major structural damage and presents a threat to occupants, steps should be taken to immediately evacuate the building according to emergency procedures established for this purpose. Emergency officials should be notified immediately and the building should be cleared and secured. In situations involving electricity, natural gas or hazardous materials, appropriate utility representatives should be contacted.

In the case that a state of emergency is declared, faculty, staff and students should follow the direction provided by the Emergency Response Team and should be communicated through supervisors, resident directors or other personnel

#### **INCLEMENT WEATHER – UNIVERSITY CLOSING**

In the event that inclement weather occurs, the president of Southern Wesleyan University—in consultation with the provost, the vice president for finance, and the vice president for student life—will determine whether the offices and academic programs of the university will open on schedule, will delay opening or will be closed.

This decision will be made by 6:00 a.m., and announcements regarding adjustments to normal working hours will be broadcast over local radio and television stations, including television stations WYFF Greenville, WSPA Spartanburg and WLOS Asheville; and radio stations WLFJ (89.3), WFBC (93.7), WBFM (98.1) and WRAF (90.9). The university will observe normal working hours, and employees should report as scheduled if no emergency announcement is issued to the contrary. To access Southern Wesleyan University's inclement weather number call, (864) 644-5998.

Because it is important to keep telephone lines clear during

these situations, employees are urged to listen to the designated stations for announcements and to refrain from calling the university switchboard or administrators. Because weather conditions vary widely over the Southern Wesleyan University area, students and employees are expected to exercise good judgment in driving to campus regardless of whether the university is closed or the schedule is postponed. If the university is open and the employee determines that it is unsafe to travel, the immediate supervisor should be notified as soon as possible.

#### **EMERGENCY MEDIA RELATIONS**

In the event that a campus emergency requires media contact and public response, the following general guidelines will be implemented:

1. The authorized spokesperson for the university will be the university president or the director of communications.
2. Only factual information is to be released; no speculation or personal opinion will be provided or offered.
3. All requests for information from external media sources should be referred to the president or the director of communications.
4. All calls from the news media will be referred to the President or in the case of a declared emergency, to the university Emergency Command Center.
5. All media release information in regards to police involvement or investigation must be cleared by police first. (i.e. investigation information, notification of family in the event of death or injury.)

#### **CAMPUS LOCK DOWN**

In the event of a clear and immediate danger reported in the surrounding community, the following procedures will be followed:

1. The Emergency Response Team will meet immediately to assess the information available.
2. If it seems appropriate to keep students on campus, all staff and students will be notified that they are to remain in their current location until the proper authorities give an all clear.

#### **BUILDING EVACUATION**

In the event of a building evacuation, the following procedures will be followed:

1. All occupants of the building will immediately leave the building when the evacuation alarm is sounded.
2. Walk to the nearest exit; do not run. Alert others to do the same. Do not use elevators.
3. Assist the handicapped or injured in exiting the building while asking them of their preferred method of moving and/or assisting them.
4. Pound on doors as you leave the building and alert occupants of evacuation.
5. Once outside the building proceed to the designated safe areas at least 500 feet away from the affected building. Keep street, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

6. Remain in the safe area with the other occupants until university officials can account for all students and personnel from the affected building.
7. Do not reenter the affected building when alarms are silenced. Wait outside until the “all clear” signal is given by a university official. There is always the possibility that alarms may be silenced by electrical failure and danger may still exist within the building.
8. All persons evacuated will remain in the safe area unless relocated to another building or designated safe area.

#### **CAMPUS EVACUATION**

In the event of an emergency that requires the evacuation of the university campus, the following procedures will apply:

1. All campus personnel should be directed to move to the designated safe areas within each building. If the safe area designated for a specific building is in danger, then the occupants should evacuate the building to the closest designated safe area.
2. If the campus is to be evacuated, personnel and students will be informed of the evacuation plan by an authority in each safe area. Persons will remain in the designated safe area until instructions are provided. If occupants are instructed to move to an evacuation site they should respond only to the directions of the Emergency Response Team and other emergency personnel (police, EMT’s, firefighters, etc.).
3. If the campus evacuation is to be by vehicle, university emergency personnel will activate all university vans to assist with the evacuation process. University or designated emergency vehicles will load persons from the designated safe areas in each building. Persons should not leave the safe areas unless instructed to do so by emergency personnel.
4. If the campus is evacuated, drivers of emergency transit vehicles will be informed of the designated location of an emergency shelter for relocation of all university personnel. Once relocated, university personnel and students should stay with their groups and not leave the area.
5. Personnel and students will not be permitted to return to the campus until instructed to do so by the Emergency Response Team or other authorities.

#### **NUCLEAR EMERGENCY**

In the event of a nuclear emergency involving the Duke Energy Oconee Nuclear Station, the university will be notified of such an emergency through a warning radio located in the Business Office. Because the university is beyond the ten-(10) mile radius of the nuclear station, the immediate threat will not be such that appropriate action cannot be taken.

If the university is notified of a nuclear emergency, the procedures for the evacuation of buildings to designated safe areas will apply. Persons should remain in the designated safe area until authorized to leave by emergency personnel. If contamination is present persons will be instructed regarding the appropriate procedures by the

community emergency authority designated for such purposes.

#### **UTILITY OR BUILDING SYSTEMS FAILURE**

In the event of a utility failure or failure to a building mechanical system, the following basic steps should be taken.

##### **ELECTRICAL**

In the event of a major power failure occurring during the regular work-week, notify maintenance personnel immediately. At other times if a non-emergency situation occurs, the electric utility should be contacted. If an emergency situation such as fire or smoke occurs, 9-911 should be called and the building should be evacuated.

##### **PLUMBING**

Disconnect any electrical appliances in immediate area and notify building supervisor, resident director, campus security and maintenance. In cases of significant plumbing failure, notify maintenance personnel immediately.

##### **GAS LEAK**

Cease all operations and leave area. Do not switch on lights, electrical equipment and douse open flames. Notify building supervisor, resident director and maintenance immediately then vacate area. In an emergency notify 9-911 and gas utility emergency services.

##### **STEAM LINE FAILURE**

Notify maintenance personnel. If necessary, vacate area and building until the problem is resolved.

##### **VENTILATION**

If odors such as smoke or burning materials such as plastic should come from ventilation systems, immediately notify building supervisor, resident director and maintenance. Cease all operations and evacuate the affected area.

##### **EMERGENCY CONTACT NUMBERS**

Duke Energy (864) 654-7128

Fort Hill Natural Gas Authority - (864) 882-8126

##### **VIOLENT OR CRIMINAL BEHAVIOR**

University security services are intended to provide assistance in cases of threat to personal safety. All campus personnel and students should review the procedures for contacting university security personnel or, if necessary, community law enforcement officials.

All campus personnel and students are encouraged to assist in making the campus a safe and secure place for all. Any suspicious persons, actions or situations should be promptly reported to an administrator or campus security officer.

If you are a victim of violence or an attack, contact law enforcement (9-911) and university officials immediately.

Do not place yourself at greater or unnecessary risk.

If you witness a crime, a threat to kill or harm or other suspicious activity, report the incident as quickly as possible. In the report, include the nature of the incident, time, location, descriptions of persons involved, description of the sequence of events, and descriptions of any vehicles involved including license numbers. If you are on site when law enforcement arrives, help them by providing all information you may have to assist them in their work.

Should there be weapons involved, do not take any risks to yourself or others. Should gunfire or explosives discharge on campus, you should immediately take cover using all methods of concealment. Do not leave cover until the area is cleared and is safe.

If you are taken hostage, avoid drastic actions. Be alert and stay alive. Do not speak unless spoken to and avoid appearing hostile or agitated. Treat the captor with respect. Try to rest and avoid speculation. Comply with instructions as best as you can. Avoid arguments and be prepared to move to cover and safety if law enforcement takes action.

#### **BOMB THREATS**

If you observe a suspicious object, package, book bag or potential bomb on campus, do not handle or move the object. Clear the area and notify university and law enforcement officials immediately. If you receive a bomb threat by telephone, listen carefully for all details and instructions by the perpetrator. Try to keep the caller on the line as long as possible to provide enforcement officers with an opportunity to trace the caller's location. Pay special attention to the time of the call, age and sex of caller, speech patterns, emotional state and any background noises.

Call 9-911 immediately. Then security officers or university officials should be notified. The building should be evacuated immediately. Do not allow anyone to approach or touch the suspicious package or suspected bomb during the evacuation process. Do not use electronic devices in the area.

Evacuation routes should be as far from the suspected bomb as possible.

#### **MEDICAL AND**

#### **FIRST AID PROCEDURES**

The campus nurse may be contacted for injuries or illness. The campus nurse may be contacted by telephone at the emergency numbers posted in each building.

If serious emergency injury or illness occurs on campus, contact 9-911 then contact a university official.

The procedures will be as follows:

1. Have someone call 9-911 then contact an appropriate university official.
2. Give your name, address, location and nature of the emergency.
3. Keep the victim still and comfortable. Do not move the victim.
4. Ask the victim, "What is wrong?" or "Where do you hurt?" or "Are you okay?"
5. Check breathing and give artificial respiration if necessary.
6. Control serious bleeding by direct pressure on the wound. Use infection control techniques such as gloves, etc. as much as possible.
7. Continue to assist the victim until medical help arrives.
8. When medical assistance arrives, give them all information you have about the victim.

#### **SUICIDE**

##### **I. Policy For Response To Suicide Threats (Where No Actual Attempt Has Occurred)**

Any individual who has expressed suicidal feelings, will be reported to Carol Sinnamon, Director of Counseling. No medical care should be indicated unless it is determined that, for the student's physical well being, hospitalization is necessary. Carol Sinnamon, or another counselor from the SWU Counseling Center will evaluate the student to determine the need for psychiatric consultation or for the student to return home. A decision regarding notification of parents will be made at that time as well.

##### **II. Suicide Attempts**

1. When a student or staff member discovers that someone has attempted suicide, or engaged in self-destructive behavior

##### **A. FIRST RESPONSE**

1. Call 911 (9-911 from campus telephones).
2. TOUCH NOTHING. Follow the instructions of the 911 operator.
3. SECURE the area.
4. Establish an outside perimeter placing a staff member in charge.
5. NO ONE is to enter the area.
6. STAFF is to limit all access to and from the outside perimeter area.

##### **B. SECOND RESPONSE**

A. Contact the Vice President of Student Life who in turn will contact other officials listed.

1. Vice President for Student Life

Joe Brockinton  
Office Ext. 5142  
Cell 650.7609  
Home 650.7609

2. Director of Counseling and Health Services

Carol Sinnamon  
Office Ext. 5133  
Home 639-6158

3. Director of Residence Life  
Phil Pranger  
Home 644-6509

4. University Chaplain  
Ken Dill  
Office Ext. 5431  
Home 639-1610

5. University President

Todd Voss  
Office Ext. 5011  
Home 639-1522

6. University Nurse

Lori Herron  
Office Ext. 5139  
Home 868-2866  
Cell 508-0901

##### **C. THIRD RESPONSE**

1. Students are to remain in rooms until instructed otherwise placing a staff member in charge.
2. Students will be debriefed later under the Crisis Counseling Disaster Management Protocol.
3. Students should be requested NOT to make any phone calls at this time until parents and/or guardians have been notified by university officials.
4. Next, the student's parents will be informed of the attempt by the director of counseling, Carol Sinnamon and the chaplain of the university, Ken Dill unless the student has specifically directed otherwise or there is a known evaluated circumstance that strongly argue against doing so. They will attempt to talk to the student before contacting the student's parents. If the student is not hospitalized, the decision to involve the parents will be made after consultation with the student, the RA, the RD, the counselor, and other concerned parties.

#### **CHEMICAL SPILL**

Any spillage of a hazardous chemical should be reported immediately to the Maintenance Department or other university official.

Provide the nature of the spill, the materials involved and the location of the spill.

The Maintenance Department or university official will contact the appropriate emergency agency to assist with the chemical emergency.

The key person on site should take steps to vacate the affected area at once and seal it off to prevent further contamination of other persons or areas.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the area and wait for emergency personnel to arrive.

Anyone contaminated by the spill should take immediate steps to follow emergency procedures regarding eyewash or emergency shower procedures.

Specialized first aid or clean up should be initiated only under the supervision of trained personnel or authorities.

#### **TORNADO PROCEDURES**

*(See also Campus Shelter Areas)*

Southern Wesleyan University is alerted to severe weather conditions by local police, radio, television, and emergency weather radio. Weather alert radios will be placed in the following locations:

University Business Office

Resident Director - Stuart Bennett

Resident Director - Apartments

Student Life Office

Athletic Director's Office

Security Office

In the case of tornado alerts there are two forms defined as follows:

**Tornado Watch:** Indicates that tornadoes and severe thunderstorms are possible in the area. During a tornado watch all personnel will be alert for further reports and prepare to implement emergency procedures.

**Tornado Warning:** Indicates that a tornado has been sighted

in a specific area. All personnel will implement emergency procedures and alert other personnel and students of danger. Emergency shelter procedures should be implemented. In the event of a tornado warning:

1. Move to bottom level, interior hallways or other areas that are free from windows or glass.
2. If possible, move to designated emergency shelter areas.
3. Stay close to floor and walls. Cover your body and head with blankets or other materials to shield yourself from debris and glass.
4. Avoid top floor, food service areas, auditoriums, gymnasiums, or other areas with wide span roofs.
5. Remain in shelter area until "all clear signal" is sounded or notified by emergency personnel.
6. Report any injuries to supervisor, security or 9-911.
7. If no shelter is nearby lie flat in the nearest ditch, ravine or culvert with your hands shielding your head.

#### **RESIDENCE HALLS**

Within residence halls, the resident director is to be aware of weather conditions at all times that may prove to be threatening to the safety of the residents. In the case of a severe weather or tornado watch, the resident assistants on each floor will be notified of the weather condition. The resident assistants will be prepared to notify residents of an upgrade to tornado warning and evacuate the building to the designated safe areas.

#### **TORNADO PROCEDURES FOR RESIDENCE HALLS**

When a tornado warning is issued, the resident director will notify each resident assistant to evacuate the residents to the safe shelter areas. The resident assistant will check each room and close the door behind them making sure that all residents have left the room. When residents reach the safe shelter area the resident assistant will conduct a roll call. Residents may return to their rooms when the tornado warning is lifted or when instructed to do so by the resident director.

At least one announced tornado drill will be conducted in each residence hall annually prior to the tornado season. An evaluation of the tornado drill procedures will be completed by the resident directors and vice president for student life.

#### **EARTHQUAKE PROCEDURES**

In the event of an earthquake:

1. Move immediately to hallways, doorways or other areas free from falling debris or glass.
2. Stay close to floor and cover upper body and head with cover to shield yourself from falling debris.
3. Avoid areas with wide span roofs such as auditoriums and gymnasiums.
4. Remain in sheltered position until all clear is sounded.
5. If outdoors, move quickly away from buildings, power lines and other structures.
6. Avoid power lines and utility lines that may fall

around you.

## **FIRE SAFETY**

The possession or use of fireworks is strictly prohibited in any university facility or on university property. Violations will be fined. The use of hot plates, candles, incense or other flammable materials or devices is forbidden within residence halls and other designated areas. Electrical devices should be used with caution and according to manufacturers' instructions.

Extension cords use should be limited whenever possible and should not include more than four extension outlets per plug. Extension cords or power strips with multiple outlets should include a built in circuit breaker.

Fire drills will be held in residence halls at least once each semester. Students should exit buildings by way of the marked exits and designated routes. The entire building must be vacated during a fire drill. At the sound of the fire drill all residents should follow these steps:

1. Leave room with lights turned on.
  2. Leave door unlocked and closed.
  3. Knock on all doors as you exit building to alert residents to evacuation.
  4. Leave the building through designated exits.
  5. Do not use elevators.
  6. In the case of heavy smoke hold a wet towel to your face and crawl on the floor where the smoke is lighter and vision less difficult.
  7. If you become trapped in a building or room during a fire do not open a closed door before feeling it to determine if there is fire on the other side.
  8. If you are trapped in a room, keep door closed and place wet towels or blankets across cracks in doors at floor or ceilings to keep smoke out of room. If there is a window available, hang an article of clothing outside the window as a marker for emergency workers. Shout at regular intervals to alert emergency crews but do not panic.
  9. Once clear of the building go to designated safe areas clear of the building.
  10. Remain with groups designated by floors, roommates and resident assistants. Report to a designated school official.
  11. Remain in designated area until all clear is sounded and you are instructed to return to the building.
- Fire alarms, smoke alarms, fire extinguishers, and other safety equipment are to be utilized for emergency purposes only. Fire extinguishers should be utilized only for small waste paper basket sized fires. Unlawful discharge of fire extinguishers or fire hoses as a prank or for non-emergency uses will be subject to severe penalties and may result in criminal action.
- Fire alarms should only be activated for fires that threaten the safety of the residents and staff. Any false activation of fire alarms or tampering with smoke alarms will be considered a violation of university policy and may be subject to fine or criminal action. In the event that the persons responsible for false activation of fire alarms

cannot be identified, the floor of the incident or the entire residence hall will be assessed an alarm restoration fee. Additional charges may be brought by public authorities.

## **EXPLOSION**

In the event of an explosion on campus take the following action: Dial 9-911.

1. Immediately take cover under tables, desks and other heavy objects to provide protection from falling debris and glass.
2. After the initial effects of the explosion and any fire has subsided notify security and/or university officials and take steps to evacuate the building safely.
3. If necessary, or when directed to do so, activate the fire alarm and follow procedures for the evacuation of the building to designated safe areas.
4. Remain in the safe area until instructed otherwise.

## **CAMPUS EMERGENCY SHELTER AREAS**

When severe weather, tornado or other emergency requires that building occupants seek shelter the following areas are designated as shelter areas:

### **Stuart Bennett Hall**

- ◊ Lower level basement hallways away from doors and windows
- ◊ Lower level interior areas
- ◊ First floor hallways – East and West but not lobby

### **Childs Hall**

- ◊ Basement hallway away from doors, laundry room, and alcove

### **Apartments**

- ◊ Go to lower level apartments if possible
- ◊ If sufficient warning is given, move to Mullinax location
- ◊ Interior bathrooms – close doors, keep away from glass
- ◊ During daytime hours, move to the closest designated shelter

### **Terry Hall**

- ◊ Center lobby area away from doors

### **Terry Annex**

- ◊ Hallway away from windows and doors; interior bathroom

### **Folger Fine Arts**

- ◊ Lower level basement hallway

### **Library**

- ◊ Lower level basement hallway

### **Brower and Gibson Classroom Building**

- ◊ First floor hallways away from doors and windows

### **Ellenburg Lecture Hall**

- ◊ Brower and Gibson Classroom Building first floor hallways

### **Tysinger Gymnasium**

- ◊ Brower and Gibson Classroom Building first floor hallways
- ◊ Gymnasium lobby restrooms and locker rooms
- ◊ Gymnasium is not an appropriate shelter due to span roofs

### Jennings Campus Life Center

- ◊ Lower levels away from windows and doors
- ◊ Sub-basement area
- ◊ Java City and the bookstore are not appropriate shelters due to span roofs

### Correll Administration Building

- ◊ Lower level basement hallways away from doors and windows
- ◊ Interior Offices

### Maintenance Building, AGS Building

- Seek shelter in nearest designated shelter

### Eagles Rest Conference Center

- First floor hallways and interior bathrooms

### Mullinax

- Basement-interior rooms (laundry, computer room, lounge)

### Newton Hobson Chapel and Fine Arts Center

- Lower level-rehearsal hall

### University Dining Commons

- Rest rooms-main floor and Founders' Hall
- Founders' Hall interior rooms

### Newby Education Building

- Center hallway away from windows and doors

### Clayton Welcome Center

- Interior rooms in basement

### Alumni House

- Basement

## HAZARDOUS CHEMICALS – MAINTENANCE AND DISPOSAL

All hazardous chemicals at Southern Wesleyan University will be maintained and disposed of in accordance with regulations set forth by the Occupational Safety and Health Administration (OSHA) and the S.C. Department of Health and Environmental Control (DHEC).

The following university officials will be responsible for the maintenance and disposal of hazardous materials in their respective areas:

### Science Department/Laboratories

Chair, Division of Science

### Maintenance/Custodial

Director of Plant & Operations

### Health Services

University Nurse

### Athletics

Director of Athletics

The designated officials will be responsible for the following:

1. Maintain in a readily accessible location a Material Data Sheet for each hazardous chemical under their control.

The Material Data sheet should include safety procedures, emergency first aid procedures and disposal guidelines.

2. Assure that all employees and students having access to the hazardous chemicals are trained in their use and precautions.
3. Maintain a safe and secure storage location of all hazardous materials.
4. Assure that all containers of hazardous materials are clearly marked as containing harmful materials.
5. Dispose of hazardous chemicals in accordance with instructions by the manufacturer or safety guidelines established for disposal.
6. Maintain records of inventory of hazardous materials and disposal activity.

If hazardous chemicals are spilled or leaked out and need disposed of and you are not trained, call 9-911 for Fire Department or Haz-Mat Team.

## SCIENCE LABORATORY SAFETY

The university will distribute to all faculty teaching courses in the physical, chemical and biological sciences a policy statement detailing procedures for operating and monitoring specific science laboratories as well as procedures related to safety and first aid.

At the initial meeting of all laboratory science classes, students participating in physical or chemical laboratories will be provided a copy of the appropriate laboratory safety rules. Prior to their first laboratory assignment, students will be required to sign a standard form indicating that they have read these rules, understand their importance and are willing to fully comply with each. Each student enrolled in a laboratory science class is also required to complete and sign the appropriate laboratory safety list, which will include the identification and location of laboratory safety equipment, safety procedures and first aid procedures to follow in the case of an emergency.

## PHYSICAL EDUCATION AND FITNESS EQUIPMENT SAFETY

Each semester the faculty and staff assigned to gymnasium, fitness center and exterior athletic fields, will review each area to determine if the safety procedures are effective and in place for each. Each year all faculty and staff assigned instructional, coaching and supervision responsibilities in physical education or athletics will be provided CPR training, review basic first aid training and training in basic safety and operation of fitness/training equipment. Each area utilized for intercollegiate athletics, physical education, intramural or recreational activities will be inspected annually by the athletic director to identify potential problems related to possible injury or accident. The equipment utilized for physical education or sports activities will be inspected on a regular and frequent basis. Guidelines related to the fitness center and appropriate use of weight and fitness equipment and facilities will be reviewed and provided to all faculty, staff and students utilizing the equipment. All safety rules and use requirement will be posted in the weight/fitness room for

the benefit of those utilizing or supervising the facility.

#### **INFECTION CONTROL**

University personnel such as nurses, laboratory professors, or others who may handle or come in contact with blood or bodily fluids should be familiar with infection control procedures and follow them consistently in routine and emergency situations. The use of disposable rubber gloves is required when students or employees handle blood and/or bodily fluids. Caution should be exercised in the handling of potentially contaminated materials and appropriate precaution will be taken in the disposal of such materials.

Surfaces contaminated by blood and/or bodily fluids should be cleaned and disinfected with commercial disinfectant solutions or household bleach freshly diluted in a 1:10

solution.

Emergency medical response to students or employees where blood or bodily fluids are involved must be handled with extreme caution. Rubber gloves should be available at key locations where such contact is possible, provided to employees who regularly may have contact with such materials and included with first aid supplies located at strategic places on campus. Rubber gloves should be worn at all times when the potential for contact is present. Hands should be washed thoroughly with an anti-bacterial soap immediately if they become contaminated with blood or bodily fluids. The university Health Center will use disposable equipment whenever puncturing the skin or mucous membranes of patients.

## UNIVERSITY SONG

1. O, Southern Wesleyan, we love thee;  
Thy name we sincerely adore.  
Praise, honor, and laud do we give thee;  
To thee we will sing evermore.  
On the breast of the wide, surging ocean,  
In forest, on mountain, and plain,

S. Men will know of our hearts' true devotion  
And list to our song of thy fame. (Fine)  
And list to our song of thy fame,  
And list to our song of thy fame, D.S.

2. O, Southern Wesleyan, we love thee;  
Thy halls and thy campus are dear;  
May no harm ever come to molest thee,  
And God always bless thee with cheer.  
Thou fountain of wisdom and learning,  
We will drink of the clear, crystal flood;

S. Then out to the great world returning,  
We will fight for the true and the good (Fine)  
We will fight for the true and the good  
We will fight for the true and the good. D.S.

3. O, Southern Wesleyan, we'll love thee,  
When out from thy hall we have gone;  
Still bright may the skies be above thee,  
While we up life's pathway press on;  
When others our places have taken,  
And strangers have entered thy door.

S. In our mem'ry thou'lt ne'er be forsaken  
And thy praises we'll sing evermore. (Fine)  
And thy praises we'll sing evermore,  
And thy praises we'll sing evermore, D.S.



## CAMPUS SERVICES

Academic Records 5530

This office keeps the records of your grades and is also where you will find drop/add forms, withdrawal forms, transcripts, class schedules, and change-of-advisor forms and change of information forms.

Admissions 5572

Clayton Welcome Center

Alumni

Joy Bryant, Executive Director of Alumni and Constituent Relations 5385

Joan Crain, Secretary for Alumni and Constituent Relations 5384

Athletic Director, Chris Williams, Gym 5309

Intercollegiate sports. Office hours will be posted on the office door. [cwilliams@swu.edu](mailto:cwilliams@swu.edu)

Bookstore, Darlene Stancil, CLC 5111

Textbooks, greeting cards, university memorabilia, clothing, school supplies. Bookstore hours: 10:00 a.m. — 4:00 p.m.

Business Office

Marty Atcheson, V.P. for Finance 5020

Rhonda Bracken 5020

Career Services

Ms. Yvonne Duckett, Director of Career Services, [yduckett@swu.edu](mailto:yduckett@swu.edu) 5150

Cashier, Allison Stewart, Correll Hall, lower level 5017  
Check cashing (up to \$40), making change, serving student organizations with petty cash, deposits, and check requisitions.

Cashier hours: 9 a.m.-4 p.m.

Computer Lab, Gibson Bldg., Rm. 251 5275/5053

Computer Lab hours (While school is in session):

8am—11pm, M—Th; 8am—5pm, F; Saturdays as announced, except during required religious services.

Coaching Staff

Doug Wilkinson, Golf 5312

Mike Gillespie, Baseball, Gym 5304

Camilo Rodriguez, Men's Soccer, Gym 5302

Tom Price, Women's Soccer, Gym 5305

Chip Rouse, Cross-Country cell 247-2527

Julia Reininga, Volleyball, Gym 5301

Anna Ball, Softball, Gym 5306

Mr. John Davis, Women's Basketball, Gym 5310

Charles Wimphrie, Men's Basketball, Gym 5311

Conference and Housing Services

Willa Brockinton 5192

Pam Burnett 5191

Eagles Rest Retreat & Conference Center, 639-2710

Counseling & Health Services

Carol Sinnamon, CLC 5133

Carol Sinnamon, Ken Dill, and others counsel as part of Southern Wesleyan University's service to students. Appointments to discuss any kind of issue may be made by simple request. On-going, regular counseling is available when desired. Others on campus also provide much assistance and support as a ministry to students. Counseling addresses issues common to college students such as anxiety, decision making, relationships, self-confidence, conflict, stress, study strategies, or time management. Help is also available with disabilities, chronic illness, addictions or personal growth projects. Appointments may be made at the Counseling Center reception desk or by e-mail and phone (Ext. 5131). Drop-ins are also welcome.

Lori Herron, Nurse (Stuart-Bennett) 5139

Beth Stuart, Director of Freshman Year Experience and Retention,

.....[bstuart@swu.edu](mailto:bstuart@swu.edu) 5135

Development

Gary Carr,

Admin. Bldg 5013

Mary Costello, Executive Director of Development, Admin. Bldg. 5014

Financial Aid 5500

The Financial Aid Office works hard to help find ways to finance your education using Pell and other tuition grants, work study, educational loans, and scholarships.

Financial Aid hours: 8:00 a.m. — 4:30 p.m.

M—F 5500

Jeff Dennis, Associate Vice President for Student Financial Services S-B, Lower Level 5521

Holly Wood 5511

Melanie Gillespie 5504

Food Service & Menu, University Dining Commons

Pioneer College Caterers 5189/5188

Meal times Monday — Friday

7:00 a.m. — 9:00 a.m. Breakfast

9:00 a.m. — 9:30 a.m. Continental Breakfast

11:30 a.m. — 1:30 p.m. Lunch

5:30 p.m. — 7:30 p.m. Dinner

Saturday

9:30 — 10:30 a.m. Continental Breakfast

12:00 a.m. — 1:00 p.m. Lunch

5:00 p.m. — 6:00 p.m. Dinner

Sunday

9:30 — 10:30 a.m. Continental

Brunch 12:00 — 1:30 p.m.

5:00 p.m. — 6:00 p.m. Dinner

Freshman Year Experience and Retention

Ms. Beth Stuart, Director of Freshman Year Experience and Retention,

[bstuart@swu.edu](mailto:bstuart@swu.edu) 5135

Game Room, CLC 5928

Information Technology 5050

The Coffee Shop 5104

Library 5060  
 The library provides a wide variety of information in the form of books, periodicals, audiovisual materials, on-line databases and more. Research assistance is regularly available. Also provided are a photocopier, word processors, access to the South Carolina State Library catalog, literature searches, meeting rooms, group study rooms, study carrels, AV equipment, Inter-Library Loan, and displays. A photocopier, study carrels, group study rooms, and Inter-Library loan service are also available. Regular library hours:  
 7:45 a.m.—11:00 p.m. Mon. — Thurs.  
 7:45 a.m. — 5:00 p.m. Friday  
 12:00 p.m. — 5:00 p.m. Saturday

Robert Sears 5064  
 Liz Crawford 5063  
 Walt Davison 5072

Maintenance,  
 Jonathan Catron, Director 639-4744 or 644-5662 if not available 5020  
 Missi Bryant 5663  
 Chad Peters, Vice President for Marketing and Enrollment Development 5325

Nurse/Health Center, Lori Herron, S-B 1st fl 5139

Post Office, Edith Garrett, CLC 5107  
 Stamps, package pick-up, mail boxes, mail packages.  
 Post Office hours: 9:30 a.m. — 11:00 a.m. and 2:00 p.m. — 3:30 p.m. M — F

Provost  
 Dr. Keith Iddings, Admin. Bldg 5002  
 Academic standing, academic appeals, and faculty supervision

Public Relations  
 Greg Wilson,  
 Director of Public Relations 5329  
 Ed Welch, Asst. Director 5328

President Todd Voss, Admin. Bldg 5011  
 Andrea Pilgrim, Admin. Assistant to the President 5011

Dana Frost, Director of Human Resources 5004

Registrar, Rock McCaskill, S-B, lower level 5538

Resident Directors  
 Room assignments, maintenance requests, keys, information

Resident Director,  
 RD, Stuart-Bennett 5576  
 RD, Mullinax Hall 260-446-4281  
 RD, Apartments 404-5471

SGA Offices 5124  
 SGA President's desk 5125

The Grill 5103  
 Monday - Thursday 8:00 a.m. - 10:30 p.m.,  
 Friday 8:00 a.m.-2:00 p.m.

Spiritual Life & Ministry/Chaplain  
 Ken Dill, Chaplain, Newton-Hobson chapel .....5431  
 Associate Vice President for Spiritual Life and University Chaplain  
 Fran Finch, Newton-Hobson Chapel  
 Spiritual Life Secretary.....5432  
 Bob Kerstetter, Newton-Hobson Chapel  
 Director of Worship and Discipleship....5434  
 Gail Kerstetter, Newton-Hobson Chapel  
 Director of Music Ministry and Outreach  
 .....5433

Student Accounts, Lisa Corbin, Stuart-Bennett, lower level. 5523  
 All student accounts and billing questions. Account hours:  
 8:00 a.m. — 4:30 p.m.

Student Life 5140  
 The student life staff serves students with assistance, guidance, and information on all student life issues and many personal and special needs. Questions about athletics, parking, career planning and placement, counseling, activities, discipline, game room, transportation needs, university calendar and many others are appropriate for our staff. If we can't help or don't know, we'll find someone who can help or does know.  
 Dr. Joe Brockinton,  
 CLC Vice President for Student Life 5142  
 Dr. Justin Carter,  
 Associate VP for Student Life 5144  
 Phil Pranger,  
 Director of Residence Life  
 260-446-4281/5143  
 Chris Williams, Gym, Athletic Director 5309  
 Ken Dill, Associate Vice President for Spiritual Life and University Chaplain 5431  
 Lori Herron, Nurse, S-B Infirmary 5139  
 Winnie Molloseau, Admin. Assistant to V.P. for Student Life 5141  
 Security, Security Office 5121/508-0107  
 Carol Sinnamon, CLC, Director of Counseling and Health Services 5133  
 Jason Tegen,  
 Resident Director 404-5471  
 Mr. Chris Collins,  
 Resident Director 5153  
 Yvonne Duckett,  
 Director of Career Services, CLC 5150  
 Beth Stuart, Director of Freshman Year Experience and Retention, 5135

Tutoring  
Center for Transformational Learning 5038  
The CTL Tutoring Center provides help for students in more than 25 individual courses each semester. Students may walk

in to the center located in the lower level of the library or call to schedule an appointment with a tutor. Students may also use free tutoring services online through [www.smarthinking.com](http://www.smarthinking.com).