



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.

2006-2007 Scripture Theme Verse

***“Do not conform any longer to the pattern of this world,
but be transformed by the renewing of your mind.
Then you will be able to test and approve what God’s
will is—his good, pleasing and perfect will.*”**

Romans 12: 2 NIV

FROM THE PRESIDENT

Welcome to an exciting new year at Southern Wesleyan! We are pleased that you are among the growing number of students who have experienced the wonderful opportunities that are available to them at Southern Wesleyan. Whether you are a new or returning student, I hope you will sense the excitement that fills the campus as we begin another year.

Every academic year is slightly different, and for Southern Wesleyan University the past few years has been marked by major improvements to the campus and residence halls and by new programs. As we have expanded our resources, many new opportunities have become available to our student body. God has truly blessed our campus, and we are thankful for all he has provided.

This university is unique in that your academic experience is surrounded with many opportunities to discover God's plan for your life. Regardless of your major area of study, Southern Wesleyan encourages all students to dream big dreams and pursue God's best plan for their future.

Student life on this campus is intended to develop a strong sense of community and to foster lifelong relationships among faculty, staff and students. Those who serve this university are deeply committed to your education and to the quality of the total Southern Wesleyan University experience. Leadership and Christian service are goals for all aspects of the university experience.

As we begin another school year, it is my hope and prayer that we will all focus on the power of God to transform and empower lives for purpose and direction in all that we do. As you enjoy the benefits and opportunities that you will experience here, we will work together with a sense of pride, honor and commitment to the values and principles that make Southern Wesleyan University a great university. Southern Wesleyan University is proud of you, and we hope that you will share in the excitement of another great year!

Let this year be filled with accomplishments beyond your imagination and with praises to God for bringing you to this place for such a time as this.

Sincerely,



David J. Spittal
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

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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.

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.

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

Dr. William “Joe” Brockinton, Vice President for Student Life, jbrockinton@swu.edu	5140
Ms. Samantha Wilson, Associate Vice President for Student Life, swilson@swu.edu	5144
Dr. Keith Connor, Gym, Athletic Director, kconnor@swu.edu	5303
Fran Wilson, Secretary, fwilson@swu.edu	5131
Ken Dill, Chaplain, kdill@swu.edu	5135
Lori Herron, Nurse, S-B Infirmary, lherron@swu.edu	5575
Phil Pranger, Director of Residence Life, ppranger@swu.edu	6502
Deborah Kelly, Resident Life Coordinator, dkelley@swu.edu	5576

Monique Schmitt, Asst. Residence Life Coordinator.....	5198
Derek Schmitt, Student Life Program Coordinator, dschmitt@swu.edu	
.....	5310
Pam Burnett, Secretary, pburnett@swu.edu	5191
Dr. Chuck Mealy, Dir. of Conference & Housing Services,	
cmealy@swu.edu	5192
Dr. Nancy Mann, Counselor, Library basement, nmann@swu.edu	5039
Winnie Molloseau, CLC, Admin. Assistant to V.P. for Student Life,	
wmolloseau@swu.edu	5145
Security Office, Childs Drive	644-5121
Security Cell Phone.....	508-0107
Charlie Moore, Campus Resource Officer, cmoore@swu.edu	644-5121
Larry Lynn, Security Guard, llynn@swu.edu	644-5121
Scott Frost, Security Guard, sfrost@swu.edu	644-5121
Carol Sinnamon, Dir. of Counseling & Health Services,	
csinnamon@swu.edu	5133
Dave Tolan, Missionary in Residence, dmtolan@swu.edu	5134

ACADEMIC MATTERS

The academic vice president and dean is responsible for the entire academic program of the university.

The registrar and Academic Council, in conjunction with the academic dean, 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 academic dean.

ADMISSIONS

Located on the lower level of Stuart-Bennett Hall, 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 and meal ticket. 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 600 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/instDetail.asp?UNITID=217776>

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
Phil Pranger, Director of Residence Life,	644-6502 (office) 644-6509 (home)
Deborah Kelley, Stu-Be Residence Life Coordinator.....	644-5576 (office)
.....	639-2308 (home)
Monique Schmitt, Asst. RLC.....	644-5199
RLC on call.....	508-0108
Lori Herron, Nurse (for medical emergencies).....	644-5575
Chuck Mealy, Dir. of Conference & Housing Services.....	644-5192
Carol Sinnamon, Dir. of Counseling & Health Services	644-5133
Joe Brockinton, V.P. for Student Life.....	644-5140

Samantha Wilson, Assoc. VP for Student Life.....	644-5140
Jonathan Catron, Maintenance	644-5663
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 (call 508-0108).

CAMPUS SECURITY

The university employs a full-time Director of Safety and Security. Security personnel carry a portable 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.

Any complaint of possible harassment should be directed immediately to the president who will refer to a committee consisting of the vice president for finance (staff), academic vice president and dean (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 on campus may be found at the following web sites.

<http://www.sled.state.sc.us>

Follow the instructions to the Sex Offender page or to go directly to that page, use the following address:

http://www.sled.state.sc.us/SLED/default.asp?Category=SCSO&Service=SCSO_01

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 on Tuesdays and Thursdays, from 10:50 a.m. to 11:35 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 a student chaplain and the university chaplain.

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 Christian Service Organization 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 the university chaplain or the Christian Service Organization 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 is vital to Christian higher education and its importance can scarcely be overstated. Chapel contributes significantly to the atmosphere of the university by fostering a sense of community as we worship God and learn together.

All full-time, traditional students must attend 24 chapel events a semester. In addition to the regular Tuesday-Thursday chapel times, other activities may count as a chapel event. The Spiritual Life and Ministry Department will announce these approved activities.

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. Student's 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, 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).

The university recognizes that a significant portion of its constituency does believe strongly that some activities should not be permitted on the Lord's Day. This is supported by *The Discipline of The Wesleyan Church*, (131:1)*. Thus, so

as not to give offense and to permit freedom from required activities on Sunday, the university does not permit intercollegiate or intramural athletic events or practices, or the use of its facilities requiring proctors at any time on Sunday. The university also does not permit the use of its music or athletic facilities on Sunday during regularly scheduled services. Students are encouraged to refrain from activities that conflict with participation in regularly scheduled worship services.

*“ . . . to observe the Lord's Day by divine worship and spiritual edification, avoiding all unnecessary commerce, labors, travels, and pleasures which do not contribute to the moral and spiritual ends of this Day.” (page 23, 2000 edition)

ACTIVITIES

ASSEMBLIES

Fridays at 10:50 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, and soccer for women.

INTRAMURAL ATHLETICS

The intramural athletic program at Southern Wesleyan includes volleyball, soccer, basketball, tennis, ping-pong, and pool. 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*; an annual magazine of creative writing, *The Vaguest Notion*; and sometimes a newspaper as part of a journalism class activity, *The Collegian*. *The Cornerstone* (previously, *The Centralian*) has been published continually since 1934. *The Collegian* was published with reasonable regularity until 1969. Nine issues of *The Vaguest Notion* have been published in the last 10 years.

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.

SOLICITATION

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

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 properly registered through the Student Government Association, Student Life Council as well as the Student Life Program Coordinator. Organizations must have a faculty or staff sponsor/advisor.

CLASSES

In the spring or fall, each class elects officers to provide leadership for class activities and business and to promote both class and university spirit. Each class should provide activities and events that build community and support the mission of Southern Wesleyan University.

HOMECOMING

Held the last weekend in October, Homecoming is planned by joint efforts between a student committee identified by the Student Life Office in conjunction with 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 fall 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 April 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 the junior class. 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.

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 or 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/Infirmary, 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 rules 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 to 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 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 Matthew 18:15-17; I Corinthians 5:1-5, 9, 13; II Corinthians 2:5-11; Galatians 6:1-10; Ephesians 5:6-13; and I Thessalonians 5:14.

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 mercy and justice. In this way, 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, 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 severe 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 disciplinary sanctions.

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.

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 member of the campus community believes that another member of the community has violated the honor code, lifestyle expectations, policies or regulations or a community standard or Scriptural principle, before this is reported to anyone, the supposed violator should be confronted in Christ-like love, as indicated in Matthew 18:15-17. 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 accompany the violator to meet with the appropriate authority. If the confronter still believes there was a violation, but it is denied, the confronter should again discuss the matter with the accused, with one or two other members of the community present. If there is still no confession or agreement that there was a violation, the matter should be taken to the appropriate authority.

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 violations of the honor code, lifestyle expectations, policies or regulations, community standards or Scriptural principles occur, the accused student(s) will be notified of the alleged violation(s) and be given the opportunity to be heard by the appropriate disciplinary official(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 will handle most minor residence life issues or violations. Residence life issues may include, but not be 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 Life Coordinators (RLC) 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 RLC 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 Associate Vice President for Student Life (AVPSL) and/or Vice President for Student Life (VPSL), who may impose more severe disciplinary sanctions.

HEARING 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 any witnesses to the alleged act.

Preliminary Investigation

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 Associate Vice President make preliminary investigations of the charges against the student and determine if formal charges are warranted.

Any student accused of violating any aspect of our university regulations will be given written notification of the allegations and be entitled to a pre-hearing conference with the designated student life administrators. The vice president for student life or his/her designee will set the time and place of the hearing will notify the accused student and any witnesses deemed necessary to provide a statements during the preliminary investigation. Statements or testimony provided will remain confidential except in extenuating circumstances where it may be necessary to disclose information, such as in formal hearing procedures. The university reserves the right to with hold statements as deemed necessary.

Formal Notice of Charges

If the vice president for student life or his/her designee determines that formal charges are warranted, a formal notice of charges is sent to the student in writing via e-mail or the student's last known address at least two days prior to the pre-hearing date. The written notice will contain at a minimum the following information:

- A statement of the specific charges
- The date of the alleged violation and/or date the incident was reported
- The date and time of the pre-hearing to be held with the VPSL or AVPSL
- The terms and conditions of any Temporary Protective Measures deemed necessary in the sole discretion of the VPSL or the AVPSL.

Temporary Protective Measures

If at any point during the pending disciplinary process, the VPSL or the AVPSL 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 and/or AVPSL, in their sole discretion, may impose Temporary Protective Measures. These Temporary Protective Measures may include, but are not limited to, interim suspension and/or indefinite suspension. It is understood that such Temporary Protective Measures are to be taken without avoidable prejudice to the accused student.

Pre-Hearing Conference

At the Pre-Hearing Conference, the student is given the opportunity to accept responsibility for the violation and accept a disciplinary sanction. If the student accepts responsibility and the disciplinary sanction imposed by the VPSL or AVPSL during the Pre-Hearing Conference, the student waives his/her right to appeal the finding of a violation or the disciplinary sanction. The Office of Student Life strongly encourages students to consider bringing a university advisor to the Pre-Hearing Conference for support and counsel as the student may deem necessary.

If a student fails to appear at the Pre-Hearing Conference and the student has been properly notified, after a review of the testimony and evidence obtained during the Preliminary Investigation, the VPSL or AVPSL may take the following actions in his or her sole discretion:

- Determine that the student is not responsible for the charges and dismiss the charges;
- Determine that student is responsible for the charges and impose disciplinary sanctions; or
- Schedule a Formal Hearing and impose Temporary Protective Measures, if warranted.

After the Pre-Hearing Conference, a written notification of the decisions made and the student's right to appeal under the appeal guidelines, if any, is sent to the student via e-mail or to the student's last known address.

If the Pre-Hearing was held in the student's absence, the student is given five days from the date the written notice was sent to request a second Pre-Hearing Conference with the VPSL or his/her designee before the findings are considered final, the disciplinary sanction imposed, and the case is considered closed. If a student accepts responsibility at the Pre-Hearing Conference, rights to an appeal are forfeited. The Vice President for Student Life may prudently choose to alter any decision rendered at the Pre-Hearing level.

Formal Hearing Procedures

If a Formal Hearing is to be held, the Office of Student Life sends the student a written notice of the date and time of the Formal Hearing at least three business days in advance. The written notice shall be sent by e-mail, campus mail or to the last known local address of the student registered with the university. (Failure of the student to have a valid mailing address on file with the university shall not invalidate the notice.)

The written notice of a Formal Hearing includes at minimum the following information:

- The date, time and place of the Formal Hearing
- A statement of the specific charges
- A list of possible witnesses
- Some evidence provided at the discretion of the university, which will vary from case to case. Witness statements provided to the university may not be included

Requests for a continuance must be made by the student in writing and received by the VPSL or/ AVPSL at least one day prior to the scheduled Formal Hearing. The VPSL or AVPSL may reschedule the Formal Hearing in his/her sole discretion if the request for continuance is timely and for a good cause, specifically if there is presentation of evidence or testimony that may significantly impact the outcome of the decision.

Five members of the faculty/staff will serve as the Disciplinary Committee. Any member of the Disciplinary Committee shall disqualify himself or herself, or be disqualified if their personal involvement in the case does not allow them to be objective or is of such a nature as to be detrimental to the interest of the accused or of the institution. The faculty/staff on this committee are selected by the university.

During the presentation of testimony and evidence at the Formal Hearing, the university allows the accused student:

- To be present at the Formal Hearing and hear all testimony presented
- To have a current faculty/staff person serve as an advisor to the student
Note: No attorneys or parents are allowed to attend the Formal Hearing. The advisor is not permitted to speak to anyone except the accused student during the Formal Hearing.
- To question witnesses appropriately and respectfully
- To present evidence and/or witnesses
- To remain silent and have no inference of guilt drawn from such silence.

If a student fails to appear at the Formal Hearing and the student has been properly notified, the disciplinary committee may hold the Formal Hearing in the

student's absence. After a review of the testimony and evidence presented at the Formal Hearing, the Disciplinary Committee may take the following actions in their sole discretion:

- Determine that the student is not responsible for the charges and dismiss the charges; or
- Determine that the student is responsible for the charges and impose disciplinary sanctions

After the testimony and evidence are presented, the deliberations of the Disciplinary Committee are conducted in executive session. The findings reached after deliberations shall be made by majority vote. A quorum shall consist of three members of the Disciplinary Committee, which must consist of two faculty and one staff member or two staff members and one faculty member. One of the faculty or staff members must be the Chairperson of the Disciplinary Committee who votes only in case of a tie.

A written summary of the decision and an audio tape shall be forwarded by the chairperson to the VPSL or his/her designee. The VPSL will send written notice of the findings of the Disciplinary Committee to the student within 5-7 business days from the hearing.

The written notice of the Disciplinary Committee's findings includes the following information:

- The findings of the Disciplinary Committee with regard to each charge against the student;
- The disciplinary sanctions imposed, if any
- The student's right to appeal the findings of the Disciplinary Committee to the Vice President for Student Life or president
- Any Temporary Protective Measures, if warranted.

Appeals Procedures

Generally, while an appeal is pending to either the VPSL or president, any disciplinary sanction imposed by the disciplinary administrator, Disciplinary Committee or Disciplinary Appeals Committee, which are two separate hearing bodies, 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.

After a decision is made by the Disciplinary Committee, a student may request a Formal Appeals Hearing for the following disciplinary sanctions: social probation, suspension, dismissal or expulsion from the university. This hearing may be requested for the following reasons:

- Significant and relevant new information
- Sanctions or decisions the student believes are arbitrary, unjustified or inconsistent with university policy

After receipt of the written notification of findings and disciplinary sanctions, the student has 72 hours to request an appeal of the decision in writing to the VPSL who will determine whether the appeal is valid under the appeal guidelines before granting approval and referral to the Disciplinary Appeals Committee.

The following steps should be followed:

- Student completes the disciplinary appeal form obtained from the Student Life Office or the Counseling Office
- Students are strongly encouraged to seek wise counsel, wisdom and advice from a self-selected university advisor regarding their rationale to appeal. The Counseling Office staff is suggested.
- The appeals form is submitted to the VPSL within 72 hours
- The VPSL reviews the case and in his or her sole discretion may either reverse or uphold the decision of the Disciplinary Committee or forward the case to the Disciplinary Appeals Committee.

The same guidelines apply to the Disciplinary Appeals Committee as under the Formal Hearing Procedures, specifically as it relates to committee members involvement, time frames, and student rights.

The Disciplinary Appeals Committee may uphold the decision of the Disciplinary Committee or disciplinary administrators, decrease or increase the sanction and add to the findings at their discretion, but can not dismiss the charges.

After the student receives written notification of the decision of the Disciplinary Appeals Committee, the student may deliver a final written appeal to the President of the University within 72 hours of the written decision from the Disciplinary Appeals Committee. The president will review the case and render a **final decision** at his/her sole discretion.

STUDENT RIGHTS UNDER THE UNIVERSITY DISCIPLINE SYSTEM

A student and/or organization that has been charged with a violation and thus 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. Notice of Violations- To be informed in writing of the specific violation and inappropriate behavior in which the student or organization is suspected of involvement.
- B. Procedures- To be informed in writing of the student discipline process.
- C. Hearing- To have an opportunity to be heard in person before a decision is made.
- D. Evidence- To know the nature of the evidence and to be able to question witnesses, except in extenuating circumstances.
- E. Witnesses- To be able to offer a defense by having material and/or character witnesses speak on his/her behalf.

- F. Advisor- To have a Southern Wesleyan University faculty or staff member attend the hearing in the role of an advisor. The advisor may not speak or represent the student. They are present for consultation and support purposes only.
- G. Written Decision- To have a written decision reporting the results of the disciplinary process.
- H. Appeal- To appeal a decision of a hearing officer or disciplinary committee, except when admitting responsibility and a minimum sanction is given.

DISCIPLINARY TERMS

- A. Administrator, Faculty, Staff- Any person(s) employed by the university to execute the required and day-to-day functions thereof in accordance with the university's rules and regulations, as well as the laws of the State of South Carolina.
- B. Business/Working Days- Standard working days of the week: Monday through Friday, excluding holidays.
- C. Exoneration- To clear of any and all blame with all charges being dismissed or dropped.
- D. Judicial Committees/Boards- The Disciplinary Appeals Committee (DAC); Disciplinary Committee.
- E. Pre-Hearing Conference- A conference held prior to any formal hearing procedures where a student may waive his/her rights and accept disciplinary sanction or request formal procedures. Sanction- The response or consequence given for the violation of the university's policies, standards and/or expectations.
- F. University Community- Any administrator, faculty, staff or student of the university, as well as the environment, physical extremities or premises surrounding and/or within proximity of Southern Wesleyan University.

DISCIPLINARY RESPONSES AND/OR SANCTIONS

Students found to be in violation of university lifestyle expectations or regulations may expect to be held accountable for their actions through any of the following disciplinary responses. ***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 will automatically result in the student being placed on probation.

3. **SOCIAL PROBATION** — The term social probation normally include a specified amount of time involving restrictions, i.e. removal of the privileges to represent the university, after which discipline officials determine if the student's behavior has improved. Other conditions of social probation may include, but are not limited to, reassignment of residence halls, fines, possible forfeiture of institutional aid, loss of privileges, community service, 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 will lead to serious disciplinary action, including the possibility of suspension or dismissal. A written record of social probation is placed in the student's permanent 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
- ☞ *Ministry teams
- ☞ *traveling ensembles
- ☞ *major dramatic productions

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

5. **LOSS OF PRIVILEGES** — A student who receives this sanction is restricted from participating in certain university events and activities. 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.

- 6. SUSPENSION/DISMISSAL** — A student is suspended/dismissed from the university for a specified period of time of not less than one semester following severe acts of violation of the university standards and expectations or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students 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 designee. Readmission will be at the sole discretion of the appropriate university officials.
- 7. 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 and expectations. Fines may range from \$20 to \$500 and beyond depending on the severity of the violation.
- 8. 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 the violations such as vandalism or intentional damage and/or destruction of university property. The amount of restitution will vary according to the property damaged or vandalized.
- 9. 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 permanent file.
- 10. 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 inimical to others, will 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 will be given the option to withdraw privately or may be dismissed without formal charges. Such action may be appealed to the Student Disciplinary Appeals Committee.
- 11. INTERIM SUSPENSION** -Suspension is placed in effect until after a disciplinary hearing is held for the student who has alleged charges against him. 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 require continued or immediate suspension
- 12. INDEFINITE SUSPENSION** - Dismissal or suspension from the university to be served for a period of not less than one (1) year pending any legal action.

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 they fail to comply with guidelines rendered from the university and be released if the student complies.

13. OTHER — The university reserves the right to implement other disciplinary responses as appropriate. Examples may include a character, spiritual or educational assignment.

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 Academic Dean 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 lists of violations are examples of inappropriate behavior. The listing is not exhaustive, but is intended to give students an idea of the types of behavior that may result in sanctions. Sanctions may be imposed on a variety of levels, depending upon the severity of the violation and if 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). This may also include the abuse of prescription drugs. All is prohibited.

Sanction Level 1: Suspension; Social Probation; mandatory counseling; athletes may experience suspension from teams and possible loss of scholarships; possible criminal charges and/or arrests

Sanction Level 2: Suspension/dismissal (a recommendation for mandatory counseling may be considered); possible criminal charges and/or arrests.

B. ALCOHOLIC BEVERAGES/PARAPHERNALIA

Possession or use of alcoholic beverages while enrolled at Southern Wesleyan University, either on or off campus. 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.

Sanction Level 1: Letter of admonition/warning; social warning (16 weeks); community service (15-20 hours); \$200 fine; mandatory counseling; completion of character education experience; up to \$500 reduction of institutional aid

Sanction Level 2: Probation (16 weeks); \$300 fine; community service (30 hours); reduction or loss of institutional aid (particularly for athletes and scholarship recipients).

Sanction Level 3: Dismissal

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, unruly and disrespectful communications to university authority figures

Sanction Level 1: Social Warning (16 weeks); Social probation; community service (10-20 hours); Fines: minimum \$25-\$500; loss of privileges

Sanction Level 2: Social probation (16 weeks); dismissal/suspension.

D. ASSAULT

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

Sanction Level 1: Dismissal or social probation (16 weeks); community service (15-20 hours); mandatory counseling; completion of character education experience; up to \$500 reduction of institutional aid.

Sanction Level 2: Dismissal

E. HARASSMENT

Harassment means a course of conduct directed at a specific person that causes substantial emotional distress in a person. It is considered the excessive annoyance of 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 degrades, insults, taunts, or challenges 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

Sanction Level 1: social warning (16 weeks); probation (16 weeks); counseling; character education assignment

Sanction Level 2: community service; loss of privileges; probation (16 weeks), suspension

Sanction Level 3: Could lead to criminal charges and suspension/dismissal

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 15-16 and Disability Policy in Appendix C).

Sanction Level 1: Social Probation (16 weeks); counseling; character education assignment; fine (\$100)

Sanction Level 2: Fine: \$200; community service; loss of privileges; possible suspension

Sanction Level 3: Could lead to criminal charges and suspension/dismissal

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.). *(See also an internal document with more explicit explanations of what is deemed misconduct or explicit behavior located in the Student Life Office).*

Sanction Level 1: Social warning (16 weeks) may include: community service (15-20 hours); mandatory counseling; completion of character education experience; Up to \$500 reduction of institutional aid for athletes or scholarship recipients, social probation; possible dismissal

Sanction Level 2: Social probation (16 weeks); community service (30 hours); character education; accountability with a university representative; mandatory counseling; loss of institutional aid for athletes and or scholarship recipients

Sanction Level 3: Dismissal/suspension

H. SEXUAL ASSAULT

Defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including kissing, touching the breasts, fondling, groping etc. It is

also 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.

Sanction Level 1: indefinite suspension, interim suspension; social probation; mandatory counseling; suspension/dismissal

Sanction Level 2: Expulsion

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 they will confiscate any materials associated with the event (cards, poker chips, money, etc.).

Sanction Level 1: Letter of admonition/warning or social warning (16 weeks) or social probation (16 weeks); fine: \$100; counseling

Sanction Level 2: Extended probation; spiritual development; fine: \$150; loss of privileges; community service (15-20 weeks); probation (1 year)

Sanction Level 3: Possible suspension

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 page 34 in the 2006-2007 Academic Catalog). The following penalties may occur in addition to academic penalties.

Sanction Level 1: To be determined upon consultation with the Academic Dean, which may include social probation.

Sanction Level 2: Probation (1 year); mandatory counseling

Sanction Level 3: Suspension/dismissal

K. THEFT/MISAPPROPRIATION

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

Sanction Level 1: Social warning (16 weeks) may include: community service (15- 20 hours); mandatory counseling; completion of character education experience; restitution to victim

Sanction Level 2: Probation (16 weeks); community service (30 hours); reduction or loss of institutional aid; restitution to victim; possible dismissal

Sanction Level 3: Dismissal

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.

Sanction Level 1: Letter of admonition/warning; social warning (16 weeks); Probation; restitution (if needed); community service; loss of privileges

Sanction Level 2: Fine: \$50-\$100; restitution; probation (16 weeks); counseling

Sanction Level 3: Probation (1 year); Possible suspension/dismissal

M. LANGUAGE

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

Sanction Level 1: Letter of admonition/warning; character/spiritual education, mandatory counseling

Sanction Level 2: Probation (16 weeks); loss of privileges; suspension; community service

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.

Sanction Level 1: Letter of admonition/warning; social warning, 16 weeks; Social probation (16 weeks); character/spiritual education

Sanction Level 2: Fine: \$50-100; counseling; loss of privileges

Sanction Level 3: Possible suspension/dismissal

O. MEDIA MISUSE AND/OR UNIVERSITY COMPUTER MISUSE

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

Sanction Level 1: Letter of admonition/warning; social warning, 16 weeks; probation, 16 weeks; mandatory counseling; suspension of network use not less than 5 days and can be extended beyond as deemed necessary by the university; restitution to the university for any damages incurred.

Sanction Level 2: Fine, \$100-\$300; probation, 16 weeks; character/spiritual education exercise; counseling

Sanction Level 3: Loss of network privileges; fine, \$500; dismissal/suspension

P. SOCIAL DANCING (I.E. CLUBS/BARS)

Social dances are not permitted on campus nor will any organization of the university sponsor them off-campus. In addition, students are not to attend dance clubs, bars or places of similar reputation where provocative, sexual or erotic dancing takes place.

Sanction Level 1: Letter of admonition/warning

Sanction Level 2: Fine: \$25-50; community service

Sanction Level 3: Probation (6 weeks)

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 it not limited to telephoning, transmitting letters or notes, or contacting through the use of electronic media.

Sanction Level 1: Social warning (16 weeks); may include: fine \$100; counseling; loss of privileges; mandatory counseling

Sanction Level 2: Possible criminal charges; possible suspension/dismissal

Sanction Level 3: Suspension/dismissal

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

Sanction Level 1: Letter of admonition/warning or social warning (16 weeks) may include: counseling

Sanction Level 2: Fine: \$50-100; probation (16 weeks); loss of privileges

Sanction Level 3: Probation (1 year)

S. VISITATION VIOLATIONS

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

Sanction Level 1: Letter of admonition/warning; social warning (16 weeks), which may include the following: community service (15-20 hrs); fine, \$100; mandatory counseling; completion of character education experience; up to \$500 reduction of institutional aid for athletes and scholarship recipients

Sanction Level 2: Probation (16 weeks); fine, \$300; community service, 30 hours; reduction or loss of institutional aid

Sanction Level 3: Dismissal/suspension

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 health; 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 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.

Sanction Level 1: Letter of admonition/warning; probation (16 weeks)

Sanction Level 2: Probation (1 year); loss of privileges; fine (\$100- \$200); community service

Sanction Level 3: Suspension/dismissal (could lead to criminal charges)

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 playing, practical jokes, as well as rollerblading, skating or skateboarding on university property, which are prohibited.

Sanction Level 1: Social warning; fines and restitution; social probation

Sanction Level 2: Loss of privileges; social probation (6 weeks); community service (10-20)

B. FEDERAL, STATE AND LOCAL LAWS

Violating any criminal statute whether federal, state or local law on or off the Southern Wesleyan University campus:

Sanction Level 1: Possible suspension/dismissal, depending on severity

Sanction Level 2: Expulsion may be considered

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 Advisors, 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.

Sanction Level 1: Fine, \$50-\$100; character/spiritual exercise; seniors may not be cleared for graduation

Sanction Level 2: Loss of privileges; fine, \$100-250

Sanction Level 3: Probation, 1 year; loss of privileges: community service; suspension,

D. UNAUTHORIZED ENTRANCE

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

Sanction Level 1: Letter of admonition/warning, social probation, and possible criminal charges/arrests

Sanction Level 2: Probation (16 weeks); loss of privileges; fine: \$100 minimum; community service; criminal charges/arrests

Sanction Level 3: Possible dismissal

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.

Sanction Level 1: Social warning, social probation (16 weeks); \$100 fine; restitution to any victims;

Sanction Level 2: Fines: \$200; possible suspension

Sanction Level 3: Dismissal/suspension

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 also be subject criminal charges as well.

Sanction Level 1: Fine: \$25-100; social probation (16 weeks); possible suspension/dismissal.

Sanction Level 2: Probation (16 weeks); community service (20-30)

Sanction Level 3: Possible dismissal/suspension.

G. HATE CRIMES/ACTS OF INTOLERANCE

Incidents considered being criminal offenses that are motivated entirely or in part by the fact or perception that a victim is different from the perpetrator. 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 are prohibited. This also includes, but is not limited to, assault (verbal & physical), vandalism, pranks, prejudice, prejudicial behavior and beliefs (i.e. stereotypes).

Sanction Level 1: Mandatory Counseling; character/Spiritual/Educational development; restitution to victim; Social warning (16 weeks); Loss of privileges; social probation

Sanction Level 2: Social Probation (16 weeks); Loss of privileges; suspension/dismissal

Sanction Level 3: Suspension/dismissal; Criminal charges may be necessary

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.

Sanction Level 1: Restitution/damage assessment plus \$25 fine; community service; loss of privileges

Sanction Level 2: Restitution/damage assessment plus \$100 fine; probation (16 weeks); fine: \$100

Sanction Level 3: Probation: (1 year); could lead to dismissal

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.

Sanction Level 1: Letter of admonition/warning, mandatory counseling

Sanction Level 2: Probation (16 weeks); counseling

Sanction Level 3: Probation (16 weeks) fine: \$50-100; loss of privileges;

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.

Sanction Level 1: Letter of admonition/warning; probation (16 weeks); fine (\$100) and/or restitution; community service

Sanction Level 2: Probation (16 weeks); community service; fine (\$200)

Sanction Level 3: Possible suspension/dismissal

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 enroll as a non-resident student. Students over twenty-five years of age must be approved by the Office of Student Life to live in university housing. 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.

Students in violation of university residence policy 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 any 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 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.

**2006-2007 ACADEMIC YEAR OFFICIAL OFF-CAMPUS RESIDENCE
VERIFICATION FORM**

NAME _____ STUDENT ID# _____

Please Print: Last name, First, Middle Initial

I CERTIFY THAT MY OFF CAMPUS ADDRESS FOR THE 2006-2007 ACADEMIC YEAR WILL BE AS FOLLOWS:

STREET _____

CITY _____ STATE _____ ZIP _____

HOME TELEPHONE # _____ SWU BOX # _____

SWU VEHICLE STICKER # _____

TO BE APPROVED FOR OFF-CAMPUS RESIDENCE YOU MUST QUALIFY BASED UPON ONE OF THE FOLLOWING OPTIONS:

Check the appropriate option and provide information as requested:

MARRIED STUDENT

FULL NAME OF SPOUSE _____

I AM UNDER TWENTY-THREE AND WILL BE LIVING AT HOME WITH MY PARENTS

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).

I agree to notify the Office of Student Life in advance of any changes in my place of residence or in the information provided on this form.

PARENT SIGNATURE IS REQUIRED FOR APPROVAL

Parent's Name (Please Print)

Day Time Phone # _____ Evening Phone # _____

Parent's Signature

Date

I AM TWENTY-THREE (23) YEARS OLD AT REGISTRATION.
DATE OF BIRTH _____

I HAVE COMPLETED EIGHT FULL-TIME SEMESTERS IN RESIDENCE AT SWU AT THIS REGISTRATION

I understand that eligibility for off-campus housing will be determined by the information provided on this application and applicable policy. I also understand that as a non-resident student I am required to comply with the requirements of the Southern Wesleyan University Student Handbook including its behavior and lifestyle expectations.

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

STUDENT NAME (Please print)

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 outside lower corner, driver's side, of the rear 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.

DRESS CODE

Appropriate dress depends on a number of factors: place, activity, 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. 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 or volleyball courts.

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

Students planning to marry during the academic year should notify the Student Life Office at least 60 days in advance. Resident students who wish to marry during the school year (and remain in school) must experience a series of marriage counseling sessions with the university chaplain, a pastor, or marriage counselor of their choice.

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.

PHYSICAL EXAMINATION FORM POLICY (P.E.F.)

A P.E.F., completed within one year prior to registration, and including a complete inoculation record is required of all new students. Class attendance is not permitted until the P.E.F. is fully completed and submitted. Students re-entering the university must have a P.E.F. on file dated within four years of the first day of their re-enrollment period and a TB test within one year of the date of re-enrollment to the university.

HEALTH SERVICES AND HEALTH CENTER

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 on Wednesdays. Appointments are recommended due to the limited time and hours the doctor will be available. 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.

AVAILABLE COUNSELING AND TREATMENT

Confidential counseling is available to students and employees who desire assistance. We provide counseling. We do not offer treatment to the extent that it should be listed here.

On-campus help is offered through university counseling services for those who seek 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 Management. 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 898-5800 or in person at 309 East Main Street in Pickens.

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

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, RLC 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. I will no longer accept emails for absence report requests. I will insist in certain cases that you be seen to obtain the absence report. I will also insist in certain cases 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 only NO ABSENCE REPORTS WILL BE GIVEN FOR ANY PREVIOUS DAYS THAT WERE MISSED. NO EXCPTIONS WILL BE MADE.**

2. If the Nurse is out of the office – 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 or contact her later in the day to be seen.

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 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 students contact the Nurse by the following:

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

Commuter students contact me by the following:

- 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 select rooms 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

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

ARAMARK Food Service will be provided to you for the 2006-2007 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 Student Life 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 Life Coordinator, 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. If you will miss a meal because of classes or work, you may sign up for a sack lunch 48 hours in advance in the food service office.

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 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 RLC 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 assessed a \$50 fine. Should extra cleaning by university personnel be required, a cleaning fee of \$50 will also be assessed. Failure to return the key results in a \$25 charge to Stuart-Bennett, Childs Hall and Mullinax Hall residents and \$75 charge to apartment 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 Life Coordinator 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 RLC. 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. Students must not change rooms without seeking permission. 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 Life Coordinator in consultation with the Resident Assistant. Students must not change rooms or roommates without seeking prior approval.

The university reserves the right to change students' room assignments or roommate pairings.

CONSOLIDATIONS 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 to the RA and/or RLC, who will complete and turn in a maintenance request. 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.

No waterbeds of any kind are permitted.

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.

ROOM KEYS

The Resident Life Coordinator 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 Life Coordinator. 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 \$25, 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.

If your key is not working because of damage, there is a \$5 replacement charge. The damaged key and payment must be presented to the Business Office when completing the request.

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 Life Coordinator 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 Life Coordinators will make periodic cleanliness 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 Life Coordinator
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 Life Coordinator. 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 twice 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 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 Life Coordinator or resident assistants of unaccounted-for residents.
9. Be prepared to assist the RLC 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 Life Coordinator
 - 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 infirmary 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.

Rooms and apartments should be locked when they are unoccupied and when the residents are sleeping.

Exterior doors and ground level windows are not to be left or propped open. Both of these make vulnerable the residence hall, its occupants and personal belongings.

Students are not to enter/exit residence halls through windows or fire escapes. No articles or decorations are to be placed on outside ledges, left in hallways or stairwells or suspended outside windows. Students are not permitted on the roof of any building at any time.

Anyone throwing objects out of a window will be subject to disciplinary action. All window screens must stay in place.

Students should immediately report any suspicious persons or occurrences to the residence life staff.

LOCAL, STATE AND FEDERAL LAWS

Students must comply with all applicable local, state and federal laws and any rules or regulations of any governmental board having jurisdiction.

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, VCRs, 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 VCRs in their rooms, provided they are used with discretion and regard for others.

Students may operate VCRs 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 the 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 RLC. A guest may stay in your room without charge for a maximum of two days after which a \$5 charge per day will be assessed. Guests staying in the residence hall or apartment must be registered with the Resident Life Coordinator.

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.

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 RLC or RA may result in disciplinary action.

COMMERCIAL ENTERPRISES

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.

STUART-BENNETT AND CHILDS HALL POLICIES

Residence life in Stuart-Bennett hall is designed to serve the needs of freshman students. It houses both males and females on separate floors. All students living in Stuart-Bennett are required to follow all rules and procedures regardless of academic class.

Childs Hall is designed to serve the needs of upper-class female students. Male students are permitted in the main lobby from 8 a.m. until midnight. Male students are prohibited from the floor and rooms except during official visitation hours.

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 RLC must grant permission before a VCR 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.

LAUNDRY FACILITIES

Coin-operated laundry facilities are located on each floor of Stuart-Bennett (except first and the basement of Childs Hall). Change may be obtained at the cashier's window in the lower level of the administration building. Problems related to the laundry facilities should be reported to the Resident Life Coordinator.

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.

All non-Stuart-Bennett residents are required to leave the residence hall at midnight unless approved by the Resident Life Coordinator. Students must be registered to stay longer in the lobby area. On the weekends, non-Stuart-Bennett residents may stay in the lobby area up until 2 a.m. and still must register with the RLC if there is a need to extend the time. It is at the discretion of the LC to determine if the request is legitimate or not. Guests who are not Southern Wesleyan University students must check-in with the RLC and with campus security and are required to leave the residence halls by midnight.

Childs Hall and Stuart-Bennett will host open visitation on Tuesday, Friday, Saturday and Sunday nights from 7 p.m. until 11 p.m. and at other special occasions as arranged by the Resident Life Coordinator. The New Residence Hall 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.

Visitation times are not intended to provide complete privacy. Therefore, in order to maintain a suitable environment during visitation hours in Stuart-Bennett, New Residence 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. Doors to individual rooms must remain fully open with the lights on while guests are in the room.
4. Inappropriate displays of affection are not permitted.
5. Excessive noise is not permitted.

CURFEW (STUART-BENNETT ONLY)

Residents are to be in the residence hall by midnight Sunday through Thursday and by 1 a.m. Friday and Saturday. For safety and security reasons, the residence hall is locked at these times. Violations of curfew will result in disciplinary sanctions including monetary fines and loss of privileges for repeated offenses.

Residents may not exit the residence hall after curfew without a late leave key or permission from the RLC.

The RLC must be notified immediately of emergencies and other exigencies that prevent students from returning to the residence by curfew.

Late leave keys can be signed out through a RA or RLC, and residents are then permitted to stay out until 2 a.m. Late leave keys must be obtained by midnight and will not be issued after this time. Late leave keys must be turned in at the time of return. Only students signed out on the late leave key may use it.

Upperclassmen with clear disciplinary records will be eligible to receive an individual copy of the late leave key for personal use only. The key may not be used for others or loaned to others. Violations will result in loss of privilege and possible disciplinary action.

First semester freshmen and students on academic warning are limited to obtaining late leaves on Friday and Saturday nights only. Students on academic or social probation are ineligible to receive late-leave keys.

SCHOOL BREAKS

Stuart-Bennett, Mullinax Hall and Childs Hall are closed, during the fall, Christmas 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 facility is closed.

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. The Housing Office works with Residence Life through the Student Life Office to determine who has that right of freedom and if disciplinary matters arise, who should be denied that freedom and moved to a dormitory style setting with greater supervision.

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 (There is an \$80 one-time charge for network card, installation and technical support for any resident wishing to secure 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.

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 noon - midnight

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 Stuart-Bennett; especially grievous or repeated violations may result in suspension or dismissal.

ELIGIBILITY

To be eligible for apartment living, students must be sophomores, juniors or seniors. Students on disciplinary, academic or chapel probation may be ineligible to sign up for an apartment.

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 handbook 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.

SOUTH CAROLINA STATUTES REGARDING ALCOHOL AND DRUG USE

SECTION 20-7-8920. Purchase or possession of beer, ale, wine, malt or other fermented beverages.

- A. It is unlawful for a person under the age of twenty-one to purchase or knowingly possess beer, ale, porter, wine, or other similar malt or fermented beverage.

Possession is *prima facie* evidence that it was knowingly possessed. A person violating this section is guilty of a misdemeanor and, upon conviction, must be fined not less than twenty-five dollars nor more than one hundred dollars.

SECTION 20-7-8925. Purchase or possession of alcoholic liquors.

- A. It is unlawful for a person under the age of twenty-one to purchase or knowingly possess alcoholic liquors. Possession is *prima facie* evidence that it was knowingly possessed. It is also unlawful for a person to falsely represent his or her age for the purpose of procuring alcoholic liquors.

- B. A person violating this section is guilty of a misdemeanor and, upon conviction, must be fined not less than one hundred dollars nor more than two hundred dollars or must be imprisoned for not more than thirty days.

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 two 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 more 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;
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" 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. Bonges
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

Cannabis:

- Adversely affects lungs, heart and reproductive system
- Temporary loss of fertility

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.

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

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 academic vice president and dean, 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 Power 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 Power (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

- a. Call 911 (9-911 from campus telephones).
- b. TOUCH NOTHING. Follow the instructions of the 911 operator.
- c. SECURE the area.
- d. Establish an outside perimeter placing a staff member in charge.
- e. NO ONE is to enter the area.
- f. STAFF is to limit all access to and from the outside perimeter area.

B. SECOND RESPONSE

A. Contact University Officials as listed in order

1. Vice President for Student Life
Joe Brockinton Office Ext. 5142
Home 639-1772
2. Director of Counseling and Health Services
Carol Sinnamon Office Ext. 5133
Home 639-6158
3. Director of Residence Life
Phil Pranger
Home 644-5199
Office 644.6502

4. Residence Life Coordinator of Stuart-Bennett
Deborah Kelley
Office 5576
Home 639-2308
5. University Chaplain
Ken Dill Office Ext. 5135
Home 639-1610
6. University President
Dr. David Spittal Office Ext. 5011
Home 639-1522
7. University Nurse
Lori Herron Office Ext. 5575
Home 868-2866
Cell 508.0901

C. THIRD RESPONSE

- A. Students are to remain in rooms until instructed otherwise placing a staff member in charge.
 - B. Students will be debriefed later under the (Crisis Counseling Disaster Management Protocol).
 - C. 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 RLC, 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 you 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 twice 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

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

TERRY HALL

- Center lobby area away from doors

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

- Cafeteria is not an appropriate shelter due to span roofs
- Lower levels away from windows and doors
- Sub-basement area

CAMPUS EMERGENCY SHELTER AREAS

CORRELL ADMINISTRATION

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

MAINTENANCE BUILDING, ALUMNI HOUSE

- Seek shelter in nearest designated shelter

EAGLES REST CONFERENCE CENTER

- First floor hallways and interior bathrooms

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

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.

RESIDENCE HALL SECURITY AND SAFETY

The security of residence halls is important to the university and its resident students.

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 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 who are issued keys to exterior doors are responsible for assuring that doors remain locked after passage to or from the building.

4. Exterior door keys will not be loaned to any student not assigned. Lost keys should be reported immediately to the resident director.
5. Students are prohibited from entering the building through windows or fire escapes.
6. 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.
7. Articles or substances are not to be thrown from windows or doors.
8. Violation of residence hall safety and security policy may result in a fine, clean up and financial responsibility for damages to facilities or property.

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 requirements 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 contact 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 Success Center	
Laurie Esler, Library, Lower Level	5057
The Academic Success Center provides help for those students needing support in math, reading and writing. Hours are posted the second week of each semester on the ASC door.	
Provost	
Dr. Keith Iddings, Admin. Bldg	5002
Class schedule, academic standing, academic appeals, and faculty supervision	
Accounts, Vicki Hayes, Admin. Bldg	5018
All student accounts and billing questions.	
Account hours: 8:00 a.m. — 4:30 p.m.	
Admissions	5550
Stuart-Bennett, lower level	
Alumni	
Joy Bryant, Executive Director of Alumni and Constituent Relations	5385
Joan Crain, Secretary for Alumni and Constituent Relations	5384
Athletic Director, Dr. Keith Connor, Gym	5303
Physical Education, exercise programs to help in keeping fit, and intercollegiate sports. Office hours will be posted on the office door.	
Bookstore, Darlene Stancil, CLC.....	5122
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
Cashier, Paula Hodges, Admin. Bldg.	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.	
Chaplain/Spiritual Life & Ministry	
Ken Dill, CLC.....	5135
Chapel program and attendance, Spiritual Emphasis Week, accountability groups, Counseling, missions projects and ministry teams.	
Christian Service Organization	
Dr. Don Wood, Brower, Rm. 119.....	5217
CLEP Testing, Judy Black, S-B lower level	5532
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.	
Conference and Housing Services	
Dr. Chuck Mealy	5192
Pam Burnett	5191
Counseling & Health Services	
Carol Sinnamon, CLC.....	5130
Dr. Nancy Mann, 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. Drop-ins are also welcome.	
Lori Herron, Nurse	5575
Development	
V.P. for Development, Admin. Bldg.	5004

Mary Costello, Executive Director of Development, Admin. Bldg.....	5013
Eagles Rest Retreat & Conference Center, Winnie Molloseau, Resident Director	5650/639-2710
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, S-B, Lower Level.....	5504
Wanda Marshall, S-B, Lower Level	5506
Holly Wood	5511
Mandy Rice.....	5517
Rita Martin	5516
Melanie Gillespie	5508
Jackie Holcombe	5507
Food Service & Menu, CLC	
ARAMARK,	5104/5100
Meal times Monday — Friday	
7:30 a.m. — 8:30 a.m. Breakfast	
8:30 a.m. — 9:30 a.m. Continental Breakfast	
11:45 a.m. — 1:15 p.m. Lunch	
5:00 p.m. — 6:15 p.m. Dinner	
Saturday	
9:00— 10:00 a.m. Continental Breakfast	
12:00 a.m. — 1:00 p.m. Lunch	
5:00 p.m. — 6:00 p.m. Dinner	
Sunday	
9:00— 10:00 a.m. Continental Breakfast	
12:00— 1:30	
5:00 p.m. — 6:00 p.m. Dinner	
Game Room, Gymnasium Activities Center	5300
Game Room hours: 8:00 a.m. — 12:00 midnight (Unless posted otherwise)	
Information Technology	5050
Mike Preusz, Director of Information Technology	5050
Drew Allison, Assistant Director of Information Technology	5050
Nathan Childs, Computer Support Specialist for AGS.....	5050
Ryan Garrett, Computer Support Specialist	5050
Mary Clardy, Associate for Information Technology	5050
Library	5060
The library provides a wide variety of information in the form of books, periodicals, audiovisual materials, software, maps, pamphlets, on-line databases and more. Research assistance is available during all hours of operation. 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.	
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
Whisler, Laurel	5071
Tracy McCowan	5070
Liz Crawford.....	5063
Muriel Mast	5073
Walt Davison.....	5072
Maintenance,	
Jonathan Catron, Director.....	639-4744 or 644-5663
if not available	5020
Missi Bryant	5663
Nurse/Health Center, Lori Herron, S-B 1st fl.	5575
Cell 508.0901	
Students are able to make appointments to see Dr. Stan Rampey in the Health Center.	

Students may obtain absence reports for classes missed because of illness. Certain medicines for colds, sinus, and headaches are available from the nurse.

Health Center hours: 8:15 a.m. — 2:30 p.m.

Post Office, Edith Garrett, CLC	5124
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	
Public Relations	
Janelle Beamer, Director of Public Relations	5383
Jackie Price, Assoc. for Publications and Staff Support	5381
Conrad LaRosa	5389
President, Dr. David Spittal, Admin. Bldg.	5011
Dana Frost, Admin. Asst. to the President	5011
Registrar, Rock McCaskill, S-B, lower level	5538
This office keeps the records of your grades and is also where you will find drop/add forms, withdrawal forms, transcripts, and change-of-advisor forms and change of information forms.	
Residence Life Coordinators	
Room assignments, maintenance requests, keys, information, counseling	
Residence Life Coordinator, Childs Hall	5198/644-5199
RLC, Stuart-Bennett	5576/639-2308
RLC, New Residence Hall	6502/644-6509
Snack Shop	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, CLC	5135
Fran Wilson	5131
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.	
Pam Burnett, Secretary Conference Services	5191
Dr. Joe Brockinton, CLC Vice President for Student Life	5140
Phil Pranger, Director of Residence Life	6502/6509
Dr. Keith Connor, Gym, Athletic Director,	5303
Ken Dill, Chaplain	5135
Lori Herron, Nurse, S-B Infirmary	5575
Dr. Nancy Mann, Counselor, Library basement	5039
Dr. Chuck Mealy, Director of Conference and Housing Services	5192
Winnie Molloseau, Admin. Assistant to V.P. for Student Life	5145
Security, Security Office	5121/508-0107
Carol Sinnamon, CLC, Director of Counseling and Health Services	5133
Derek Schmitt, Student Life Program Coordinator	5310
Monique Schmitt, Asst. Residence Life Coordinator	5198/644-5199
Deborah Kelley, Residence Life Coordinator	5576/639-2308
Fran Wilson, Secretary to Sp. Life, Counseling & Health Services	5131
Samantha Wilson, Assoc. V.P. for Student Life	5140

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