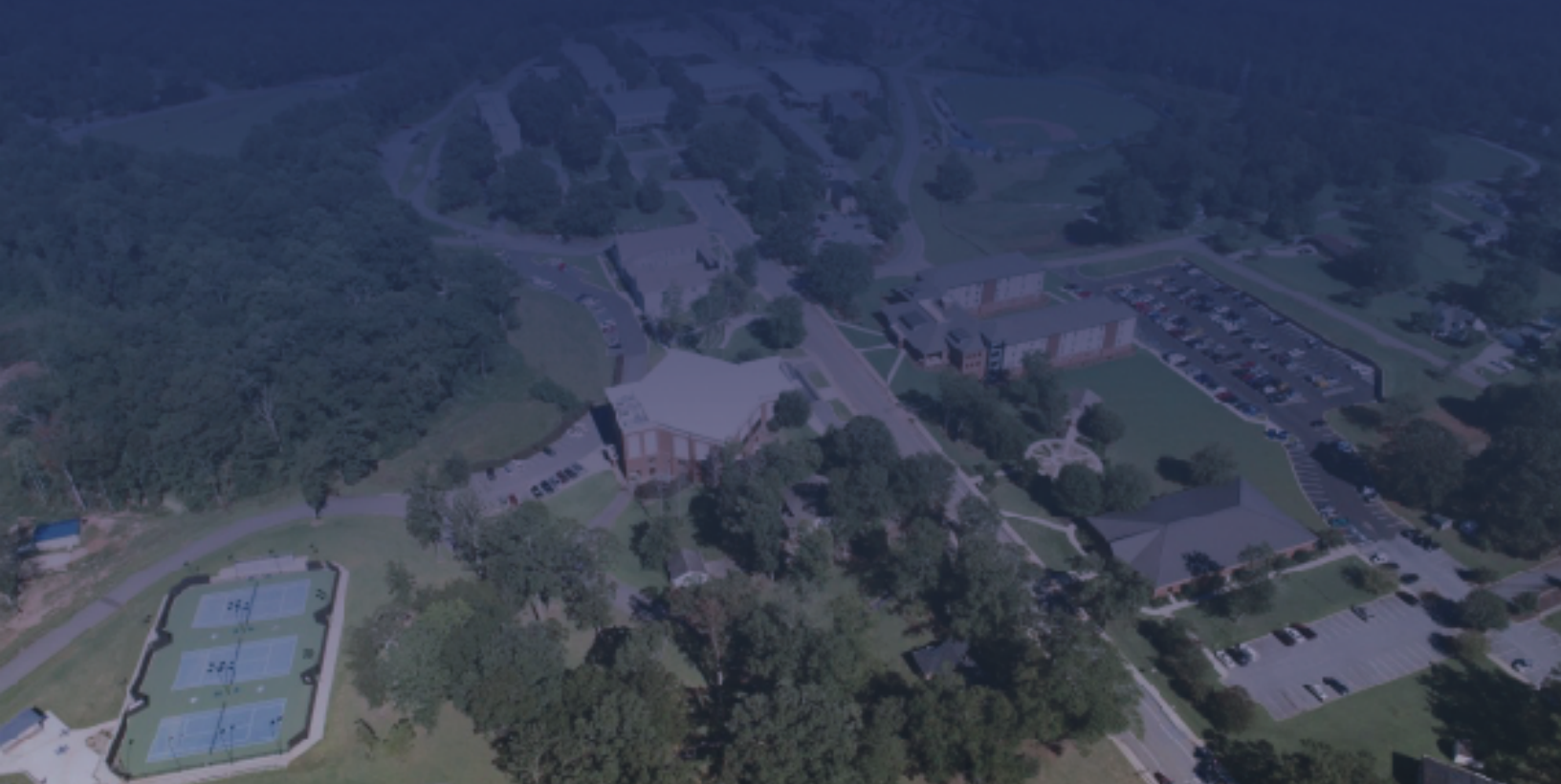


# SOUTHERN WESLEYAN UNIVERSITY

Student Handbook | 2023-2024

## University Scripture Theme Verse for 2023-2024

*Then he said to his disciples, “The harvest is plentiful but the workers are few. <sup>38</sup> Ask the Lord of the harvest, therefore, to send out workers into his harvest field.” Matthew 9:37-38 NIV*



# Contents

<b>Preface</b> .....	<b>4</b>
<b>Letter from the President</b> .....	<b>5</b>
<b>The University</b> .....	<b>6</b>
<b>The Mission of the University</b> .....	<b>6</b>
<b>Statement of Purpose</b> .....	<b>6</b>
<b>Rights and Responsibilities within the Southern Wesleyan University Community</b> .....	<b>7</b>
<b>Student Support Services</b> .....	<b>8</b>
Academic Support Services.....	8
Campus Safety .....	9
Motor Vehicle and Parking Regulations .....	10
Career Services.....	11
Counseling and Health Services.....	12
Food Service .....	14
Office of Student Life .....	14
Marriages.....	14
Housing Policy .....	14
Residence Life Policies .....	16
INSURANCE FOR PERSONAL PROPERTY.....	19
Additional Policies for Apartment Complexes.....	21
Spiritual Life.....	23
Student Activities .....	24
<b>Disciplinary Policy</b> .....	<b>25</b>
Disciplinary Philosophy Purpose.....	25
Good Samaritan Policy for Alcohol or Drug Treatment.....	26
General Disciplinary Procedures.....	27
Interaction of Disciplinary Policy and Title IX Policy.....	27
<b>Disciplinary Procedures</b> .....	<b>27</b>
Reporting Disciplinary Violations.....	27
Disciplinary Process .....	28
Procedures for Formal Conference.....	28
Temporary Protective Measures .....	28
Appeals Procedures .....	29
Student Rights Under the University Discipline System .....	29
Disciplinary Responses and/or Sanctions.....	29
Failure to Comply Clause for Graduating Seniors .....	31
Violations.....	31
<b>Appendix A: Campus Safety</b> .....	<b>37</b>

Residence Hall Security and Safety.....	37
<b>Appendix B: Alcohol and Drug-Free Campus Position and Policy .....</b>	<b>37</b>
Alcohol and Drug-Free Campus Position and Policy.....	37
<b>Appendix C: Health Services Policies .....</b>	<b>38</b>
<b>Appendix D: Pet &amp; ESA Policies .....</b>	<b>38</b>
<b>Appendix E: Sexual Violence .....</b>	<b>39</b>
<b>Appendix F: Spiritual Life Policies.....</b>	<b>40</b>
CHAPEL ATTENDANCE POLICY .....	40
SUNDAY ACTIVITIES POLICY .....	40
<b>Appendix G: Student Complaints .....</b>	<b>41</b>
<b>Appendix H: Gender Non-Discrimination Policy (Title IX) .....</b>	<b>42</b>
<b>Appendix I: Right to Gather .....</b>	<b>43</b>
<b>Appendix J : Personal Relationships .....</b>	<b>44</b>
<b>Appendix K : Notification of Rights Under FERPA.....</b>	<b>45</b>



## 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 [Academic 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 expected to know and abide by all contents of this handbook.

## Letter from the President

Welcome SWU Warriors!

At Southern Wesleyan University we are devoted to you and your success as students, but we are also dedicated to you as people who are created in the image of God.

During your time here in this unique season of life, it is our hope that you will grow spiritually, intellectually, and relationally. Most of all, our desire is to see you love God and love others.

The reason for this is because Jesus was once asked, “Teacher, what is the greatest commandment...?” Jesus replied, “‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself’” (Matthew 22:36-39).

It is our hope that all of us at SWU live as examples of what it means to love God and love others. You are a vital and important part of this community! So, whether you are a first semester Freshman or a returning Senior, we invite you to join us in pursuing a life transformed by God and His people.

On behalf of the entire University community, I pray you will have a great year and discover for yourself who God is and all the goodness He has for you.

I look forward to seeing you on campus.

All the Best,

William D. Barker, Ph.D.  
President  
Southern Wesleyan University

## The University

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

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

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

## The Mission of the University

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

## Statement of Purpose

Since its founding by The Wesleyan Church in 1906, Southern Wesleyan University has been a Christian community of learners that recognizes God as the source of all truth and wisdom. The University seeks to create an atmosphere in which all members of the community with a wide variety of background and abilities work together toward wholeness by seeking to integrate faith, learning, and daily life.

Located in Central, South Carolina, the University falls at the halfway (central) point between Charlotte, North Carolina, and Atlanta, Georgia. The Town of Central was once an important mid-way stop when the railroad was the primary means of transportation between those historic cities. The University is thirty minutes from the foothills of the Blue Ridge Mountains and ten minutes from Clemson University, with which it shares some cooperative programs.

The University evolved from a small Bible institute first chartered as Wesleyan Methodist College in 1909. It is now 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.

As a ministry of The Wesleyan Church and in service to the global Church, Southern Wesleyan prepares students for leadership in religion, education, music, business, medicine, law, science, and a variety of civic and social service professions. Graduate programs are offered in the fields of Education and Business. In 2018, the University moved to a level five institution with the introduction of its first doctoral program in the School of Education.

Although the University serves the Southeast, the student population is a blending of cultural, ethnic, and regional diversity drawn from the entire United States and the international community, encouraging a broad cross-cultural sharing of Christian values. Ideal graduates of Southern Wesleyan have a healthy respect for themselves and others as bearers of God’s image, and are prepared to confront a rapidly changing world with skills in communication, information processing, analysis, synthesis, and problem-solving.

## BEHAVIORAL EXPECTATIONS

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

1. We all have attitudes which contribute to the way we interact with others. Some attitudes such as friendliness, acceptance, generosity, and kindness support the community we have at SWU while some attitudes such as pride, jealousy, lust, and prejudice produce conflict and damage the community. Our commitment is to develop positive and helpful attitudes that build up others and ourselves.
2. With the Bible as our guide there are certain practices which are not in keeping with the mission of SWU. Activities such as fornication (sexual activity outside of marriage), adultery, homosexual conduct, drunkenness, occult practices, stealing, profanity, gossip, and dishonesty do not align with SWU's principles as they destroy both the individual and the community. The University expects students to refrain from such practices.
3. Our community standards are derived from a combination of Scripture, tradition, and institutional preference. To be a part of this community and enjoy its benefits, each of us has to choose to voluntarily submit to the established principles of the community.

**Therefore students are to:**

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

## Rights and Responsibilities within the Southern Wesleyan University Community

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

- foster learning, scholarship, and research through the free exchange of ideas;
- provide encouragement and support to members of the community as they seek to grow toward wholeness amidst difficult and stressful life circumstances; and
- hold members of the community to high standards of academic honesty, intellectual rigor, and realistic humility in the pursuit of truth.

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

- The right to free expression within the bounds of decency and order.
- The right to be respected and treated with dignity.
- The right to independent thought and reasoned dissent.

- The right to feel safe and free from threat, force or violence.
- The right to personal, constructive change.

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

## Student Support Services

### ACADEMIC SUPPORT SERVICES

#### TUTORING AND COACHING

Peer tutoring is available in the Student Success Center, located on the 2<sup>nd</sup> floor of Rickman Library in room 225, or online for many Southern Wesleyan courses by advance appointment. Drop-in appointments are also welcome, as available.

Peer writing coaches are available in the Writing Center, located inside the Student Success Center, or online by advance appointment. Students can submit their writing for review ahead of time. Drop-in appointments are also welcome, as available.

Peer coaching in academic skills, such as study help, test-taking, time management, note-taking, reading comprehension, and learning strategies, is also available in the Student Success Center.

All appointments can be made at <https://swu.mywconline.com>.

#### ONLINE TUTORING THROUGH SMARTHINKING

Smarthinking is an online tutoring service available to all Southern Wesleyan students. Drop-in tutoring is available 24/7 in math, writing for all subjects, APA formatting, science, business, computers and technology, and Spanish. In addition, Smarthinking offers study aids, such as math video lessons, the Smarthinking Writer's Handbook, and the Smarthinking Study Skills Handbook. Students can access their Smarthinking account through Canvas.

#### LEARNING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Southern Wesleyan University provides a variety of services through the [Student Success Center](#) for students with documented learning disabilities on a case-by-case basis. Students can be assured of reasonable academic accommodations based on appropriate documentation as well as confidentiality in all matters of documentation and educational record.

Southern Wesleyan University is committed to creating a learning environment that meets the needs of its diverse student body without barriers to learning. All students at Southern Wesleyan will receive equal access to an education as well as equal and fair treatment in compliance with the Americans with Disabilities Act of 1990, a federal civil rights law structured to provide equal opportunities for all people with disabilities, and Section 504 of the Rehabilitation Act of 1973 that protects individuals from discrimination based on their disabilities.

Students with a qualifying disability who wish to [request accommodations](#) at SWU will need to:

- Contact the Student Success Coordinator to schedule an appointment for an intake meeting;
- Be prepared to provide current and appropriate formal documentation of your disability.



Formal documentation may be mailed, emailed or hand-delivered to the Student Success Coordinator before or at the time of the intake meeting. Contact information is provided below. Accommodations do not begin until this process is completed; consequently, in order to start the semester with accommodations, this meeting should take place and the information should be provided to the Student Success Coordinator prior to classes starting.

Student Success Coordinator  
Southern Wesleyan University  
PO Box 1020  
SWU Box 1994  
Central, SC 29630

learningcenter@swu.edu

More information regarding accommodations for students with disabilities can be found in the current [Undergraduate Bulletin](#).

Please refer to Appendix C: Harassment of the Disabled to familiarize yourself with rights of students who are disabled.

## CAMPUS SAFETY

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 1000 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. Timely warnings are issued for crimes that represent an ongoing threat to student/employee safety, consistent with the Clery Act.

Campus Safety provides 24/7 coverage of campus and can be reached at (864) 508-0107. Campus Safety offices are located on the 2<sup>nd</sup> floor of the Campus Life Center. Campus Safety provides services including, but not limited to vehicle and foot patrols, safety escorts, lost and found, vehicle jump-starts, and property engraving.

All students are required to maintain a student ID in their possession while on SWU property. Campus Safety can provide assistance with ID replacement and other card issues.

Campus Safety also oversees parking registration and enforcement. Students bringing a vehicle on SWU property must register via [www.permitsales.net/SWU](http://www.permitsales.net/SWU) and remain in compliance with all parking regulations and procedures.

## 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.

## EMERGENCIES

- In case of an emergency, please dial 911 (9-911 if using a campus phone). Then immediately notify Campus Safety at (864) 508-0107.
- Be sure someone is posted outside the building to direct EMS to the emergency.
- All emergency situations involving students should also be immediately reported to a RA or RD, regardless of whether they occur on or off campus.

## 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 Campus Safety or the police.

## Motor Vehicle and Parking Regulations

There is a \$25 charge for obtaining vehicle registration stickers and this must be renewed each academic year. All vehicle registrations, tickets, and temporary parking permits are handled in the Student Life Office. The following are general campus parking and motor vehicle regulations. For lot-specific regulations, refer to, and obey, all signage and pavement markings.

1. Operation of a motor vehicle on University property without proper license and insurance may result in towing of vehicle at owner/operator's expense, loss of driving privileges on campus, and/or reporting to Central Police Department.
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 properly (Faculty/Staff: hang tag from rearview mirror // Students: back windshield, bottom left side) to operate on University property.
3. Unregistered vehicles (with Southern Wesleyan University) may obtain a temporary 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 Nicholson-Mitchell Ministry Center).
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 and may incur a \$25.00 fine, possible reporting to Central Police Department, and/or 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 email.
12. Most parking fines are \$30.00.
13. Parking fines are to be paid online at [www.permitsales.net/SWU](http://www.permitsales.net/SWU).
14. Vehicles may be immobilized, 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.
15. You may appeal a ticket that you feel was given in a manner that is inconsistent with the parking policy. Follow the instructions printed on the ticket if you wish to appeal.
16. Appeals must be submitted within five days of the ticket issue date.
17. Commuters planning to leave a car overnight should notify the Student Life Office or Campus Safety.
18. No overnight parking in non-residential lots without prior approval from the Student Life Office or Campus Safety.
19. No vehicle may park in handicapped parking unless the vehicle displays a state-issued handicapped parking placard or license plate. If observed by the Central Police, the police will request an arrest warrant as required

by South Carolina state law and will result in a court appearance with a MIMIMUM FINE of \$500 and a MAXIMUM FINE of \$1000, plus court costs and assessments. If observed by Campus Safety, the offense is subject to towing and/or a \$100 fine.

20. The campus speed limit is 15 miles per hour.
21. A vehicle may be immobilized or towed upon the receipt of a third ticket during a semester. All outstanding tickets must be paid before the vehicle can be recovered and a receipt must be presented to the towing company.
22. Any boot/immobilization tool will be removed after all outstanding tickets are paid and the boot fee of \$50 is paid.
23. There will be a \$200 fine for any tampering with a boot/immobilization tool.
24. Individuals who accumulate six tickets during a semester will be subject to restrictions which will include, but are not limited to, a designated parking space. The restrictions will be determined by the Office of Student Life and Campus Safety.
25. Once a vehicle has been immobilized, if fines are not paid within two business days, the vehicle will be towed.
26. Any registered vehicle on campus property must be maintained in working order. Failure to do so will result in revocation of permit and towing.
27. Any motorcycle, "street legal" dirt bike, moped, or motorized scooter must display a permit. The permit may be displayed on the body of the vehicle or on an inspection sticker plate. All parking regulations apply to these vehicles.
28. Any decal that is improperly displayed is subject to a fine.
29. Parking fines that are paid within 10 days will be reduced by 50%. Handicap fines, boot fees, and towing fees are not eligible for reduction.
30. All outstanding parking fines must be paid. Outstanding fines will result in a hold on your account, which will prevent you from registering for classes and having transcripts released.

## CAREER SERVICES

The goal of the Career Services Center at Southern Wesleyan University is to assist all students (On-Campus and Online) in meeting their individual career planning needs. To schedule appointments click the "Schedule and Appointment" button at <http://swu.edu/careerservices>. To contact the Career Services office please call 864-644-5149 or visit us in the Jennings Campus Life Center--room 215. Students interested in finding on-campus and work-study jobs can refer to <https://www.swu.edu/career-services/work-study-and-on-campus-jobs>.

The mission of Southern Wesleyan Career Services is to enable students and alumni to increase career awareness through career assessments, workshops, one-on-one counseling, research, experiential learning, and the development of job search competencies resulting in informed decision making.

### Online services and resources include:

- **PathwayU:** An online platform to guide you to purpose when making critical choices about education, career, and employment. Online assessments allow you to identify interests, values, personality and preferences and then build skills and resumes to apply for jobs. Connect to jobs based on your purpose by establishing your fit in a career with real employers.
- **Handshake:** This is the home base for all jobs and internships which will be posted through Career Services. Log in online or through a custom app to search for jobs and learn quick tips from career videos.
- **Optimal Resume:** Provides hundreds of resume samples ranging from entry level, mid-level, and experienced professionals in a variety of fields. Guides students and alumni in the creation of resume, cover letters, portfolios, and websites. This is a step-by-step creation process complete with pre-loaded examples, video tutorials, and more.

### Career Planning Timeline

## Freshman/Sophomore Years

- Use PathwayU to find an education or career pathway that resonates with your purpose.
- Learn more about SWU majors. Think of each major in terms of the skills and knowledge you will gain to prepare you for a variety of occupations.
- Browse SWU Career Services resources online to expand your knowledge of possible careers and majors.
- Visit the Career Services office during the first semester to discuss any questions you have about career planning.
- Talk with an academic advisor to plan a course of study related to your interest and career goals.
- Complete an informational interview to gain a professional's perspective and advice.
- Explore your career options through shadowing, internships, volunteering, or paid employment.
- Update your profile on Handshake to explore career paths, learn from career videos, and increase your career planning progress score.
- Get to know people from different populations through campus and community involvement.
- Begin to develop your resume using Optimal Resume online.

## Junior Year

- Talk with internship coordinators in your academic area about applying for experiential education opportunities.
- Update your Handshake account and upload your resume. Begin searching for summer jobs or internships.
- Schedule a mock interview with Career Services before going to your actual interview.
- Research programs and entrance requirements for graduate school. Make plans to take entrance exams. Setup a timeline to apply.

## Senior Year

- Talk with professors and supervisors about serving as references and provide them a copy of an updated resume.
- Explore career options by viewing job descriptions in Handshake and make plans to attend Career Services professional events.
- Research how social media networking might help in your job search.
- Create a professional LinkedIn profile and begin connecting with others. Tip: linkedinintelligence.com may help you get started.
- Keep applying with multiple organizations. Don't give up!

## COUNSELING AND HEALTH SERVICES

Confidential counseling is available to students upon request. Trained professionals offer guidance and counsel at no charge to those seeking help. Appointments may be made at the Counseling and Health Services reception desk, by email, or by phone. These services may involve individual sessions, group sessions, or workshops on as-needed bases. An individual requiring long-term or specialized counseling may be referred to a community resource to best meet his/her needs.

Community resources include:

- Baptist Easley Pastoral Counseling: 864-442-7585
  - Professionals provide services related to marriage and family therapy, grief resolution, anxiety/depression treatment, and stress management
- Behavioral Health Services (Pickens County): 864-898-5800
  - Professionals provide services related to addictions treatment, female trauma support, depression/anxiety support, and women's empowerment
- Pickens County Advocacy Center: 864-442-5500

- Professionals provide services related to victim advocacy, individual and group counseling for sexual abuse/trauma, prevention, and educational materials
- Hospice of the Foothills: 864-882-8940
  - Professionals provide grief counseling, bereavement support groups, caregiver support group, educational materials, and telephone support for those who have lost a loved one

Counseling may be a required intervention for those involved in the disciplinary process. Referrals to the local alcohol/drug agency (Behavioral Health Services) may be part of this intervention for those on probation for alcohol/drug use.

## HEALTH INSURANCE

All students are required to provide for their own health insurance. The University does not provide for health insurance for students. However, health services can offer information regarding sources of medical insurance for students.

## THE HEALTH CENTER

The Health Center is located on the second floor of Campus Life Center 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. 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.

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 is open Monday through Friday from 8:30 – 3:00, however the nurse will operate on an appointment basis. Students can schedule appointments with the receptionist via email or phone or directly with the University nurse via email or phone.

## NURSE PRACTITIONER

Southern Wesleyan University has partnered with Anmed Healthy Business to provide a nurse practitioner to provide services to students by appointment weekly (available on Tuesdays). Students may schedule an appointment to see the nurse practitioner by contacting either the receptionist or the University nurse by email or phone. There is no fee to see the practitioner. The only cost is for procedures or prescriptions that may be ordered.

## HEALTH CENTER CHARGES

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

## EMERGENCY OR SEVERE ILLNESS

When the Health Center is closed, on-campus students should contact residence hall staff, all of whom have knowledge of basic first aid and have emergency supplies available. Staff will contact the nurse or 911, if necessary.

In emergencies and for urgent needs, resident and commuter students may contact the nurse, Lori Herron, at 508-0901 (cell). They may also seek their own emergency help if preferred. If help is sought privately, please notify the nurse, RD, or other student life official as soon as possible.

## FOOD SERVICE

Pioneer College Caterers will provide Food Service for the academic year. Food service may not be provided under this agreement during the following breaks: Thanksgiving, Christmas, Spring, Easter, and Summer.

Only authorized SWU ID cards or certified pass cards can be used for meals and may not be altered or transferred. Students may obtain a new SWU ID through the Campus Safety 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 food to you. Contact your RD, RA, or the University 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 for any reason other than those mentioned here.

Students are responsible for returning dirty plates, cups and silverware to the dish-room window. Students who are involved in disruptive behavior, leaving dishes, or throwing food in the dining room may be suspended from the dining room for a period of time, assessed a fine, and/ or be required to perform community service.

## OFFICE OF STUDENT LIFE

The Office of Student Life is concerned with all facets of student life, both on and 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.

The Office of Student Life is located in the Campus Life Center, office 210.

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

## Marriages

Sometimes students decide to marry during their enrollment here. This changes your status as a student if the marriage occurs while currently enrolled. Married couples are not permitted to live in on-campus housing. Therefore, students planning to get married during the academic year should contact the student life office to complete the commuter verification form as well as notify other offices such as the registrar and student accounts to complete a change in address.

Because SWU is an institution of the Wesleyan Church, we also uphold the Wesleyan biblical tradition that marriage is to be recognized only between a man and a woman. Because we believe that marriage is a sacred lifetime relationship ordained by God, we strongly encourage each student to seek premarital counseling from our University chaplain or counselor, or a pastor or spiritual mentor. Our chaplain and counselors offer premarital counseling whether both or only one of the partners is enrolled at SWU.

## Housing Policy

### SWU HOUSING POLICY

SWU requires on-campus housing for students who are enrolled full-time (minimum of 12 academic hours) and are between 16 and 24 years of age as of the registration date of the relevant semester (fall or spring).

Students who are younger than 16 or older than 24, but desire to live in SWU's on-campus housing may submit a written appeal to be considered by the Student Life Office by no later than August 1 for the fall semester or December 1 for the spring semester. Appeals should be emailed to [housing@swu.edu](mailto:housing@swu.edu) to be

considered by the Housing Committee. On-campus housing approval is not guaranteed for students younger than 16 or older than 24. This will be decided on a case-by-case basis at the sole discretion of the Student Life Office.

Southern Wesleyan University intentionally assigns housing within the context of separate male and female halls and living spaces. SWU, as an institution of the Wesleyan Church, maintains a biblical view and Wesleyan understanding of gender identity, and therefore will assign student housing according to gender as determined by biology at birth.

All students living on campus at Southern Wesleyan University must disclose any prior felony convictions to the Student Life Office on their housing form or in writing via email. Under consideration of Article 7, SECTION 23-3-465 of the Sex Offender Registry, any person required to register under the sex offender registry is prohibited from living in campus student housing at Southern Wesleyan University. Any student desiring to live on campus who has been convicted of some other felony must meet in person with a Student Life representative, as designated by the VP of Student Life, before that student will be approved for on-campus housing. Requests to meet with a Student Life representative may be sent to [housing@swu.edu](mailto:housing@swu.edu). Once determination has been made, requests for an appeal can be made to the Housing Committee by emailing [housing@swu.edu](mailto:housing@swu.edu).

### SWU OVER-ASSIGNMENT ROOM POLICY

As the demand for residence hall space grows, the University reserves the right to “over assign” (sometimes called “tripling”) a certain number of residence hall rooms on each floor for new students each year. The resident density on each floor will not exceed one extra student in a suite of two rooms that share the same bathroom (bringing the total in the suite to five), and not employ more than half of all suites available per floor. Typically, only new students will be over assigned with the roommates also being new students, but on occasion, as demand requires, some temporary over assigning may occur for returning students with sophomore classification as the next starting point. Since the over assignment is considered a sacrifice by the residents involved, a reduction in room rate will be applied for all occupants of the room in question (not the other room in the suite).

In the case that a growing residential student population at SWU drives the need for a third student to be added to a room designed for two persons, we will add one additional set of furniture to accommodate this need for additional sleeping space (one bed, one desk, one chair, one dresser). (Note: Adding a fourth student to a room designed three persons will be avoided unless requested by all occupants due to the nature of how many students would share one toilet and shower (this number is already five for those suites in normal occupancy situations).

At the point of over-assigning a room or rooms, the room rate for each occupant will be reduced by \$100 per month and will be prorated using the calculation of \$50 up to ½ month, and \$100 over ½ month if the room is converted to a standard room during any particular month.

If residents are over-assigned for less than ½ month at the opening month of any semester (August for Fall, and January for Spring), and a normal occupancy room option is provided within that time period, no discount will be applied. If a normal occupancy room is offered but declined by all residents, and thus the room remains as an over-assigned room by choice, then the discount will be discontinued for all occupants.

Placing students in over-assigned rooms will happen according to the following process:

1. The SWU Housing Office will ask for volunteers for over-occupancy and place accordingly. New students in order of last housing deposit first, will be assigned to those room occupants who have volunteered.
2. If space is still needed, the SWU Housing Office will assign freshmen to over-assigned rooms in the order

of latest to earliest housing deposit payment date.

[Note: It should be understood by all resident students that while the process of assigning over-assigned rooms will follow the two steps outlined above, the SWU Housing Office reserves the final right to determine any and all student housing assignments as it deems necessary.]

Providing the opportunity to move into a normal occupancy room (as additional space opens up in the hall), will happen in the reverse order of which students were placed in over-assigned rooms, i.e. the last students placed in over-assigned rooms will be the first students moved back to normal capacity rooms (again, this gives priority to the earlier housing deposits in the case of freshmen).

This policy will be followed in all SWU residence halls and apartments when the need for additional residential housing arises.

## COMMUTER POLICY

Residential verification is required annually for all students intending to commute. At that time, students will verify resident status and provide accurate information including address and telephone for approved off-campus residences. The Office of Student Life may require additional information, such as a utility bill or other pertinent documentation, to verify off campus housing status. The Student Life Office must be notified immediately of any change in the residency status, address, and phone number. [Violations of the University housing or commuter policies will be subject to immediate disciplinary action, including the potential for dismissal and/or being charged a full semester of housing fees.]

To be eligible to commute you must meet one of the following criteria:

- Living at home with parent or legal guardian
- 23 years or older
- Married
- Have completed 8 full-time, post high school, college/university semesters (AP, concurrent or dual-enrollment, or winter and summer courses do not count towards this total)
- Taking less than 12 hours (part-time student status)

Outside of these requirements, you may submit an appeal citing another reason as an exception or extenuating circumstance. All appeals will be processed by the SWU Housing Committee. Please be detailed and specific when submitting an appeal.

## Residence Life Policies

### BABYSITTING

Babysitting is not permitted in the residence halls.

### CHECK-IN/CHECK-OUT

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

The checkout process must be followed anytime a resident moves out of an assigned space. Students may not change rooms for any reason without formal approval from an RD. When leaving an assigned space, the resident must gain approval from and set an appointment with an RA or RD to review the condition of the room/apartment. The RD will provide a detailed checklist that is to be followed during the cleaning and check-out process to avoid additional charges or



the surrender of a student's housing deposit. Students are expected to check out of their rooms/apartments within 24 hours of their last class.

Residents who fail to check out properly will be subject to residence hall charges. Failure to return the key will result in a \$75 charge for Apartment residents and a \$35 charge for Joiner Hilson Hall and Mullinax Hall residents (see room key section). Damages to the living space beyond normal "wear and tear" will be assessed to the resident.

### COMMERCIAL ENTERPRISE

Commercial solicitation in the residence halls and apartments is prohibited. Students may not use the residence halls or apartments for any commercial business or purpose.

### CONSOLIDATION POLICY

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

### FOOD PREPARATION

Electric coffee makers, compact refrigerators (drawing 2 amps or less) and microwaves (1 cubic foot or less) are permitted. Heating and cooking appliances that have exposed heating coils such as toasters, frying pans, sandwich grills, hot plates, waffle irons, George Foreman-type grills, etc., are prohibited. No open flames are permitted. All food should be kept in airtight containers.

### HOUSING CONTRACT

All residents are required to sign a residential 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*.

### ROOM AND FACILITY CLOSURE; REFUNDS

The University reserves all rights to close any room or area of a residential facility, or the entirety of any or all such facilities, if, in the University's sole discretion, the financial needs of the University, circumstances of public health, or any situation beyond the reasonable control of the University necessitates such closure.

In the event of room or facility closure, the University expressly disclaims any obligation to provide refunds of room and/or board costs in whole or in part beyond established SWU policies as published on the university website. The University retains full discretion to amend its published policies and to determine whether any refunds (or none) shall be provided.

### HOUSEKEEPING

Residents are responsible for cleaning their own room or apartment, which includes providing their own cleaning supplies, for removing waste materials regularly, and for maintaining acceptable sanitation and safety conditions. Residence hall rooms/apartments will be checked bi-weekly by residence life staff to monitor cleanliness and safety issues.

### 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. Students should refrain from inappropriate public displays of affection that would make others feel uncomfortable.

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

## LOCKOUTS

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

## OBJECTIONABLE MATERIAL

Pictures, posters, videos, printed materials, clothing, or other items that, in the sole judgment of the University, are offensive, lewd, pornographic or otherwise not in keeping with the values and ideals of the University, are prohibited in residence halls. Failure to remove such materials when asked could result in removal of the materials by staff and additional fines. X-rated and NC-17 movies are prohibited.

Students may not install any exterior wires, aerials, signs, satellite dishes, personal internet servers, etc.

## OVERNIGHT GUESTS IN RESIDENCE HALLS

Residential students may have guests of the same sex in the rooms overnight who have been appropriately approved by the RA or RD. A guest may stay on campus without charge for a maximum of three days per month. Guests must follow all community standards and expectations. Students are responsible for all actions and behavior of their guests. Failure to register and seek approval for a guest may result in disciplinary action including a charge of up to \$200. The University reserves the right to decline all guests from staying overnight on campus if the health and safety of the campus is at risk.\*

## OVERNIGHT OFF-CAMPUS

Resident students are expected to be in their assigned residence hall overnight. If a student is planning to stay off campus overnight they will need to let their roommate and/or RA know for safety purposes.

## QUIET HOURS IN RESIDENCE HALLS

Excessive noise in the residence halls is not permitted at any time. Daily quiet hours are from 11 pm to 7 am. 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 noise 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, keyboards, and percussion instruments is inappropriate in the residences.

## RESIDENT CONFLICTS AND ROOM CHANGES

Living with a roommate can be a rewarding experience that results in a lasting friendship. It is expected that 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 MUST include an attempt to resolve issues by the residents themselves. If not resolved between the residents, the matter should be taken to the RA for intervention. If necessary, the RD 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 RD. Requests will be considered only when good faith efforts have been attempted. Living with a roommate is an educational experience and should be seen as an opportunity for personal growth. When efforts to resolve conflicts have not proven to be successful, students may then complete a housing change request form upon the recommendation of the RD in consultation with the RA. Students may not change rooms or roommates without receiving prior approval.

The University reserves the right to deny requests for roommate changes and to change students' room assignments or roommate pairings.

### 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.

### RESIDENCE HALL DAMAGES

Students will be charged for any damages, lost school property, or unnecessary service costs, including but not limited to housekeeping, maintenance, and utility costs, caused by them to University residence halls. 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.

### RESIDENCE HALL MEETINGS

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

### ROOM ASSIGNMENTS

In the spring semester of each year, continuing students are given the opportunity to request housing for the following school year in accordance with the selection procedure published by the Residence Life Department and Housing Office. Student Life and Housing reserves the right to assign housing according to the specific needs of each semester.

New residents will be assigned based on the date their housing deposit is received. Efforts are made to honor roommate requests, but the University undertakes no obligation to do so. Rooms are generally assigned on a first-come, first-serve basis.

Student Life and Housing reserve 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.

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

### 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 SWU are not acceptable. No alcoholic beverage containers may be used for any type of decoration.

## 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 common area 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 and/or 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.

## ROOM FURNISHINGS

The University owns room furnishings for all residence hall 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. Lofting of residence hall beds is allowed using University lofting materials. Disassembling of University-owned furniture is not permitted. No waterbeds of any kind are permitted.

## ROOM ENTRY/SEARCH

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 to prevent or respond to conduct which is in violation of University regulations or laws. Insofar as possible, advance notice will be given but is not guaranteed. No room will be searched except by approval of the RD or a member of SWU Administration.

RAs and/or RDs will make bi-weekly cleanliness and health and safety checks in residence halls and the apartments. Residents of rooms not meeting a standard of cleanliness or that are in violation of policy are subject to disciplinary consequences and/or charges.

## ROOM KEYS

The RD 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 RD. A duplicate key will be provided for a replacement fee, which must be paid prior to receiving the key. The replacement fee for the apartments is \$75 and \$35 for Joiner Hilson and Mullinax Halls.

Residents must turn in their keys at checkout. Failure to return a key at checkout will result in being charged the appropriate replacement fee, even if the key is found and returned at a later date.

## ROOM MAINTENANCE

Needed repairs of rooms or University furnishings should be reported by submitting a work order request through mySWU. 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 white sticky tack or 3M Products may be used to affix posters, decorations, etc. on walls and doors. Students are responsible for removing all white sticky-tack and 3M products upon checking out of the room. Students will be held responsible for damages to the walls even where 3M or sticky tack products were used.

## SCHOOL BREAKS

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

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

## STORAGE

Storage areas are not provided for students during the school year, breaks, or summer holiday. 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 empty of personal belongings upon moving out.

## VISITATION

Visitation is defined as a time frame that is designated for members of the opposite sex to visit a residence of the opposite sex. Residence hall visitation provides resident students the opportunity for informal interaction and interpersonal growth within the context of the residence hall atmosphere. Additionally, visitation is a social event that can provide students the opportunity to meet other students within a group context.

As always, but particularly during visitation hours, it is expected that students conduct themselves with discretion and respect for the rights of others. In addition, students will be held 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, loss of visitation privileges, and reassignment of residence. Guests who are not Southern Wesleyan University students must check-in with the RD or RA on duty and are required to leave the residence halls by midnight.

Mullinax and Joiner Hilson Halls will host visitation during the hours of 6:00 pm to 11:00 pm, seven days a week. The apartments will host visitation during the hours of 5:00 pm to 12:00 am Monday through Thursday and noon to midnight Friday through Sunday. The University reserves the right to alter the visitation hours of the residence halls as deemed necessary.

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

- All visitors, other than Southern Wesleyan University students, must be escorted by their host at all times.
- Lights should remain on at all times while guests are in the room.
- Displays of affection that are associated with leading up to premarital sex, such as excessive kissing, romantic touching, laying or under covers on a bed/couch with someone of the opposite sex etc. are not permitted.
- Excessive noise is not permitted.
- Doors must remain open.
- In the apartments, guests of the opposite sex are not permitted in the bedroom at any time.

## Additional Policies for Apartment Complexes

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

The information below applies to all apartment residents. Please note that all of the other residence life policies not amended in this section still apply to apartment residents.

## ELIGIBILITY

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

- A minimum cumulative grade point average of 2.50. (SWU GPA after first semester for transfer students.)
- Social record – upon application, an applicant cannot be on social warning or social probation; during the year one cannot enter social probation (case by case evaluation). A student who becomes ineligible during a semester will be reassigned to a residence hall for the remainder of the semester. (Since living in the apartments is a contractual agreement, a student who becomes ineligible to live in the apartments during a semester will pay the apartment cost for the remainder of the semester.)
- A minimum of 28 hours must be completed prior to living in the apartments. (A student could have less when applying in the spring for the fall semester.)
- Must not be on chapel probation and must be on schedule to meet the chapel requirements for the current semester.
- Each applicant must have lived at least one semester in a residence hall prior to living in the apartments. (Students who have attended SWU as a commuter may apply for an exception to this policy.)

Each spring, students must submit an eligibility application through mySWU. The Office of Student Life may make exceptions to the eligibility criteria if extenuating circumstances warrant an exception. The Housing Office assigns the apartments through the housing process. The student's eligibility for the apartments does not guarantee a space in the apartments as spaces are determined by availability.

## 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
- Four bar stools for breakfast bar

### Bedrooms:

- Hook and lock adjustable bed w/ mattress
- Oak desk
- Oak chair
- Oak dresser
- Oak bookshelf
- Cable television
- Internet access
- Central air and heat

### Additionally:

- 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.

## CLEANING SUPPLIES

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

## 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 and for carrying their trash to the dumpster. Leaving trash outside the apartment is not permitted and will result in a \$50 charge per bag and will be split among all apartment roommates.

## SPIRITUAL LIFE

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

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

### SCRIPTURAL AUTHORITY

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

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

### WELL-BALANCED DISCIPLES

We are committed to the spiritual development of our campus community and to academic instruction that recognizes God as the source of all knowledge and wisdom.

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

### UNITY WITH DIVERSITY

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

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

## SPIRITUAL FORMATION OPPORTUNITIES

### CHAPEL

Chapel is the time reserved for the University community to meet for corporate worship. Chapel attendance is required according to the policies set forth in this Handbook. Chapel meets in the Newton-Hobson Chapel on Mondays and Wednesdays, from 10:00 a.m. to 10:50 a.m. Additional events, such as Global Engagement Week and Holiness Lecture Series identified by the chaplain, may be counted as chapel events. (Refer to Appendix F for more information regarding Chapel Policy.)

### 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.

### GLOBAL ENGAGEMENT WEEK

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

### DISCIPLESHIP GROUPS

Faculty-, staff-, 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.

### MINISTRY TEAMS

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

## STUDENT ACTIVITIES

### 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.



## ASSEMBLIES

Fridays at 10:00 a.m. are generally reserved for assemblies such as special chapels, accountability meetings, Homecoming Court, and Wellness Week. These are subject to change as necessary.

## CHRISTMAS DINNER AND PROGRAM

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

## GAME ROOM

The game room is on the 3<sup>rd</sup> floor of the Campus Life Center, and serves as a place for students to gather freely. There are board games, card games, and gaming consoles, along with ping pong, pool, and other things for students to enjoy. Guests are welcome, though the game room exists to serve the students of SWU. Game room hours are subject to change each semester per the availability of federal work study students employed as supervisors.

## HOMECOMING

Held in the fall, Homecoming is planned by a committee overseen by the Alumni Director consisting of people from various departments on campus, Student Life, and current and former students. The weekend offers a wide variety of athletic, social, musical, reunion, and worship activities.

## INTERCOLLEGIATE ATHLETICS

The intercollegiate athletic program at Southern Wesleyan currently includes 10 varsity sports competing in the NCAA (Conference Carolinas). Women compete in basketball, soccer, track and field – indoor/outdoor, cross-country, lacrosse, softball, and volleyball. Men compete in basketball, soccer, track and field – indoor/outdoor, cross-country, and baseball.

## INTRAMURAL ACTIVITIES

The intramural activities program at Southern Wesleyan University exists to create opportunities for the SWU community to glorify God through competition. Activities are structured into seasons and tournaments and include but are not limited to: flag football, soccer, ultimate frisbee, volleyball, basketball, spike ball, video games, ping pong, and other activities as interest arises.

Intramural activities are generally organized through [IMLeagues.com/swu](http://IMLeagues.com/swu) where participants can access upcoming events, schedules, and stats. All facilities used for any intramural activity, on and off campus, fall under the jurisdiction of the official waiver and release as found on [IMLeagues.com/swu](http://IMLeagues.com/swu).

## SPRING PRODUCTION

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

## STUDENT ORGANIZATIONS AND CLUBS

Various student clubs and organizations function on campus and are available for student involvement. Each club or organization is required to be approved through the Student Government Association. A list of clubs can be accessed by contacting the SGA office.

## WELLNESS WEEK

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

# Disciplinary Policy

## DISCIPLINARY PHILOSOPHY PURPOSE

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

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

A Christ-centered community must be characterized by both redemption and discipline. The purpose of discipline in the life of a Christ-follower is to assist one in being transformed so that one knows Christ more intimately, becomes all that God intends, and is equipped to make Him known to others who do not yet know Him.

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

As Matthew 22:37 states, we are to love the Lord and love each other. We at SWU believe that to live in a healthy community together, we must love each other and seek to understand before being understood. We desire a community in which we can agree to disagree but where safety and respect are a priority for all. A healthy community also means we are willing to lay aside our personal preferences for the benefit of the community as we live our lives together.

Any student who is asked by another student, faculty, or staff member to cease a behavior inconsistent with the values of the University (i.e. public displays of affection, not wearing shoes in class or in an eating establishment, not showing respect for speakers or teachers, not maintaining healthy emotional and physical boundaries once they have been established, not managing one's medical and/or emotional self-care, etc.) and who chooses not to comply will be subject to the student conduct process. This behavior is not conducive to the kind of community we wish to create.

All laws of the nation, state, and local community are to be obeyed. Any student charged or convicted of a felony or misdemeanor can expect a University response in addition to any federal, state, or local response. Any student who is charged with a crime may be subject to immediate interim suspension until he/she is able to complete the formal conduct process with Southern Wesleyan University.

## Good Samaritan Policy for Alcohol or Drug Treatment

In cases of alcohol and drug intoxication, our primary concern is the health and safety of the individual(s) involved. We strongly encourage students to call for medical assistance immediately for themselves or for another member of the community who experiences an acute reaction to substance overdose, use, or abuse. Students who seek emergency medical assistance for alcohol or drug overuse will avoid disciplinary sanctions for the sole violation of using or possessing the substance or being in the presence of the substance. It is the reporting student's responsibility to report the incident to the Student Life office (RA, RD, Coach, Spiritual Life, Trio, Counseling, Health, and/or Campus Safety) within 24 hours of the incident. A conversation with the AVP for Campus Life or Director of Residence Life is required following the incident so that he/she can fully understand and help the student grow from the situation. Educational activities will be part of their growth contract with the University.

## General Disciplinary Procedures

When alleged violations of the lifestyle expectations, policies or regulations, community standards or Scriptural principles are reported to the Office of Student Life, the accused student(s) is notified of the alleged violation(s) and given the opportunity to be heard by the appropriate Student Life administrator(s). Any University official, faculty, staff, or student may refer or report University violations if circumstances require such action. The University reserves the right to communicate with parents or legal guardians in keeping with the Family Educational Rights and Privacy Act (FERPA) with respect to disciplinary concerns where it deems such communication appropriate and permissible. Offenses that will be reported to parents or legal guardians include, but may not be limited to drug offenses, alcohol offenses, criminal offenses, and presenting as a danger to oneself or the community.

The RDs and RAs handle most minor residence life issues or violations. The desire is for students to follow the Matthew 18 principles in resolving minor disputes by going first to the person with whom they have a conflict to resolve the issue and then bringing others into the situation if it is not resolved. Situations that fall into this category may include, but are not limited to, excessive noise, inappropriate room décor, room cleanliness, room inspection failure, inappropriate displays of affection, dress code violations, roommate conflict, interpersonal issues, and disrespect for others. RAs may give verbal warnings regarding minor infractions such as, room cleanliness, inappropriate décor, noise violations, etc. RDs may also counsel, give verbal or written warnings and fines, as well as restrict privileges for minor violations. For example, if a student violates the noise policy, then the RD may fine the student or choose to refer the incident to the Residence Life Office. More serious or repeated offenses should be referred to the Director of Residence Life, who will review the violations and determine with the AVP for Campus Life or the VP for Student Life the appropriate consequences.

## Interaction of Disciplinary Policy and Title IX Policy

Alleged conduct violations that may implicate the University's Title IX policy are referred to the University's Title IX coordinator for review. The University reserves the right to adjudicate the entirety of such a conduct violation through the procedures set out in the Title IX policy (and not just that portion of the alleged violation that does so), if the University determines that fairness, efficiency, or accuracy will be better served.

# Disciplinary Procedures

## REPORTING DISCIPLINARY VIOLATIONS

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

## Disciplinary Process

The University's Disciplinary Process, including any appeals, is not a legal proceeding; therefore, neither the student involved nor the University may have legal counsel present, nor do rules of evidence or similar courtroom proceedings apply at any stage. Moreover, the process is not adversarial and shall be conducted in a manner that preserves the educational tone of the process.

The University reserves the right to modify the disciplinary process in the interest of fairness to all concerned.

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

If the AVPSL determines, in his/her sole discretion, that the complaint does not have merit, the matter is considered closed unless further information becomes available.

If the AVPSL determines, in his/her sole discretion, that the complaint may have merit, the student is contacted by the Office of Student Life to meet in person with the AVPSL for a formal conference. If a student fails to appear for the scheduled conference after being properly notified, the AVPSL may review the testimony and evidence obtained in the preliminary investigation and make a decision regarding the complaint. The Office of Student Life will make reasonable attempts to contact the student prior to making the decision.

## Procedures for Formal Conference

At the formal conference, the student is informed of the alleged violations and given the opportunity to respond to questions from the AVPSL regarding the alleged violations. If the student accepts responsibility for the violation alleged in the complaint, the AVPSL determines the appropriate consequences. If the student denies the alleged complaint, the AVPSL weighs all testimony and evidence and determines whether a violation has occurred based on a preponderance of the evidence. In other words, the determination shall be made on the basis of whether it is more likely than not the violation occurred. If the AVPSL determines there was a violation, he/she shall also determine what disciplinary response, if any, is appropriate.

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

## Temporary Protective Measures

If, at any point during the pending disciplinary process, the 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 AVPSL, in his or her sole discretion, may impose Temporary Protective Measures. These Temporary Protective Measures may include a separation from campus or restricted access to campus.

## Appeals Procedures

Following discipline at any level, a student is permitted one appeal to the next highest level of authority. The appeal must be made in writing within 48 hours (2 business days) after receiving written notification of the disciplinary action. The student's letter of appeal must be based on at least one of the following three criteria and must demonstrate how the criterion chosen had a material impact on the outcome of the decision. The burden of proof is on the student.

- Significant or relevant new evidence
- Procedural error
- Bias in the decision making process

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

- Disciplinary action by a RA is appealed to the RD, who decides the appeal within five business days after receiving the written letter of appeal.
- Disciplinary action by a RD is appealed to the AVPSL, who decides the appeal within five business days after receiving the written letter of appeal.
- Disciplinary action by the AVPSL is appealed to the Vice President for Student Life (VPSL), who decides the appeal within five business days after receiving the written letter of appeal.

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

## STUDENT RIGHTS UNDER THE UNIVERSITY DISCIPLINE SYSTEM

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

- Process:** The University will follow the disciplinary process as outlined in the Student Handbook unless extraordinary circumstances and fairness to all concerned require otherwise.
- Conference:** The student and/or organization will have an opportunity to be heard in person before a decision is made.
- Evidence:** The student and/or organization will be informed as to the nature of the complaint.
- Written Decision:** The student will receive a letter outlining the decisions that were made.
- Appeal:** The student has the right to appeal a decision following the guidelines provided in the Handbook.

## DISCIPLINARY RESPONSES AND/OR SANCTIONS

Students found to be in violation of University lifestyle expectations or regulations should expect to be held accountable for their actions through any of the following disciplinary responses. The Office of Student Life reviews all available information in making decisions on a case-by-case basis and attempts to administer appropriate consequences with a commitment to restoration when possible. ***The University reserves the right to impose any of these penalties, even for a first offense. The University reserves the right to contact parents or legal guardians if the resulting conduct is alcohol or drug related, an intent to harm oneself or others, or will result in the student being asked to leave the University.***

The following disciplinary responses may utilize a "growth contract" as a way to further a student's educational understanding of their offense. Activities outlined in a growth contract seek to restore the community that has been

broken, further one's education surrounding the violation, help the student take the next step in their faith journey, and provide accountability to prevent another occurrence of the violation. This growth contract is created with input from the student to identify activities that will further their personal growth. Common elements for a growth contract may include, but are not limited to a research paper, paying a fine, a letter of apology, counseling, meeting with a mentor during the sanction period, community service, a drug or alcohol rehab program, spiritual and/or character development assignments, joining a discipleship group etc.

1. **FINES:** A student who receives this sanction is required to submit a mandatory payment of money by the student to the University for violations of the University standards, policies, or expectations. This includes restitution for costs related the repair or replacement of furnishings or spaces due to vandalism or intentional damage/destruction. Fines may range from \$20 to \$500 and beyond, depending on the severity of the violation.
2. **WARNING LETTER:** Generally, this is a response given to students as a result of a minor first-time offense. Educational measures and/or some required actions for the benefit of the student are often included in a warning letter. This process is meant as a formal documentation of the conversation; however, no sanctions are instituted at this level. There may be instances however that a growth contract is appropriate. Students are sent a letter regarding the details of the violation and a copy is placed in the student's file.
3. **SOCIAL WARNING:** A social warning normally includes, but is not limited to a letter of social warning placed in the student's file as well as a growth contract. Social warning typically lasts for 16 calendar weeks. Students are still allowed to represent the University in various organizations and University events. However, an additional offense or not fulfilling the growth contract will likely result in the student being placed on social probation.
4. **SOCIAL PROBATION:** Typically, social probation is reserved for serious infractions of community expectations or repeated behavior that is unacceptable in the community. Social probation involves the assigning of a growth contract as well as possible additional sanctions such as but not limited to the reassignment of residence halls or possible forfeiture of institutional aid. Social probation may be for a fixed period of time, usually 16 calendar weeks, or may be indefinite. Further inappropriate behavior may lead to serious disciplinary action, including the possibility of suspension or dismissal. A written record of social probation is placed in the student's file.

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

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

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

5. **INTERIM SUSPENSION:** Suspension from the University to be served for an indefinite period of time while legal action is pending or for any other significant internal investigations of a community violation including racial allegations, Title IX, sexual misconduct, theft etc. This type of suspension is usually released pending the outcome of the disciplinary hearing or any pending legal proceedings. Suspension of this type is usually

temporary unless the student is found in violation or charges are upheld legally. This sanction can also be placed upon a student if he/she fails to comply with guidelines rendered from the University and be released if the student complies. During the period of this sanction students must immediately move off of campus and may not physically return to campus. The ability for the student to continue with his/her academic progress during an interim suspension is at the sole discretion of the VPSL or his/her designee in concert with the student's faculty.

6. **DISMISSAL:** A student is dismissed from the University for a specified period of time of not less than one semester following significant violation(s) of the University standards and expectations or the violation of the terms of Social Probation. Dismissals are recorded on the student's record. Students who are dismissed are required to return their student identification card and room keys. They may not return to campus for the duration of their dismissal except to conduct official business with an administrative officer or faculty member, and then only with permission from the VPSL or his/her designee. Readmission is at the sole discretion of the appropriate University officials.
7. **EXPULSION:** A student is permanently excluded from the University with loss of all academic credit for the semester in which the violation that led to the expulsion occurred. A written record is placed in the student's file.
8. **PRIVATE WITHDRAWAL:** In light of basic principles of the University, any student whose conduct is considered detrimental to the best interests of the University, whose overall influence is negative to campus morale, whose attitude is persistently antagonistic toward others, whose academic performance is regularly delinquent or whose stay in the University seems to be of small personal benefit or hostile to others, may be confronted by University personnel and given an opportunity to address such concerns. If not addressed to the satisfaction of the University, such a student may be given the option to withdraw privately.
9. **OTHER:** The University reserves the right to implement other disciplinary responses as appropriate. Examples may include a character, spiritual, or educational assignment, community service, mandatory counseling, and/or rehabilitation as deemed necessary.

## FAILURE TO COMPLY CLAUSE FOR GRADUATING SENIORS

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

The Provost is notified of the lack of compliance, made aware of any outstanding sanctions, and authorized to withdraw the student's name from the graduation list.

Upon compliance, the VPSL provides written notification to all appropriate University offices authorizing the student to proceed with graduation plans.

## VIOLATIONS

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

### A. ACADEMIC DISHONESTY

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

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

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

## **C. DRUGS**

The possession, use, or distribution of illegal drugs or drug paraphernalia by Southern Wesleyan University students, either on or off campus (see Appendix B) is prohibited. This may also include the abuse of prescription drugs. A hair test or urinalysis may be required at the sole discretion of University administration and may be used to determine the suspected use of illegal substances. Refusal to comply with a request to submit to a drug test will result in an automatic suspension for drug use.

## **D. TOBACCO USE/SMOKING/VAPING**

The possession or use of any form of tobacco products, either on or off campus, is not permitted. Smoking, dipping, chewing, or vaping (any substance) is included in this section.

## **E. ARRESTS**

Students who have been arrested for any reason must immediately report this to the Department of Student Life. Failure to report within the first 24 hours will result in an automatic suspension. If the alleged charge violates a SWU policy and the formal conduct process is not able to be completed, the student will be placed on interim suspension until the court process is able to be resolved.

## **F. ASSAULT**

Assault is defined as causing, or threatening to cause, physical harm or serious psychological damage to another individual.

## **G. 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 any caused by pranks or horseplay, will be charged to the one responsible for the damage or to the hall or residential facility where the damage occurs if the culprit is not identified. Students are responsible for the behavior of their guests and will be charged for damage caused by their guests. University property includes, but is not limited to, residence hall 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 anything than authorized purposes. No University keys are to be duplicated, except by maintenance personnel.

## **H. 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. Only Office of Information Technology staff members are authorized to install software on 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 Executive Director of Information Technology. 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.

## **I. DANCING**

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

### **On-Campus Dancing**

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

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

Students are expected to avoid erotic, sensuous forms of dance that are antithetical to our Christian faith. Students showing disregard to this basic admonition will be taken through the conduct process. Due to the more intimate and personal environment found in residence hall rooms and apartments, social dancing between the sexes is not allowed in these environments.

**This policy applies to dancing on and off campus.**

## **J. DATING VIOLENCE**

Dating violence is defined as any act of violence committed against someone with whom an established social, romantic, or intimate relationship exists. An established relationship shall be based on the following factors: the length of the relationship, the type of relationship, and the frequency of interpersonal interactions. Dating violence can include the definitions for other forms of sexual violence including sexual harassment, sexual assault, and stalking. This misconduct may need to be addressed through the University's Title IX process.

## **K. DISRUPTIVE OR DISORDERLY CONDUCT**

Participating in conduct that is unruly, disorderly, lewd, indecent, offensive, and/or disrupts personal or community life is not acceptable. This includes pranks of any nature, and unruly or disrespectful communications to University personnel.

## **L. DOMESTIC VIOLENCE**

Domestic violence is defined as any act of violence committed against someone who can be identified as a member of the household. This can include, but is not limited to, a former or current spouse, the other parent of a child in common, someone whom by actions demonstrates a spousal relationship, and/or any other person considered a member of the household. Domestic violence can include the definitions for other forms of sexual violence including sexual harassment, sexual assault, and stalking. This type of misconduct may need to be addressed through the University's Title IX process.

## **M. DRESS CODE**

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

Students are expected to dress modestly and in good taste at all times. 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. 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 outside of athletic practice or competition. We encourage men to follow the tradition of removing 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, or inappropriate. Typically, SWU 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.

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

#### **N. GAMBLING**

Participating in any form of gambling is prohibited. Gambling and games of chance that include betting, including but not limited to betting card games or betting of any kind, are prohibited.

#### **O. HARASSMENT**

Harassment means a course of conduct directed at a specific person or group or that causes substantial emotional distress in a person or group of persons. It is considered as 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 at University-sponsored or supervised events. Harassment includes (i) language and/or physical acts which degrade, insult, taunt, or challenge another person by any means of communication, so as to provoke a violent response, (ii) communication of threat, (iii) defamation of character, (iv) use of profanity, verbal assaults, derogatory comments, sexist remarks, racist remarks, or (v) any behavior that places another member of the University community in a state of fear or anxiety. Harassment can occur over social media, digital communication, or communication through other people. Harassment also includes statements made about a person or race that may not be targeted at one individual or group.

#### **P. 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 any conduct or act that results in or could reasonably be expected to result in fear, intimidation, physical exhaustion, mental or physical discomfort or anxieties, degradation, public humiliation, or destruction or removal of public or private property, for the purpose of or in connection to initiation, admission into, affiliation with, or membership in a group, organization, or club. This is considered hazing regardless of a student's willingness to participate in such activity. Hazing also includes those activities that fit under the South Carolina statutory prohibition on hazing, S.C. Code § 16-3-510 & 520.

The scope includes activities that are planned and unplanned on or off the campus, and sponsored by social fellowships, and other student organizations/groups recognized by the University. Examples of hazing include, but are

not limited to, paddling, physical, mental, psychological shocks, morally degrading or humiliating activities, attire, make-up, hairstyles (including shaving hair) or games, post-midnight sessions of any kind, excessive physical activities, activities which interfere with one's scholastic pursuits, holding another against his/her will, activities which involve the removal of any property (personal or private) while in the possession of another without the proper authorization.

#### **Q. INAPPROPRIATE DISPLAYS OF AFFECTION**

Publicly displaying affection inappropriately, such as reclining with members of the opposite sex, prolonged kissing or embracing, or behaviors that make others uncomfortable, is unacceptable behavior. If asked to cease the behavior by any member of the community and the behavior continues, the persons displaying the behavior may be taken through the conduct process.

#### **R. LANGUAGE**

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

#### **S. LYING/FALSIFICATION/FRAUD**

Falsifying information or misrepresenting the truth, including in business dealings on or off campus, is prohibited. 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 are acts of dishonesty. 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.

#### **T. MEDIA, SOCIAL MEDIA and MUSIC MISUSE AND/OR UNIVERSITY COMPUTER MISUSE/INTERNET POSTING**

Using any material or media (including all social media platforms, computers, phones, or television) with harassing, violent, vulgar, degrading, alcohol celebration, distasteful or antagonistic according to biblical standards, sexually explicit, and/or erotic themes is prohibited. Sharing files containing such material or media is also prohibited. Other forms of network misuse, such as tampering or hacking, internet pornography or the destruction of University resources/property is prohibited. Postings on social media that come to the attention of University administration and are deemed inappropriate may be referred to a disciplinary process if they violate federal, state, or local laws or University policies. Students will be asked to remove information from the posting, especially if it is deemed to be harassing or discriminatory and will be subject to other disciplinary action, including loss of network privileges.

#### **U. RELATIONSHIPS**

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. Relationships (hereafter defined as romantic, sexual (outside of marriage), or exploitive relationships between individuals who have unequal positions in an educational setting) can undermine the trust necessary to fulfill the University's mission and the integrity of the educational experience as well as the supervision and/or evaluation process in the workplace and classroom.

*See Appendix L for more information regarding this policy.*

#### **V. STALKING**

Stalking is defined as any behavior or conduct directed at a specific person that has the potential to cause someone to fear for his or her safety, or the safety of others, and/or cause substantial emotional distress. Such conduct may include, but is not limited to, following another person, telephone communication, excessive emails, electronic communications/social media, written notes and letters, and using scheduled appointments to force meetings. Stalking on the basis of sex as defined by Title IX will follow the Title IX processes and procedures.

## **W. CONSENTUAL SEXUAL BEHAVIOR AND/OR EXPLICIT BEHAVIOR**

Engaging in consensual acts of sexual immorality, whether heterosexual or homosexual, such as premarital and extramarital relations, and sexual perversions of any form are prohibited. This includes but is not limited to the use of pornography (soft or hard core) and/or the use of explicit literature (i.e. websites, magazines, posters, etc.) Any sexual misconduct that is nonconsensual will be subject to the process and procedures of Title IX.

## **X. THEFT/MISAPPROPRIATION**

Taking, possessing, or using property of the University or of another individual without proper authorization or permission is not permitted.

## **Y. WEAPONS**

- No weapons or firearms, neither functional nor decorative, are permitted on the Southern Wesleyan University campus. Items prohibited include anything that shoots a projectile, but are not limited to all firearms, water guns, paintball guns, BB guns, pellet guns, air soft guns, sling shots, knives, swords, spears and bows/arrows. Possession or using a weapon or firearm may be grounds for immediate dismissal.
- Pocket knives with a 3-inch or less blade are permitted.

## **Z. 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.

## **AA. FAILURE TO COMPLY WITH UNIVERSITY AUTHORITY OR LAW OFFICIAL**

The failure to comply with the directions of duly-authorized University officials or bodies acting in the performance of their duties, including RAs, will be addressed; 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.

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

Violations of any criminal statute whether federal, state, or local law on or off the Southern Wesleyan University campus will be reviewed by Student Life to determine the University's disciplinary response.

## **CC. FIREWORKS OR EXPLOSIVES**

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

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

A hate crime is a criminal offense against a person or property motivated in whole or in part by an offender's bias against a religion, disability, social class, race, ethnicity, gender, or any other characteristics that shape a person's identity.

## **EE. UNAUTHORIZED ENTRANCE**

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

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

Defacing, damaging, or destroying any University property or the property of others as well as unseemly poor care of University property cannot be permitted. This also includes pranks within the residence halls.

## Appendix A: Campus Safety

### 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.

- Exterior residence hall doors will be locked at all times.
- Exterior doors are not to be propped open in any manner, nor left open or unlocked in a manner that will breach the security of the building.
- All students are issued a prox card for the main door into the residence hall. The loss of a prox card must be reported immediately to Campus Security so that the old card can be de-activated and a new card can be issued.
- Students are not to enter/exit residence halls through windows or fire escapes.
- No articles are to be placed on exterior ledges, suspended outside windows, or left in hallways or stairwells. No items such as shoes, laundry baskets, duffel bags, furniture, sports equipment, or bicycles are to be stored in stairwells or hallways.
- Students are not permitted on the roof of any building at any time.
- Articles or substances are not to be thrown from windows or doors.
- All window screens must stay in place.
- Rooms and apartments should be locked when they are unoccupied and when the residents are sleeping.
- Students should immediately report any suspicious persons or occurrences to Campus Safety at (864) 508-0107.
- Violation of residence hall safety and security policies may result in a charge, clean up, and financial responsibility for damages to facilities or property.

## Appendix B: Alcohol and Drug-Free Campus Position and Policy

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

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

#### STANDARDS OF CONDUCT

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

## Appendix C: Health Services Policies

### MEDICAL HISTORY FORM POLICY

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

### IMMUNIZATION POLICY

The following immunizations are required for all students:

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

#### **All resident students are required to have the Meningitis Vaccine.**

The following immunizations are recommended but not required:

- Hepatitis B: Three doses.
- Varivax (Varicella): If you have not had chicken pox.
- Gardasil: Three doses.
- Meningitis vaccine for commuter students.
- COVID-19
- Monkeypox

Students may contact the University nurse with questions regarding immunization waivers.

## Appendix D: Pet & Service Animal Policies

### PETS (GENERAL / ANIMALS)

Allowable pets include aquarium fish, limited to a 10-gallon tank. All other animals are to remain outside the residence hall at all times. Students are responsible for any damage done by their pet.

### SERVICE ANIMALS

Southern Wesleyan University recognizes the importance of Service Animals to individuals with disabilities and has established the following policy regarding Service Animals to assist people with disabilities. This policy ensures that people with disabilities, who require the use of Service Animals as reasonable accommodation, receive the benefit of the work or tasks performed by such animals or the support they provide. Southern Wesleyan is committed to allowing people with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the University's programs and activities. Specific requirements, guidelines, and forms concerning the appropriate use of and protocols associated with Service Animals can be requested by emailing SWU Housing at [housing@swu.edu](mailto:housing@swu.edu). SWU reserves the right to amend this policy as circumstances require.

## Appendix E: Sexual Violence

Incidents of sexual violence are considered a serious public safety concern for both the victim and the larger community. All acts of sexual violence are prohibited at SWU—whether the act takes place on or off campus, or within our online learning community. In addition, all students are subject to institutional and criminal investigation of sexual violence regardless if the incident occurred on campus or away from campus. Sexual violence includes, but is not limited to: sexual assault, stalking, dating violence, and domestic violence. For more detailed definitions of these terms, see Appendix J, SWU's Gender Non-Discrimination Policy.

The primary concern of the University is student safety; and students are encouraged to report an incident of sexual violence. Any additional rule violations that come up during the report, investigation, or formal hearing of a sexual violence case will be addressed separately from the sexual violence allegation. Use of alcohol or other drugs does not make the victim at fault for sexual violence, and should not be a deterrence from reporting an incident.

If an incident of sexual violence has just occurred, the victim should seek assistance immediately. In South Carolina, a forensic medical examination and evidence kit can be collected up to 120 hours after the assault. The victim should be taken to the closest hospital that is certified to administer the exam. In addition, victim advocacy services are available to offer additional support to victims of sexual assault. When taken to a hospital for a forensic medical examination and evidence kit, a victim advocate will meet the victim at the identified hospital.

Contact Pickens County Advocacy Center (PCAC) at 864-644-5500 if you need further assistance and information regarding this topic, and to arrange for an advocate to accompany you to or meet you at the hospital. Your contact with PCAC is completely confidential.

To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

A complaint can be filed with the University Title IX Coordinator. The Title IX Coordinator (or his/her designee) can provide assistance in filing a criminal complaint; explain the rights of a victim of sexual violence or a reporter of sexual violence; and can explain the process for investigation and adjudicating complaints. In addition, you can contact a Student Life staff member, University administrator, residence hall administrator, faculty member, campus safety officer, or the local police. Counseling, information, and support for sexual violence victims are available through the Office of Student Life and residence halls. The University will assist a victim in any reasonably available way to address emotional and physical needs, including changing academic, residential, transportation, and work situations.

### CHAPEL ATTENDANCE POLICY

We affirm the critical and crucial importance of a meaningful chapel program to a Christian University. Chapel contributes significantly to the atmosphere of the University by fostering a sense of community as we worship God and learn together.

***All full-time (commuter and residential), traditional students must attend at least 24 chapel events a semester. In addition to the regular Monday and Wednesday chapel times, other activities may count as a chapel event. The Spiritual Life and Ministry Department will announce these approved activities.***

Students required to attend chapel who are student-teaching or participating in a field placement or practicum may have their required number of chapels reduced for that semester. It is the student's responsibility to contact the University chaplain for this request.

Students who fail to attend **24** chapel events each semester will be required to view videos of chapel sermons and write a 300-word essay on what they learned from that sermon. The number of chapel sermons and essays required will be equal to the number of chapel credits they are short of the 24 minimum. For example, if they are ten credits short of the 24 required, students will need to view ten chapel sermons and write ten 300-word essays. Students who fail to meet the chapel requirement and satisfactorily complete chapel videos and essays may be placed on social probation, or a hold will be placed on their student account preventing them from graduating and/or receiving their transcripts.

### 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.

Southern Wesleyan University encourages the development of a sense of responsibility to brothers and sisters in Christ. Consideration should always be given to those who wish to observe the day in a quiet manner.

In exercising the personal freedoms permitted by differing convictions within the community, the governing principle should be one of love. We ought not to please ourselves (Isaiah 58:13-14) but our neighbors for their good, to edify them (Romans 15:1-2) being careful never to become a stumbling block or hindrance (Romans 14:13).

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



## Appendix G: Student Complaints

From time to time students enrolled at SWU may desire to make a complaint with respect to the administration of University policy, procedures, promised benefits, or requirements by an agent or agents of the University. When such complaints have occurred and a student raises the issue and asks for some form of redress in writing (either electronic or hard-copy) from an employee of the University, the University will make efforts to investigate, and if warranted, to resolve the complaint within established procedures. Additionally, University staff will ensure that the following steps are taken. If the student complaint is received in print format the administrator will upload the complaint to the “We are Listening/We have Heard” portal in MySWU in order for the complaint and all responses related to it to be tracked, forwarded to appropriate administrators for resolving, and archived upon resolution. The institution is prepared to provide documentation related to complaints to regulators and accrediting bodies with a legitimate right to access of those records.

### STUDENT COMPLAINT DEFINITION

**Student Complaint** - An expressed concern that meets the following criteria: •

- a. Is from a student as defined below.
- b. Is in writing either in electronic form or hard copy and is submitted through “We are Listening/We have Heard” in MySWU.
- c. Relates to a perception of injustice, threat, or failure to act in accordance with a real or implied commitment on the part of the institution or its agents.
- d. Is NOT a part of a defined adjudicatory process concerning grades, academic policy, or student discipline.
- e. Is related to an area or issue under SWU’s control.

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

### ENTITIES AFFECTED BY THE POLICY

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

### POLICY PROCEDURES

Any student filing a complaint (excluding complaints concerning Sexual Misconduct) must first attempt to resolve the issue by consulting with the involved faculty or staff member. In the event no resolution is reached, the student should bring or send the complaint, in writing, to an appropriate employee of the University with supervisory authority over the faculty or staff member in question (e.g., the Provost for academic matters, the Vice President for Student Life for student life matters, etc.). Complaints concerning Sexual Misconduct should be reported immediately in accordance with the Title IX policy.

When a student complaint is received in writing by an employee of the University, he or she will forward the complaint to the appropriate supervisor responsible for the matter of concern. That supervisor will upload the complaint to the “We are Listening/We have Heard” portal on MySWU and will investigate the matter and resolve it unless the complaint is reassigned to a more appropriate administrator via the complaint workflow process. All responses related to the complaint as well as a description of the resolution must be submitted to the complaint portal by the administrator responsible for addressing the complaint.

The administrator who is addressing the complaint is responsible for uploading the complaint, all responses, and the resolution into the complaint portal on MySWU. Administrators are assigned to investigate a complaint according to their respective area of responsibility.

- **Academic Affairs:** Academic Division Chairs, Academic Deans and the Provost's Office are responsible for student complaints that relate to issues of academic policy or procedure, or any perceived injustice or misrepresentation related to instruction or evaluation. These complaints might relate to such things as grading issues, failure to follow the written syllabus, penalties related to academic dishonesty, faculty bias or behavior, transfer credit problems, advising issues, library matters, etc.
- **Student Life Office:** Responsible for student complaints that relate to issues of athletics, counseling, health services, career services, residence life, commuter concerns, security, spiritual life, student policy, or perceptions of threat of prejudice outside the classroom or from other students.
- **Business Office:** Responsible for student complaints that relate to issues of human resources, buildings and grounds, dining service, financial aid, and business office functions and policies.
- **Admissions Office:** Responsible for student complaints related to enrollment.
- **President's Office:** Responsible for student complaints that relate to the University in general and are not closely associated with academic affairs, student life, business, or admissions.

As various offices and individuals are involved in addressing the student complaint, actions taken are to be documented and correspondence is to be kept. Once University activity related to the complaint has been concluded, all documentation will be sent to the administrator who is responsible for addressing the complaint. The administrator will then upload all responses and a description of the resolution in the complaint portal on MySWU. Record of complaints and their documentation will be kept for no less than five years. The University has no obligation to inform a student how his or her complaint was resolved, nor does a student have a right to appeal a resolution of which he or she is made aware.

## Appendix H: Gender Non-Discrimination Policy (Title IX)

### WHAT IS TITLE IX

Title IX of the Education Amendments of 1972 (amending the Higher Education Act of 1965) is a federal gender equity law that prohibits discrimination based on gender in education programs and activities that receive federal funding. Sexual harassment, which includes sexual violence and other forms of nonconsensual sexual misconduct, is a form of sex discrimination and is prohibited under this law.

Southern Wesleyan University is fully committed to the Biblical Standard of sexual integrity as defined and practiced by The Wesleyan Church. At no time should any discussion of sexual behaviors be construed as endorsement of inappropriate sexual activity.

### WHAT IS GENDER DISCRIMINATION

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

### UNIVERSITY TITLE IX COORDINATOR

The Office of Civil Rights in the Department of Education requires that every educational institution establish and follow a prompt, thorough and equitable process for addressing allegations of gender discrimination. Colleges and Universities are

required to designate one employee to coordinate the institution's efforts "to comply with and carry out its responsibilities under Title IX."

If you would like to file a report, or should you have questions related to Title IX, gender discrimination or sexual violence, SWU's Title IX Coordinator is:

Dana Frost  
Director of Human Resources  
208 Correll Hall  
[dfrost@swu.edu](mailto:dfrost@swu.edu)  
864-644-5004

## STATEMENT OF NON-DISCRIMINATION

Southern Wesleyan University endeavors to create an environment in which all members of the community are treated with the dignity and respect inherent in their position as creatures made in the image of God. Not only is gender discrimination a violation of federal law; it is contrary to principles of Christian conduct. Consequently, it is the policy of Southern Wesleyan University that discrimination against individuals on the basis of gender is unacceptable behavior and will not be tolerated. In compliance with Title IX of the Educational Amendments of 1972, Southern Wesleyan University does not discriminate in any of its practices, policies, or procedures on the basis of gender.

To review the full Title IX Policy, [click here](#).

## Appendix I: Right to Gather

This policy is intended to provide a standardized and equitable set of processes and guidelines for events, demonstrations, protests or other gatherings for the purpose of free expression.

### I. Policy Statement

Southern Wesleyan University believes in the importance of freedom of expression and the value that productive debate can provide to the academic environment. The University also recognizes its responsibility to maintain a campus atmosphere conducive to academic work, to preserve the dignity and seriousness of University ceremonies and public exercises, and to respect the rights of all individuals while preserving the mission of our Christ-centered, student-focused learning community. In order to be consistent with this vision, any demonstration, event, or other gathering must not limit the freedom of others or unreasonably interfere with University operations and must adhere to the approval process and guidelines contained within this policy.

### II. Approval and Oversight

- A. A member of the SWU community (student, faculty, or staff) must be identified and designated as the organizer/liaison for each event. The organizer must make a formal request for the event in writing to the Vice President for Student life and then schedule a meeting with the Vice President for Student Life to review the request and coordinate the scope and specific guidelines for each event. The Vice President for Student Life, or their designee shall have sole discretion for final approval. This meeting request should be made at least 5 business days prior to the planned event, though exceptions may be granted on a case-by-case basis.
- B. Rallies, demonstrations, petitions, or other such student events requiring building space or outdoor facility use must reserve these spaces through Conference Services after first obtaining approval from the Vice President for Student Life.

- C. A University official representing Student Life and/or Campus Safety may be required to be present at an event depending on the nature and scope of the event.
- D. Failure to comply with the general and specific guidelines set by the Vice President for Student Life or his designee may result in cancelation of the event.
- E. No student organization or individual may sign a contract on behalf of the University. Student organizations or individuals hosting an event must bring any contracts to the Vice President for Student Life for University consideration and processing.
- F. Advertisements, posters, or invitations from student organizations or that are intended for public viewing and posting on campus must be approved by the Vice President for Student Life prior to being posted or distributed.

### III. Restrictions and Scope

- A. SWU reserves the right to review, cancel, alter or restrict events, demonstrations, speakers or groups whose nature or presentation is contrary to or inconsistent with the University’s mission or Christ-centered character. Such determinations shall be in the sole discretion of the University President, Vice President for Student Life, or their designee.
- B. Off-campus groups or individuals not connected to the University as a current employee or student will not be permitted to use University owned or operated property for events and may not participate in them without prior approval from the Vice President for Student Life. The University reserves the right to make reasonable restrictions of location, time, or format for such events.
- C. The following general guidelines apply to any approved event:
  - Must not deny or unreasonably interfere with the rights of other students, faculty, staff, or other community members by impeding the learning environment and/or daily business. This includes unreasonable noise.
  - Must not block points of ingress or egress from buildings, or otherwise interfere with the pedestrian or vehicle traffic flow on campus to include sidewalks and roadways.
  - Must not occur in any building or outdoor facility without prior approval and reservation of the space.
  - Must remain in compliance with all federal, state, local laws and SWU’s Student Code of Conduct.
  - Must not place the health and safety of any University constituents at risk.
  - Must not employ violence, threats of violence, or result in damage to property.
  - Must comply with lawful directives by University officials and/or law enforcement to include moving or cessation of the event.
- D. The organization or student(s) hosting an event may be held responsible for any damage to an event space, as well as for ensuring the event space is cleaned up at the end of the event.

## Appendix J : Personal Relationships

*Southern Wesleyan University is fully committed to the Biblical Standard of sexual integrity as defined and practiced by The Wesleyan Church. **At no time should the discussion of sexual behaviors cited within this policy be construed as endorsement of inappropriate sexual activity.***

### I. Policy Overview

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. Relationships (hereafter defined as romantic, sexual (outside of marriage), or exploitive relationships between individuals who have unequal positions in an educational setting) can undermine the trust necessary to fulfill the University’s mission and the integrity of the educational experience as well as the supervision and/or evaluation process in the workplace and classroom.

This policy provides guidance regarding personal relationships between employees and between employees and students, or other relationships, as defined in Section II.

## II. Prohibited Relationships

Southern Wesleyan University prohibits romantic relationships that may fall within the following general categories:

1. Relationships between University employees that may be defined as directly or indirectly supervisory-subordinate in nature.
2. Relationships between University employees and students outside of marriage to each other.
3. Any relationship (romantic or not) that may cause unnecessary disruption to the normal operations of the University.

The above is in no way an exhaustive list, and other situations of personal or disruptive relationships may also result in a violation of this policy. If the alleged romantic relationship is confirmed and found to be in violation of this policy, the University employee will be subject to employee disciplinary procedures up to and including termination. The established policies and procedures for employee disciplinary procedures and dismissal for cause apply in all such cases.

## III. Additional Guidance

Southern Wesleyan University's current Gender Non-Discrimination policy provides expanded definitions and guidelines about the University's strong stance against discrimination based on gender, sexual harassment, and sexual violence. Any employee who experiences, observes, or becomes aware of incidences of gender discrimination, sexual harassment, and sexual violence may report these incidences to the Title IX Coordinator, Director of Human Resources, or any responsible employee with a duty to respond to complaints. Reported incidents will be investigated in a timely manner in accordance with the University's standing policies.

As with any policy, there are exceptional circumstances that fall outside the parameters defined in the policy. If a circumstance exists where there is uncertainty regarding the appropriateness of a relationship, disclosure of the relationship should be made to the employee's supervisor. The employee's supervisor should then discuss the matter with the department head, and area vice president. In consultation with the Director of Human Resources, a determination will be made as to whether an exceptional circumstance exists.

## Appendix K : Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education. 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational institutions that receive any federal funding. Southern Wesleyan University (SWU) is subject to FERPA.

The student's education record is maintained in the Office of Academic Records. FERPA affords eligible students certain rights with respect to their education records. An "eligible student" is a student who is at least 18 years of age or who is enrolled at a postsecondary institution. Education records are records that contain information directly related to a student and are maintained by the university or by a party acting for the university. FERPA rights include:

1. The right to inspect and review the student's education records within 45 days after SWU receives the student's request. The university will make arrangements for access to the records and will notify the student of these arrangements. The student will be required to present proof of identification for access to the records.
2. The right to challenge, in writing, the content of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The student shall be granted a hearing if the outcome of the challenge is unsatisfactory to the student. The student may submit an explanatory statement for inclusion in the education record if the outcome of the hearing is deemed unsatisfactory by the student.

3. The right to prevent disclosure of the student's education record except to the extent that FERPA authorizes disclosure without the student's consent. A student's education record may be released without the student's written consent:
  - to school officials with legitimate educational interests: a school official is an individual who has a legitimate need to review an education record in order to fulfill his or her professional responsibilities to SWU;
  - to third parties endorsed by SWU who perform an institutional service or function for the university;
  - to officials of another postsecondary institution in which a student seeks or intends to enroll;
  - in response to a judicial order or lawfully issued subpoena;
  - to authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs;
  - in connection with financial aid for which the student has applied or which the student has received;
  - to parents of an eligible student if the student is a dependent for IRS tax purposes as defined in Section 152 of the Internal Revenue Code;
  - to appropriate officials in connection with a health or safety emergency;
  - to the parents of a student under 21 years of age who is found in violation of any Federal, State, or local law, or of any rule or policy of SWU, governing the use or possession of alcohol or a controlled substance;
  - when directory information is requested: directory information at SWU includes student's name, local and permanent address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards (including scholarships) received, participation in officially recognized activities and sports, and weight and height of members of an athletic team.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202  
<http://www.ed.gov/policy/gen/guid/fpco/index.html>

Students may withhold disclosure of directory information by submitting the non-disclosure form available in the Office of Academic Records. Written requests for non-disclosure will be honored for a maximum of one year. In the absence of a non-disclosure form, SWU may release directory information about a student accordingly.