

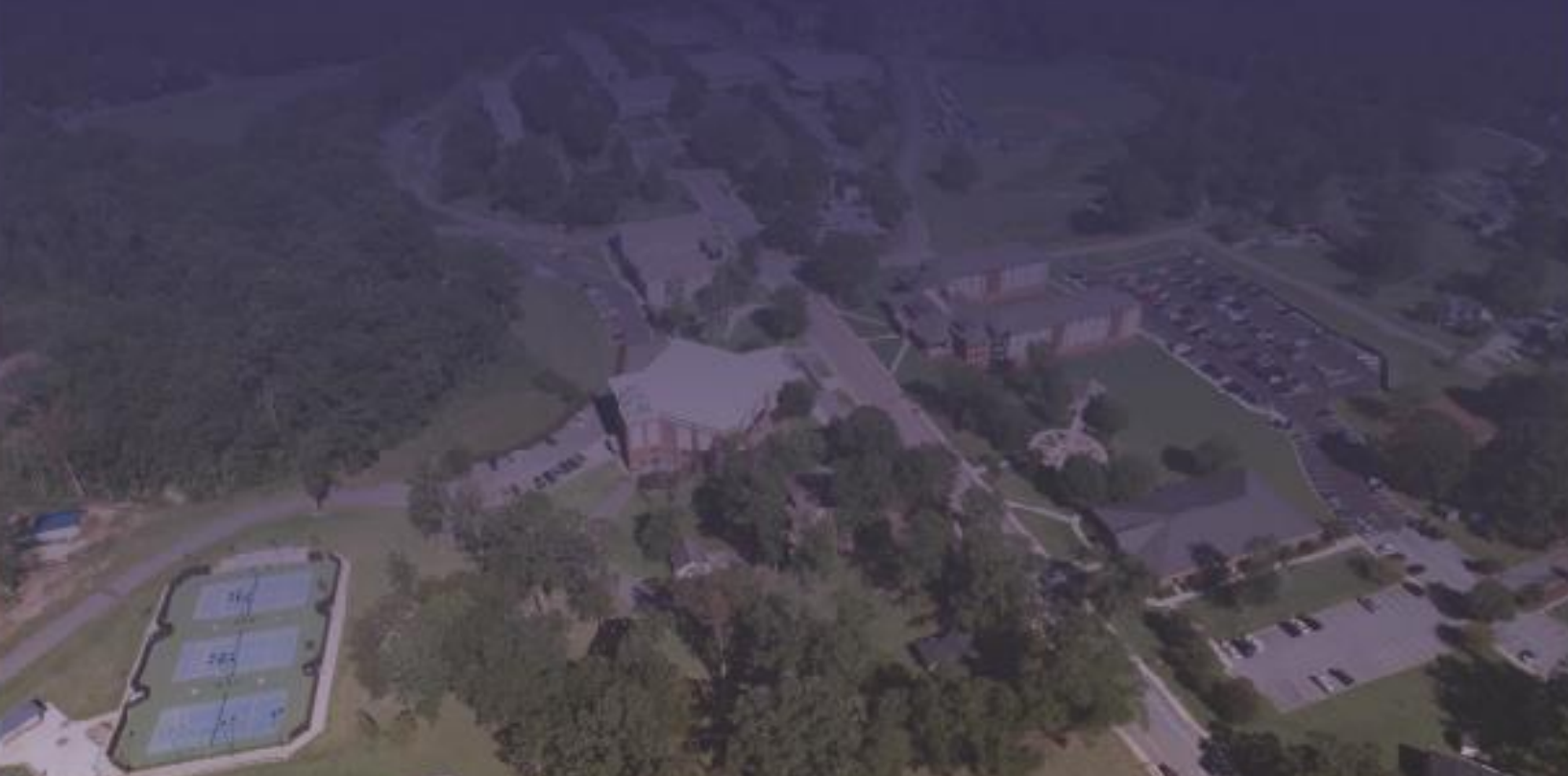
SOUTHERN WESLEYAN UNIVERSITY

Student Handbook | 2020-2021

University Scripture Theme Verse for 2020-2021

No one has ever seen God; but if we love one another, God lives in us and his love is made complete in us.

1 John 4:12 NIV



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Preface

This handbook is a compilation of the policies and regulations that govern many areas of University life that are in effect at the time of this printing. It is not intended to be contractual in substance or nature; rather, it is designed to serve as a source of information and reference to services and activities of the University community. It should be used in conjunction with other University publications, especially the [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 Students!

It is always exciting to begin a new school year and to catch the spirit of enthusiasm coming from new and returning students as you arrive on campus. Each year is special in its own way, and this school year includes many new opportunities and experiences. God is doing some amazing things at SWU!

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

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

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

See you on campus!

A handwritten signature in black ink, appearing to read 'Todd S. Voss', with a stylized flourish at the end.

Todd S. Voss, President

Letter from the Vice President for Student Life

Dear Students:

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

The community at Southern Wesleyan is a distinctive and compelling community that is founded on the basic principle of Mark 12:20-31 "You shall love the Lord your God with all of your heart and with all of your soul, and with all of your mind, and with all of your strength. The second is like it, you shall love your neighbor as yourself." Everything we do at Southern Wesleyan is founded on these two principles and the respect and love that we as a community show to each other is also founded on this truth. As we experience and participate in this kind of transformational love we will experience the wholeness of community that God calls us into.

In this community there will be people who have differing beliefs, cultural understanding, values, and experiences. Yet, if we seek to understand the other before trying to be understood, we will foster the kind of community for which Christ has first loved us. This kind of love is also sacrificial and seeks to place another's needs before one's own.

For this type of community to function well, each person must be willing to lay down one's personal values and beliefs for the good of the full community. We are going to ask you to not consume alcohol or engage in drugs or to engage in smoking of any kind. Counter to our culture, we are also going to ask that you refrain from sex before marriage. We fully believe that laying these things aside will foster the kind of community that provides the best opportunity to pursue your education as well as a deeper relationship with God.

The Student Life team is fully committed to your holistic growth here at SWU and I have no doubt that you will be stretched, challenged, and supported in ways that you never imagined. We are here to help guide you in your journey here at SWU. You will undoubtedly make friends that will last a lifetime, make memories that will guide your path going forward and earn an education that will transform your future. Lean into this experience and it will be transformational for you in body, mind, and spirit. If I can ever be a support for you in your journey here, please reach out.

Sincerely,



Dr. Chris Confer

Vice President for Student Life

The University

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

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

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

The Mission of the University

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

Statement of Purpose

Since its founding by The Wesleyan Church in 1906, Southern Wesleyan University has been a Christian community of learners that recognizes God as the source of all truth and wisdom. The University seeks to create an atmosphere in which 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.

STUDENT LIFE PURPOSE STATEMENT

The underlying philosophy that governs student life policy at Southern Wesleyan University is based upon the belief that all aspects of a student's life should be consistent with the Christian mission of the University and the standards for life and living as defined by God's Word. The Apostle Paul speaks in Scripture that there are things in this life which are permissible, but are not beneficial to the full community (1 Cor. 6). At SWU there are policies which have been developed to help guide this community but may be contrary to an individual student's preferences. As a student who is fully engaged in this type of a biblical community, you are asked to set aside some of those preferences for the greater good of the community. Student life policies apply to all aspects of University life and, as such, require that mature self-discipline and judgment be applied to individual behavior both on and off the campus.

We expect Southern Wesleyan University community members to be involved in a total learning process that fosters and encourages responsible and mature actions and behaviors.

The goal of the student life staff of Southern Wesleyan University is to challenge and support every member of the community to develop the attitude and skills to follow Christ's greatest commandments. "Love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength. Love your neighbor as yourself." (Mark 12:29-31)

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

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

Because we value every person, we aspire to be a community where students know others and are also deeply known.

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

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

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.

ACADEMIC MATTERS

The provost is responsible for the entire academic program of the University. The provost is assisted in this regard by the dean of the College of Arts & Sciences, dean of the Benson School of Business, dean of the School of Education, and the Nursing program administrator.

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

Students are encouraged to familiarize themselves with additional academic matters as outlined in the current [Catalog](#). If there are questions, please feel free to contact the Office of Academic Records (Stuart-Bennett, Basement) or the Office of Academic Affairs (Correll Hall 103).

ACADEMIC SUPPORT SERVICES

TUTORING AND COACHING

Peer tutoring is available in the Student Success Center, located on the 2nd 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 2nd 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 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 \$20.00.
13. Parking fines are to be paid online at www.permitsales.net/SWU.
14. Students with outstanding fines will not be allowed to register for the next session. Additionally, unpaid fines will prevent the University from issuing any academic records.
15. Vehicles may be 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.
16. 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.
17. Appeals must be submitted within five days of the ticket issue date.
18. Commuters planning to leave a car overnight should notify the Student Life Office or Campus Safety.

19. No overnight parking in non-residential lots without prior approval from the Student Life Office or Campus Safety.
20. No vehicle may park in handicapped parking unless the vehicle displays a state-issued handicapped parking placard or license plate. If observed by the Central Police, the police will request an arrest warrant as required by South Carolina state law and will result in a court appearance with a MINIMUM FINE of \$500 and a MAXIMUM FINE of \$1000, plus court costs and assessments. If observed by Campus Safety, the vehicle will be towed immediately and the driver will be fined \$100.
21. The campus speed limit is 15 miles per hour.
22. A vehicle may be immobilized or towed upon the receipt of a third ticket during a semester and will be immobilized or towed upon receipt of the fourth or subsequent 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.
23. Any boot/immobilization tool will be removed after all outstanding tickets are paid and the boot fee of \$50 is paid.
24. There will be a \$200 fine for any tampering with a boot/immobilization tool.
25. 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.
26. Once a vehicle has been immobilized, if fines are not paid within two business days, the vehicle will be towed.
27. Any registered vehicle on campus property must be maintained in working order. Failure to do so will result in revocation of permit and towing.
28. 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.
29. Any decal that is improperly displayed is subject to a fine.
30. 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.
31. 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.
- **SWU Career Link:** 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 SWU Career Link 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 SWU Career Link 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 SWU Career Link and make plans to attend the career fairs and networking 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](https://www.linkedin.com/intelligence) 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: Fall, 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 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.

OFF-CAMPUS EXEMPTION

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

Any student under the age of twenty-three who has completed a minimum of eight full semesters, not including May and summer terms, prior to the first official day of registration for any semester, is eligible to apply for approval to commute to campus. All students must submit a correct address and phone number for their residence during the semester.

Any changes to contact information or address must be reported immediately to either the Office of Academic Records or the Office of Student Life.

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

Students in violation of University residence policy, including providing false information about their off-campus living arrangements, are subject to disciplinary action including dismissal. Students who have disciplinary violations of any sort are subject to reassignment to campus living facilities. For example, a person who violates the visitation policy in campus apartments is subject to reassignment to a residence hall either immediately or in the following semester.

Institutional financial aid is applied only to the actual costs for direct University tuition, room, and board charges. Institutional financial aid is not applied to off-campus expenses.

All students who live off campus are expected to follow the standards and regulations expressed in the *Student Handbook*.

Upon registration for each semester, all students must complete a University residency verification form to confirm resident status. At that time, students will verify resident status and provide accurate information including address and telephone for approved off-campus residences. The Office of Student Life may require additional information, such as a utility bill, 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 University housing policy may be subject to immediate disciplinary action, including dismissal.] The Commuter Verification Form is available online at:

mySWU → Community tab → Residence Life → Housing Selection → Commuter Verification

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. 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

****For the Fall 2020 semester, the overnight guest policy below is suspended, and guests will not be allowed to stay in the residences due to COVID-19 restrictions. A decision on whether to maintain this suspension of the policy for Spring 2020 will be established in January 2021.***

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 \$225 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: fall, 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.

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.

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

In accordance with guidelines of the CDC and our state government, the activities listed here may be altered or cancelled per COVID-19 regulations. We list these opportunities in hope that we will return to a normal pattern of activity. Changes will be communicated by email, social media, and Canvas.

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 H 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.

BIBLE STUDIES

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

ACCOUNTABILITY GROUPS

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

MINISTRY TEAMS

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 3rd 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 19 varsity sports competing in the NCAA (Conference Carolinas) and the NCCAA. Women compete in basketball, soccer, track and field – indoor/outdoor, cross-country, golf, lacrosse, tennis, softball, and volleyball. Men compete in basketball, soccer, track and field – indoor/outdoor, cross-country, golf, tennis, 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 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.

SPRING FORMAL

A formal dance held usually on-campus is planned and conducted by Student Activities. Held usually the first or second weekend in April, this event is a social highlight for all students.

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 and the Student Life Council. 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.

Amnesty and Self-Discipline Policy

Discipline within a Christ-centered community begins with the individual, who chooses to discipline himself or herself in order to be reconciled to the community. There are times when a student recognizes his or her failure to live by the community expectations and yet, desires to be restored. If a student, prior to any administrative knowledge of an indiscretion, comes to an administrator in the Student Life office, a coach, a counselor, or a person from the Spiritual Life office requesting help and/or forgiveness, the student will not be subject to further conduct proceedings. That student will receive a warning to document the interaction and then receive help and/or forgiveness as deemed appropriate by the staff member. This option is based on the understanding that the individual must commit to cease the action for which reconciliation is sought and take the steps determined by the staff member for restoration to the community.

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 Vice President for Student Life or his/her designee (collectively referred to as "VPSL") conducts a preliminary investigation of the alleged violation to determine if the formal discipline process is warranted.

During the preliminary investigation, the VPSL may, in his/her sole discretion, interview witnesses and obtain statements concerning the 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 VPSL determines, in his/her sole discretion, that the complaint does not have merit, the matter is considered closed unless further information becomes available.

If the VPSL determines, in his/her sole discretion, that the complaint may have merit, the student is contacted by the Office of Student Life to meet in person with the VPSL for a formal conference. If a student fails to appear for the scheduled conference after being properly notified, the VPSL may review the testimony and evidence obtained in the preliminary investigation and make a decision regarding the complaint. The Office of Student Life 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 VPSL regarding the alleged violations. If the student accepts responsibility for the violation alleged in the complaint, the VPSL determines the appropriate consequences. If the student denies the alleged complaint, the VPSL weighs all testimony and evidence and determines whether a violation has occurred 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 VPSL 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 VPSL 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 VPSL reasonably determines that the accused student's presence on campus would create a clear and present danger to himself or any other person, or would create material interference with the normal operation and processes of the University, the VPSL, in his or her sole discretion, may impose Temporary Protective Measures. These Temporary Protective Measures may include 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 Director of Residence Life, who decides the appeal within five business days after receiving the written letter of appeal.
- Disciplinary action by the Director of Residence Life is appealed to the AVP for Campus Life, who decides the appeal within five business days after receiving the written letter of appeal.
- Disciplinary action by the AVP for Campus Life 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.
- Disciplinary action by the VPSL is appealed to the Student Appeals Committee, which decides the appeal responds within ten business days after receiving the written letter of appeal. The Student Appeals Committee is authoritative and there is no further appeal. The composition of this committee and its procedures are described in the following section.

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

Student Appeals Committee

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

1. A student presents a written appeal to the chair of the committee within two business days of receiving written notice of the disciplinary decision. The letter must be based on one of the criteria listed in the appeals section in the Student Handbook. If the committee chair determines that the appeal is not based on one of the three criteria for permissible appeals, he/she may dismiss the appeal, and that decision is final.
2. The chair arranges a meeting time that accommodates all committee members, the student, and the VPSL. The chair communicates the time and place to the committee members, the VPSL, and the student.
3. The student may be accompanied to the appeals hearing by a University faculty or staff member who provides support for the student. Neither the University nor the student may be represented by an attorney in the appeals hearing.
4. The student, the faculty/staff support, and the VPSL meet with the Committee.
5. The VPSL presents the evidence that led to the disciplinary decision. The student has an opportunity to respond to any evidence or issues presented by the VPSL.
6. The student presents his or her grounds for appeal to the committee. The VPSL has an opportunity to respond to any evidence or issues presented by the student.
7. If the student brings a faculty or staff support, the faculty or staff member is given the opportunity to provide words of support to the committee.
8. The committee has an opportunity to question the student and the VPSL. When all questions have been asked, the student, the faculty/staff support, and the VPSL are excused.

9. The committee deliberates in private and may either uphold the disciplinary action of the VPSL or grant the appeal of the student by requiring a reversal or modification of the disciplinary action of the VPSL. If the committee reverses or modifies the disciplinary action of the VPSL, the VPSL is instructed to revise the disciplinary action in accord with the committee's decision. If the committee upholds the disciplinary action of the VPSL, the decision of the VPSL stands and the disciplinary sanctions go into place immediately. There is no further right to appeal.
10. Once the committee has reached a decision, the chair of the committee meets with the student and the VPSL to inform both of them of the decision of the committee simultaneously.
11. The chair of the committee prepares a summary of their deliberations and decisions and a copy is placed in the student's file.

STUDENT RIGHTS UNDER THE UNIVERSITY DISCIPLINE SYSTEM

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

- A. **Process:** The University will follow the disciplinary process as outlined in the Student Handbook unless extraordinary circumstances and fairness to all concerned require otherwise.
- B. **Conference:** The student and/or organization will have an opportunity to be heard in person before a decision is made.
- C. **Evidence:** The student and/or organization will be informed as to the nature of the complaint.
- D. **Written Decision:** The student will receive a letter outlining the decisions that were made.
- E. **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 abide by the scriptural admonition in I Corinthians 10:31, and thus as believers are called to glorify God in whatever we do. Upon joining the Southern Wesleyan community, we encourage our community members to exercise biblical maturity, grounded in the virtues and values of scripture. Our community life at SWU should embody such foundational principles as self-control, avoidance of harmful practices, the responsible use of freedom, and sensitivity to the heritage and practices of other Christians.

Our individual choices are largely shaped by our discernment and require community and individual accountability. To foster the kind of campus atmosphere most conducive to becoming a Christ-centered community of living, learning, and serving, SWU has adopted the following institutional standard regarding dancing:

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

On-Campus Dancing

Recognized campus entities (including departments, residence halls, student organizations, teams, etc.) that wish to host an on-campus event with dancing must receive the approval of the 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.

Spontaneous Dancing

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

Off-Campus Dancing

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

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

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. CONSENSUAL 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. PANDEMIC PROTOCOLS

In an effort to keep SWU students safe as we live and work together in the midst of a health crisis, SWU will undertake reasonable efforts to follow guidelines set forth by the Center for Disease Control and the Department of Health and Environmental Control in congruence with state and federal guidelines. This includes implementation of protocols that address wearing of face masks on campus, getting one's temperature checked on campus before entering certain venues, assessing one's own health each morning to determine if symptoms are present, taking precautions when engaging with others outside of our community, only riding an elevator on campus alone, abiding by eating or chapel schedules to promote social distancing, observing all quarantine measures as assigned by health providers including SWU's Health Center, and returning home if possible, as well as other measures deemed appropriate to maintain the health and safety of our community. Students who do not comply with these or other protocols issued by the University will be subject to appropriate discipline.

FF. UNAUTHORIZED ENTRANCE

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

GG. 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.

CAMPUS SECURITY AND CRIME AWARENESS; REPORTING CRIMINAL ACTION OR EMERGENCIES

The Campus Security and Crime Awareness Policy and Procedure Report is available in the Office of Student Life. You may also access it on the Southern Wesleyan University website or on the Campus Safety page. Students, staff, and faculty are directed to report all crimes or violations of University safety policies that they witness to the Campus Safety office at 864-508-0107. Campus Safety will immediately notify the local police department, if necessary. In emergency situations on campus, the witness or victim may notify local police directly by dialing 911. Throughout the campus there are cameras that monitor activity. Intentional interference with the cameras (e.g., blocking, turning, disabling, etc.) will result in a \$500 fine.

- EMS and Fire 9-911
- Central Police Dept 864-639-4020
- Clemson Police Dept..... 864-624-2000
- Pickens County Sheriff's Office 864-898-5500
- Poison Control Center.....1-800-922-1117

CRIME PREVENTION PROGRAMS

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

The [SWUALERT](#) notification system is available to students, faculty and staff. On-campus students, faculty, and staff will automatically be enrolled each semester. Family members can be added by adding additional phone numbers and email addresses to the student's account. The SWUALERT notification system is used to alert the campus community of situations which may affect safety or university operations. SWUALERT features NOAA weather alert integration which sends automated weather alerts. Lower level weather alerts intended for awareness may be sent to email only, while more severe alerts requiring immediate action will be sent via text and/or voice. For more information on the SWUALERT notification system, contact Campus Safety 864-508-0107.

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

All information in this report is provided to employees, students, prospective students, and anyone who requests such information. Security-related announcements run often in the campus e-newsletter. Security procedures and emergency telephone numbers are promoted frequently.

Because of Southern Wesleyan's commitment to the Christian lifestyle, respect, protection, and compassion toward all men and women is emphasized in academic and extracurricular experiences throughout the year.

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

SECURITY AND ACCESS TO CAMPUS FACILITIES

Southern Wesleyan University affords an open campus where students, faculty, and staff are free to move about at will. As an open campus, guests are welcome. Campus facilities are for the use of SWU students, faculty, and staff. Visitors may reserve the use of facilities through the office of the Director of Conference Services at 864-644-5191.

Security personnel secure and lock all buildings at various times when buildings are not in use or at established curfew and lock-up times set by the Academic V.P. & Dean's Office, Office of Student Life, and Maintenance. After buildings are secured for the night, security personnel conduct routine door checks of all campus facilities, including residence halls. Regular patrols are made around and in buildings and around campus during the night.

As an open campus, guests are welcome. Guests of the Library should check in at the front desk. Other campus visitors should check in with Campus Safety (call 508-0107) or if visiting in the residence facilities with the residence staff on duty.

Southern Wesleyan University Safety and Security Plan

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

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

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

Any exceptions to the Safety and Security Plan, other than those made in extreme conditions when rapid decisions are required to protect the safety of persons or facilities, will be made only with the approval of the Emergency Response Team.

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

ACTIVE SHOOTER

Awareness

Always be aware of your environment and any possible dangers.

Try to note at least two of the nearest exits in any building or other area you visit.

You should also know the building name and, if possible, the address.

Individual Response

Active shooter situations are dynamic, meaning that the nature of the incident is constantly evolving and no two incidents will ever be exactly the same.

These options are not to be considered as a linear progression or chronological ordering. Any of the below options are on the table at a given time depending on dynamics of the situation at hand.

Be prepared to assist others in reacting during an incident.

SECURE

- If it is not safe to evacuate, proceed to the closest securable area and lock all doors.
- If doors cannot be locked, barricade them with available items (e.g. rope, desks, chairs, bookshelves, belt, electrical cords, etc.).
- Once the doors are secured, remain silent and hide.
- Turn off lights and silence any cell phones or other devices.
- Seek alternate escape routes such as windows.
- Be prepared to counter the attacker if the door is breached.

ALERT

- Call 911 as soon as it is safe to do so.
- Alert others of the danger as you evacuate.
- When calling 911, provide your location, the location of the shooter(s), number of shooters, a description of the shooter(s), number and type of weapons, and the number of victims.

FIGHT

- Counter the shooter only as a last resort, when your life is in immediate danger and other options have been exhausted. This will rarely be the best option during an incident.
- Do not attempt to counter an intruder who is not actively harming people (e.g. holding hostages, threatening suicide).
- Your goal is to incapacitate the shooter- this requires complete mental and physical commitment. Aggressively swarm the shooter to secure his/her arms and legs before taking them to the ground.
- The shooter can also be temporarily distracted by screaming and throwing objects at his/her head/face area.
- If the attacker loses control of a firearm, immediately secure it in a trashcan or similar container and ensure that the attacker does not have access to it. If you must evacuate with the firearm, bear hug the trashcan and keep your hands visible. Never evacuate with a visible firearm, as you will likely be shot by responding officers.

EVACUATE

- Whenever possible, evacuate. Have at least two escape routes in mind in any building you occupy. If the route is clear, you may evacuate to a safer location and encourage others to do the same.
- Leave personal items behind.
- Keep your hands raised and visible as you evacuate and avoid quick movements.
- Remain calm and follow the directions of any first responders and remember that their primary focus will be on ensuring that the shooter is incapacitated before rendering aid to victims.
- Do not yell, ask questions, or otherwise distract responding officers. Do not be alarmed if you are yelled at and/or handcuffed.

BOMB THREAT

If you receive a bomb threat by telephone:

- Listen carefully for all details and instructions by the perpetrator.
- Try to keep the caller on the line as long as possible.
- Pay special attention to the time of the call, age and sex of caller, speech patterns, emotional state and any background noises.
- Do not hang up, even if the caller does.
- Call 911 and Campus Safety immediately.
- Campus Safety and law enforcement will evaluate the threat to determine whether the building(s) should be evacuated.
- If there is an immediate danger, evacuate the building(s) immediately.
- Initial evacuation distance should be 300 feet, though you may receive instructions to evacuate further.
- While evacuation procedures are similar to fire alarm evacuations, the evacuation route and rally point for a bomb threat may vary and should be as far from the suspected bomb as possible.

CHEMICAL SPILL

- Immediately report any hazardous chemical spill to the Physical Plant, Campus Safety, or other University official.
- Provide the nature of the spill, the materials involved and the location of the spill.
- The Physical Plant or University official will contact the appropriate emergency agency to assist with the chemical emergency.
- Evacuate the affected area at once and seal it off to prevent further contamination of other persons or areas.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the area and wait for emergency personnel to arrive.

- Anyone contaminated by the spill should take immediate steps to follow emergency procedures regarding eyewash or emergency shower procedures.
- Specialized first aid or clean up should be initiated only under the supervision of trained personnel or authorities.

DECLARATION OF CAMPUS STATE OF EMERGENCY

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

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

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

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

EARTHQUAKE

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

EMERGENCY SHELTER AREAS

When severe weather, tornado or other emergency requires that building occupants seek shelter, the following areas are designated as shelter areas. Individuals in outdoor areas including, but not limited to parking lots, sport venues, amphitheater should utilize the listed shelter location in the nearest accessible building.

Admissions/Clayton Welcome Center	Basement away from doors/windows
Alumni Center/Terry Annex	Hallway, away from doors/windows
Apartments	Interior bathrooms – close doors, keep away from glass. Go to lower level apartments if possible. Move to Mullinax if sufficient warning is provided.
Brower and Gibson	First floor hallways away from doors/windows
Bryant Lodge	Restrooms
Campus Life Center	Lower level away from windows/doors. Utilize sub-basement area if accessible. If sufficient warning is given, move to Founders' Hall. Blue Hill, Warrior grill, and campus store areas are not appropriate shelters due to span roofs
Childs Hall	Basement hallway away from doors, laundry room, and alcove

Correll Hall/Administration	Lower level basement hallways away from doors and windows. Interior offices.
Criminal Justice Laboratory	Basement away from doors/windows
Dining Commons/Founders Hall	Lower level restrooms, storage areas, hallway away from doors/windows
Eagles Rest Conference Center	First floor hallways and interior bathrooms
Ellenburg Hall	Brower and Gibson Classroom Building first floor hallways
Evatt House	Basement. Interior rooms away from windows.
Folger	Lower level basement hallway
Joiner-Hilson Complex	Lower level hallways away from doors/windows.
Library	Lower level basement hallway. Main level restrooms if lower level inaccessible
Maintenance Building	Building interior away from doors/windows. If sufficient warning is given, move to Mullinax.
Mullinax Hall	Basement hallway and interior rooms (laundry, lounge)
Newby Education Building	Main hallway, away from doors/windows
Newton Hobson Chapel and Fine Arts Center	Lower level hallways
Nicholson-Mitchell Christian Ministry Center/ALIVE Chapel	Lower level hallways away from doors/windows
School of Business	Building interior away from doors/windows. If sufficient warning is given, move to Newby.
Stuart Bennett Hall	Lower level basement hallways away from doors and windows. Lower level interior areas. First floor hallways (not lobby).
Terry Hall	Center lobby area away from doors/windows
Tysinger Gymnasium	Gymnasium side restrooms and locker rooms. Court area is <u>not</u> an appropriate shelter due to span roofs.

EVACUATION

Building Evacuation

All occupants of the building shall immediately leave the building when the evacuation alarm/notice is given.

Walk to the nearest exit; do not run. Alert others to do the same.

Do not use elevators.

Assist the handicapped or injured in exiting the building while asking them of their preferred method of moving and/or assisting them.

Pound on doors as you leave the building and alert occupants of evacuation.

Once outside the building proceed to the designated safe areas at least 500 feet away from the affected building. Keep street, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Remain in the safe area with the other occupants until University officials can account for all students and personnel from the affected building.

Do not reenter the affected building when alarms are silenced. Wait outside until the “all clear” signal is given by a University official. There is always the possibility that alarms may be silenced by electrical failure and danger may still exist within the building.

All persons evacuated shall remain in the safe area unless relocated to another building or designated safe area.

Campus Evacuation

Remain in the designated safe area until instructions are provided.

If occupants are instructed to move to an evacuation site they should respond only to the directions of the Campus Safety and other emergency personnel (police, EMT's, firefighters, etc.).

If the campus evacuation is to be by vehicle, University emergency personnel shall activate University vehicles to assist with the evacuation process. University or designated emergency vehicles shall load persons from the designated safe areas in each building. Persons should not leave the safe areas unless instructed to do so by emergency personnel.

If the campus is evacuated, drivers of emergency transit vehicles will be informed of the designated location of an emergency shelter for relocation of all University personnel. Once relocated, University personnel and students should stay with their groups and not leave the area.

Do not return to the campus until instructed to do so by the Emergency Response Team or other authorities.

EVACUATIONS OF PERSONS WITH DISABILITIES

If you anticipate needing evacuation assistance during an emergency, pre-plan by contacting Disability Services at (864) 644-5036. Faculty and staff who anticipate needing assistance may contact Human Resources at (864) 644-5004. Be prepared to communicate to others as to how they can provide assistance. Establish a personal network that can provide assistance in case of emergency.

Assisting persons with vision limitations

Communicate the nature of emergency and the location if relevant.

Offer your arm to assist with guiding the individual.

Communicate verbally by providing details about where you are going and any obstacles.

Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving.

Assisting persons with hearing limitations

Alert individual by turning the lights on/off or waving your arms to gain their attention.

Indicate directions with gestures or write a note with evacuation instructions.

Assisting persons with mobility limitations

Non-ambulatory persons' needs and preferences vary widely and therefore require you to ask them how they would like to be assisted.

Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.

If debris is present, it may be necessary to clear a path to the exit.

If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge (stairwell) until emergency personnel arrive.

If danger is imminent, use a sturdy chair to move the person, or help carry the person to safety using a carry technique, or, if available, use an evacuation chair.

If danger is imminent and the individual does not wish to be removed from his or her wheelchair, direct the person to the nearest Area of Refuge (stairwell) and notify emergency personnel immediately. While staying in place, the wheelchair user should keep in contact with 911 and report pertinent information including the location.

Wheelchairs may be too heavy to carry down stairs. If the person wishes to be carried down the stairs without the wheelchair, consult with him or her on the best carry options, e.g., two-person cradle carry, office chair evacuation, or, if available, an evacuation chair.

Return any mobility aids or devices to the person as soon as possible.

Notify emergency personnel immediately about any individuals remaining in the building and their locations.

EXPLOSION

- Take cover under tables, desks and other heavy objects to provide protection from falling debris and glass.
- Evacuate the building if safe to do so.
- If practical, activate the fire alarm and follow procedures for the evacuation of the building to designated safe areas.
- Call 911 and Campus Safety (864-508-0107)
- Remain in the safe area until instructed otherwise.

FIRE

In case of fire, evacuate the building by way of the marked exits and designated routes. The entire building must be vacated during any fire alarm. At the sound of the fire alarm all occupants should:

- Leave room with lights turned on.
- Leave door unlocked and closed.
- Do not use elevators.
- As you exit building, alert other occupants to the evacuation. If safe to do so, activate the nearest fire alarm.
- Leave the building through the nearest exits and call 911.
- In the case of heavy smoke, crawl on the floor towards an exit.
- Before opening a closed door, feel it with the back of your hand to determine if there is fire on the other side.
- If you are trapped in a room, keep door closed and place towels, blankets, or clothing across cracks in doors at floor or ceilings to keep smoke out of room. If there is a window available, hang an article of clothing outside the window as a marker for emergency workers. Shout at regular intervals to alert emergency crews but do not panic.
- Once clear of the building go to designated safe areas clear of the building.
- Remain with groups designated by department, floors, roommates and resident assistants.
- Remain in designated area at least 50 feet from the building until all clear is given and you are instructed to return to the building.
- Fire extinguishers should only be utilized for small waste paper basket sized fires.

Fire Safety

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

Fire drills are held in each residence hall at least once each semester. Students are to evacuate the residence hall during the fire drill by way of the marked exits. The building must be vacated during the fire drill. The possession or use of fireworks on campus property is prohibited. The Fire Marshal strictly prohibits the use of hot plates, candles, incense, and other flammable devices. Fog machines, haze machines, smoke machines, and similar devices used to produce vapor are prohibited on campus property. Vapor producing devices may be used by authorized personnel for officially sanctioned activities with prior approval and oversight from the Office of Student Life. Decorative candles are permitted in residence hall rooms and apartments, but they must have brand new, never-been-burned wicks. Candles with burned wicks are considered violations of fire safety. Items prohibited under this section will be confiscated and any student deemed to be in possession of these prohibited items will be subject to a fine of \$100 for each offense.

Electrical devices should be used with caution. Students are limited to one extension cord (up to eight feet in length) and one power bar (4-outlet maximum, with built-in breakers).

FIRE EVACUATION

If you hear the fire alarm:

- Remain calm, but treat the alarm as a life-threatening situation.
- Quickly check your room/apartment for roommates.
- Do not attempt to salvage any personal belongings.
- Touch the door from the bottom to the top. If the door is hot, do not exit the room/apartment. Go to a window and call for help.
- If the door is not hot, exit the room/apartment as quickly as possible.
 - Close all windows inside the room/apartment.
 - Close the exterior door, but leave it unlocked.
- Gather with the other residents outside the residence hall. Apartment residents should gather on the Warrior Pit. Mullinax Hall residents should gather in the front parking lot. Joiner Hilson Hall residents should gather either in front of the building or in the parking lot behind the building. Stuart-Bennett residents should gather at the gazebo in front of the building.
- Keep off of driveways and roads to make way for emergency vehicles. Inform the RD or RAs of unaccounted for residents.
- Be prepared to assist the RD or RAs in seeking help, making emergency calls, or completing other necessary tasks.
- Do not re-enter the building until directed to do so by college personnel or the chief fire-fighting official.
- Students who refuse to evacuate the residence hall will be subject to disciplinary action.

If you discover a fire:

- Pull the nearest fire alarm.
- Call 911 to report the fire (9-911 from a campus phone). Give the exact location of the fire.
- Immediately notify Campus Safety at (864) 508-0107.
- Follow the evacuation procedure described above.

FIRST AID

The campus nurse may be contacted for minor injuries or illness.

If serious emergency injury or illness occurs:

- Check breathing and give artificial respiration if necessary.
- Have someone call 911 then contact Campus Safety (864-508-0107) and the University nurse. If bystanders are available, have someone meet EMS at Wesleyan Drive or another appropriate location to guide them to the scene.
- Give your name, address, location and nature of the emergency to the 911 operator, Campus Safety, and the nurse.
- Do not move the victim.
- Ask the victim, "What is wrong?" or "Where do you hurt?" or "Are you okay?"
- Control serious bleeding by direct pressure on the wound. Use infection control techniques such as gloves, etc. as much as possible.
- Keep victim still and comfortable until medical help arrives.
- When medical assistance arrives, give them all information you have about the victim.

HAZARDOUS CHEMICAL – MAINTENANCE AND DISPOSAL

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

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

- Science Department/Laboratories: Chair, Division of Science
- Maintenance/Custodial: Director of Plant & Operations
- Health Services: University Nurse
- Athletics: Director of Athletics

The designated officials will be responsible for the following:

- Maintain in a readily accessible location a Material Data Sheet for each hazardous chemical under their control. The Material Data sheet should include safety procedures, emergency first aid procedures and disposal guidelines.
- Assure that all employees and students having access to the hazardous chemicals are trained in their use and precautions.
- Maintain a safe and secure storage location of all hazardous materials.
- Assure that all containers of hazardous materials are clearly marked as containing harmful materials.
- Dispose of hazardous chemicals in accordance with instructions by the manufacturer or safety guidelines established for disposal.
- Maintain records of inventory of hazardous materials and disposal activity.

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

HOSTAGE SITUATION

If you become aware of a hostage situation:

- Call 911 and be prepared to provide any details about the suspect(s), hostages, weapons involved, etc.

If you are taken hostage:

- Avoid drastic action and do not draw attention to yourself.
- Be alert and stay alive.
- Do not speak unless spoken to.
- Avoid appearing hostile or agitated.
- Treat the captor with respect.
- Try to rest
- Avoid speculation.
- Comply with instructions as best as you can.
- Avoid arguments
- Stay low to the ground and away from windows.

During a rescue:

- Drop to the floor and remain still
- Follow all instructions of law enforcement. You may be handcuffed, so do not resist.

INCLEMENT WEATHER – UNIVERSITY CLOSING

In the event that inclement weather occurs, the President of Southern Wesleyan University—in consultation with the Provost, the Vice President for Finance, and the Vice President for Student Life—will determine whether the offices and academic programs of the University will open on schedule, will delay opening or will be closed.

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

Because it is important to keep telephone lines clear during these situations, employees are urged to listen to the designated stations for announcements and to refrain from calling the University switchboard or administrators.

Because weather conditions vary widely over the SWU area, students and employees are expected to exercise good judgment in driving to campus regardless of whether the University is closed or the schedule is postponed. If the University is open and the employee determines that it is unsafe to travel, the immediate supervisor should be notified as soon as possible.

INFECTION CONTROL

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

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

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

NUCLEAR, BIOLOGICAL, CHEMICAL EMERGENCY

- If the University is notified of a nuclear, chemical, or biological emergency, follow the shelter in place procedures set out below.
- Remain in the designated safe area until authorized to leave by emergency personnel or an evacuation order is given.
- If contamination is present, persons will be instructed regarding the appropriate procedures by the community emergency authority designated for such purposes.

PHYSICAL EDUCATION AND FITNESS EQUIPMENT SAFETY

Continuously throughout the year, the faculty and staff assigned to gymnasium and exterior athletic fields will review each area to determine if the safety procedures are effective and in place for each. Each year all faculty and staff who are assigned instructional, coaching, and supervision responsibilities in physical education or athletics will be provided CPR training, review basic first aid training, and will receive training in basic safety and operation of fitness/training equipment.

Each area utilized for intercollegiate athletics, physical education, intramural, or recreational activities will be inspected annually by the athletic director to identify potential problems related to possible injury or accident.

SCIENCE LABORATORY SAFETY

The science division will provide training to all faculty teaching courses in the physical, chemical, and biological sciences. This training is in compliance with OSHA's Occupational Exposure to Hazardous Chemicals in Laboratories standard (29 CFR 1910, 1450) and details procedures for operating and monitoring science laboratories, as well as procedures related to safety and first aid.

Students participating in natural science laboratories will be provided a copy of the laboratory safety rules and the location of safety and first aid equipment. Prior to the first laboratory assignment, students will be required to indicate that they have read these rules, understand their importance, and are willing to fully comply with each. This may be completed during the class period or provided as an online assignment.

SHELTER IN PLACE/SECURE IN PLACE

Shelter in Place- In the event of dangerous environmental conditions (e.g chemical, biological, radiological contaminants), not including violent threats, a shelter in place order may be given:

- Stay inside unless it becomes dangerous to do so. Move to the designated shelter area for the building.
- If you are outside, take shelter in the nearest building.
- Close and secure all doors and windows.
- Report unusual activity to Campus Safety (864-508-0107) or 911.
- Remain in place until the all clear or further instructions are given by SWUALERT, Campus Safety, or emergency responders.

Secure in Place- In the event of an immediate or potential violent threat, a secure in place order may be given:

- Stay inside unless it becomes dangerous to do so.
- If you are outside, proceed to the nearest accessible building.
- Proceed to a securable area within the building if possible.
- Close and secure all doors and windows. Barricade if possible.
- Pull shades or blinds and turn off lights.
- Use discretion in allowing anyone inside a secure area. Perform a visual check of the individual's clothing by having them open outer garments. Require all bags to be left outside before allowing entry.
- Report unusual activity to Campus Safety (864-508-0107) or 911.
- Remain in place until the all clear or further instructions are given by SWUALERT, Campus Safety, or emergency responders.

The dynamics of a situation may require additional action to be taken to preserve life. See also "*Active Shooter*"

SUICIDE

Suicide Threats (No Attempt)

- If any individual expresses suicidal ideations, it should be reported to Counseling and Health Services (864-644-5135).
- If the threat is immediate or after hours, call 911 and Campus Safety (864-508-0107) immediately.

Suicide Attempt

- Call 911 and Campus Safety (864-508-0107)
- Do not touch anything or enter the area except to render first aid
- Secure the immediate area

- Establish an outside perimeter placing a staff member in charge until Campus Safety or external first responders arrive. No one other than first responders should enter the area.
- Students are to remain in rooms until instructed otherwise
- Students, faculty, and staff should NOT make any phone calls at this time until parents and/or guardians have been notified by University officials.

Suicide

- Call 911 and Campus Safety (864-508-0107)
- Do not touch anything
- Secure the immediate area
- Establish an outside perimeter placing a staff member in charge until Campus Safety or external first responders arrive. No one other than first responders should enter the area.
- Students are to remain in rooms until instructed otherwise
- Students, faculty, and staff should NOT make any phone calls at this time until parents and/or guardians have been notified by University officials.

SUSPICIOUS/CRIMINAL BEHAVIOR

If you witness a crime or suspicious activity:

- Report the incident as quickly as possible to Campus Safety (864-508-0107) or, in case of emergency, to law enforcement (911).
- Provide the nature of the incident, time, location, descriptions of persons involved, description of the sequence of events, and descriptions of any vehicles involved including license numbers.
- When Campus Safety or law enforcement arrives, assist them by providing all information you may have to assist them in their work.

SUSPICIOUS PACKAGE

If you observe a suspicious object, package, book bag or potential bomb on campus:

- Do not handle or move the object.
- Do not allow anyone to approach or touch the suspicious package or suspected bomb.
- Do not use electronic devices such as cell phones or radios in the area.
- Clear the area and notify Campus Safety (864-508-0107) and law enforcement officials (911) immediately.
- If you come into contact with powder or liquid from a suspicious package, avoid touching your eyes, nose, or mouth. Wash your hands immediately with soap and hot water.

TORNADO

In the case of a severe weather or tornado **WATCH**, the residence staff will notify residents. In the case of an upgrade to a **WARNING**, the residence staff will evacuate the residents to the designated areas. The residents will be allowed to return to their rooms when the severe weather or tornado **WARNING** has been removed.

Stuart-Bennett residents should evacuate to the first floor hallways. Apartment residents should evacuate to the ground floor apartments and secure themselves in the bathrooms of these apartments. Mullinax residents should gather in the basement laundry and computer rooms. Joiner Hilson Hall residents should gather in the first floor hallways.

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

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

Tornado Warning- Indicates that a tornado has been sighted in a specific area. All personnel should implement emergency procedures and alert other personnel and students of danger. Emergency shelter procedures should be implemented:

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

Residence Hall Procedures

- RDs should take steps to be aware of weather conditions at all times that may prove to be threatening to the safety of the residents.
- In the case of a severe weather or tornado watch, RAs should be notified of the weather condition and should be prepared to notify residents of an upgrade to tornado warning and evacuate the building to the designated safe areas.
- When a tornado warning is issued, the RD should notify RAs to evacuate the residents to the safe shelter areas. Do not activate the fire alarm.
- The RAs should check each room and close the door behind them making sure that all residents have left the room.
- When residents reach the safe shelter area the RA shall conduct a roll call.
- Residents may return to their rooms when the tornado warning is lifted or when instructed to do so by the RD.
- At least one announced tornado drill should be conducted in each residence hall annually prior to the tornado season. An evaluation of the tornado drill shall be completed by the RDs and VPSL.

UTILITY/SYSTEMS FAILURE

Electrical

- Remain calm
- Designate one person in your area to notify the Physical Plant (864-644-5663). If the outage occurs after hours, contact Campus Safety (864-508-0107) and on-call Physical Plant personnel (864-952-7087).
- After initial notification, keep all phone lines clear unless there is an emergency.
- Cease conducting any potentially hazardous activities (e.g. lab work).
- If safe to do so, shelter in place until you receive further instructions.
- If sheltering in place, open window shades and doors to increase natural light if possible. Alternate light sources such as flashlights may be used, however, candles or other open flames are not permissible.
- To reduce the possibility of damage, unplug any electronic devices.
- If the area is not safe, move to the nearest shelter area taking special care to avoid slips, trips, or falls.
- If safe to do so, secure any hazardous or sensitive materials before leaving the area.
- If you encounter a downed power line, keep yourself and others away from the area and immediately contact 911 followed by Campus Safety (864-508-0107).
- If someone is trapped by a downed line, advise them to remain calm and stay in place. Do not attempt a rescue under any circumstances.

Plumbing

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

Gas Leak

- Cease all operations and leave area.
- Do not turn on lights or electrical equipment or douse open flames.
- Notify building supervisor, resident director and the Physical Plant immediately then vacate area. In an emergency notify 911, Fort Hill Natural Gas Authority, and Campus Safety.

Steam Line Failure

- Notify Physical Plant personnel.
- Evacuate the area until the all clear is given.

Ventilation

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

Elevator

- Do not panic.
- Use the emergency button or a cell phone to call for assistance. Yell for assistance if both options are unavailable or nonfunctional.
- Do not attempt to force open the door or climb out of the elevator.
- Relax and wait for assistance.

Utility Emergency Contact Numbers:

- Electric Utility Duke Power (800) 769-3766
- Gas Utility – Fort Hill Natural Gas Authority (800) 573-5556

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.

SELECTED SOUTH CAROLINA STATUTES REGARDING ALCOHOL AND DRUG USE

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

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

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

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

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

- A. Except as authorized by this article it will be unlawful for any person:
 - 1. to manufacture, distribute, dispense, deliver, purchase, or aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase, or possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance or a controlled substance analogue.
 - 2. to create, distribute, dispense, deliver, or purchase, or aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase, or possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance.

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

- A. It will be unlawful for any person to advertise for sale, manufacture, possess, sell or deliver, or to possess with the intent to deliver, or sell paraphernalia.
- B. In determining whether an object is paraphernalia, a court or other authority will consider, in addition to all other logically relevant factors, the following:
 - 1. Statements by an owner or by anyone in control of the object concerning its use;
 - 2. The proximity of the object to controlled substances;
 - 3. The existence of any residue of controlled substances on the object;
 - 4. Direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object, to deliver it to persons whom he knows, or should reasonably know, intend to use the object to facilitate a violation of law; the innocence of an owner, or of anyone in control of the object, as to a direct violation of law will not prevent a finding that the object is intended for use, or designed for use as drug paraphernalia;
 - 5. Instructions, oral or written, provided with the object concerning its use;
 - 6. Descriptive materials accompanying the object which explain or depict its use;
 - 7. National and local advertising concerning its use;
 - 8. The manner in which the object is displayed for sale;
 - 9. Whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products;
 - 10. Direct or circumstantial evidence of the ratio of sales of the object to the total sales of the business enterprise;
 - 11. The existence and scope of legitimate uses for the object in the community;
 - 12. Expert testimony concerning its use.
- C. Any person found guilty of violating the provisions of this section will be subject to a civil fine of not more than five hundred dollars except that a corporation will be subject to a civil fine of not more than fifty thousand dollars. Imposition of such fine will not give rise to any disability or legal disadvantage based on conviction for a criminal offense.

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

1. Metal, wooden, acrylic, glass, stone, plastic, or ceramic marijuana or hashish pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls
2. Water pipes designed for use or intended for use with marijuana, hashish, hashish oil, or cocaine
3. Carburetion tubes and devices
4. Smoking and carburetion masks
5. Roach clips
6. Separation gins designed for use or intended for use in cleaning marijuana
7. Cocaine spoons and vials
8. Chamber pipes, carburetor pipes, electric pipes, air-driven pipes
9. Chilams
10. Bongs
11. Ice pipes or chillers

HEALTH RISKS

The health risks of alcohol and drug use vary greatly from person to person, depending upon the substance used and the health of the user. Alcohol consumption causes a number of marked changes in behavior. Even low doses can significantly impair the judgment and coordination of an individual. The use of alcohol, even in a single evening, increases an individual's risk for accidents, DUI, victimization, and violence. Additionally, excessive amounts of alcohol, even on an infrequent basis, can cause marked impairments of an individual's higher mental functions, inducing blackouts and impairing the ability to learn. An overdose of alcohol will depress the central nervous system, producing alcohol poisoning and possibly death.

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

Alcohol:

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

Marijuana:

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

Cocaine/Crack:

Psychosis; depression; heart attacks; strokes convulsions; death

Depressants:

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

Hallucinogens:

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

Inhalants:

Lung and kidney damage; brain damage; bone marrow damage

Narcotics:

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

Stimulants:

Psychosis; depression; heart attacks; convulsions; insomnia

Additional health risks resulting from the use of drugs and alcohol include related accidents, increased susceptibility to diseases, (including HIV), overdose and withdrawal.

ELIGIBILITY FOR FEDERAL FINANCIAL AID

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

Appendix C: Harassment of the Disabled

PHILOSOPHY

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

DEFINITION

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

GRIEVANCE PROCEDURE

Complaints of disabilities harassment will be dealt with promptly, according to the following procedures.

- All complaints will need to be registered in writing, signed, and agreed to by the complainant. A student having a complaint should inform either the student success coordinator or the vice president for student life. After securing from the student a written request for investigation, this employee will investigate the complaint and recommend appropriate action (if any is needed).
- To the extent feasible, the investigation will be concluded and any redress recommended within ten working days of receipt of the written request. Complaints that may implicate the University's Title IX policy may require a lengthier period to investigate and resolve and may be adjudicated in whole or in part pursuant to the procedures in the Title IX policy as determined in the sole discretion of the University's Title IX coordinator.
- If the student disagrees with the response, the student may appeal to the Provost. The appeal must be in writing and must be made within two working days of the student's being notified of the initial determination. The Provost will review the complaint, investigation, and response and make a determination within ten working days of receipt of the written appeal. The decision of the provost serves as a final decision.

Appendix D: 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 University may immunizations for COVID-19 if and when such immunizations become available.

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.

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

Appendix E: Missing Student Policy and Procedure

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

- At the beginning of each academic year, Southern Wesleyan will inform students residing in on-campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing.

This information will include the following:

- Resident students are given the option to identify an individual to be contacted by SWU not later than 24 hours after the time the student has been determined to be missing. Students register this confidential contact information while checking into the residence hall. This confidential information will be filed in the Office of Student Life.
- If the student is under 18 years of age, and not an emancipated individual, SWU is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- SWU will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If Southern Wesleyan Campus Safety has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, SWU will initiate the emergency contact procedures in accordance with the student's designation.
- The University will adhere to the following notification procedure for a missing student who resides in on-campus housing:
 - Once the University receives a missing student report via the Office of Student Life, University security, Office of Residence Life or other source, the following offices will be notified:
 - Campus Safety
 - Vice President for Student Life

- Director of Residence Life
- Registrar
- President
- Any official missing person report relating to this student shall be referred immediately to Campus Safety.
- If Campus Safety, after investigating the official report, determines the student has been missing for more than 24 hours, Southern Wesleyan will first contact the individual identified by the student and the custodial parent or legal guardian if the student is under 18 and not emancipated. Finally, law enforcement will be contacted not later than 24 hours after the student has been determined as missing.
- Upon notification from any entity that any student may be missing, SWU may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
 - Through the Residence Life Office, the RA may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
 - Campus Safety may search on campus public locations to find the student (library, cafeteria, etc.).
 - Campus Safety may issue an ID picture to assist in identifying the missing student.
 - The Office of Student Life may try to contact known friends, family, or faculty members for last sighting or additional contact information.
 - Student Life or academic departments may be contacted to seek information on last sighting or other contact information.
 - The Office of Student Life may contact faculty about class attendance or the chaplain's office about chapel attendance.
 - The Office of Student Life may check the post office for any mailbox activity.
 - Campus Safety may access card access logs to determine last use of the ID card and track the card for future uses.
 - Campus Safety may access vehicle registration information for vehicle location and distribution to authorities.
 - IT may be asked to look up email logs for last login and use of the SWU email system.
 - If there is any indication of foul play, the local police department will immediately be contacted for assistance.

Appendix F: Pet & ESA 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.

EMOTIONAL SUPPORT ANIMALS (ESA)

Southern Wesleyan University recognizes the importance of Service and Emotional Support Animals to individuals with disabilities and has established the following policy regarding Service Animals, Service Animals in training, and Emotional Support Animals to assist people with disabilities. This policy ensures that people with disabilities, who require the use of Service or Emotional Support Animals as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals or the therapeutic 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 and Emotional Support Animals can be requested by emailing Jason Tegen in the Office of Student Life at jtegen@swu.edu. SWU reserves the right to amend this policy as circumstances require.

Appendix G: 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.

Appendix H: Spiritual Life Policies

CHAPEL ATTENDANCE POLICY

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

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

For the Fall 2020 semester, chapel attendance will still be required. Specifically, all full-time (commuter and residential), traditional students must attend at least 12 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.

In keeping with CDC guidelines and health care best practices, we will limit the number of people in chapel by assigning students to attend either on Monday or Wednesday. You may only attend on the day you are assigned. Your chapel day will be communicated through SWU email and on Canvas. Each week the same service – music and speaker – will be repeated for the Monday and Wednesday Chapel. Everyone attending will experience the same service.

Other opportunities to meet your 12 chapel requirements for the Fall 2020 semester will be published in the Fall 2020 Chapel Schedule.

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

Students who fail to attend **12** chapel events for the Fall 2020 semester will be required to register for the one-hour course SEMR 0951, Exploring Spiritual Development, the next semester. Students who fail to meet the chapel requirement and satisfactorily complete SEMR 0951 must register for the course again the next semester and will be placed on social probation for that semester.

Students who fail to meet the chapel requirement three semesters in a row and satisfactorily complete SEMR 0951 will be referred to the Student Life Department for discipline, which may include dismissal.

Graduating seniors and students completing their final semester before internships must complete **6** chapel credits by the end of the seventh week of the semester. Students who do not meet this requirement must meet with the University chaplain to develop a contract for meeting the specified number of chapel credits by an agreed upon date. Failure to establish or complete the contract will result in referral to the Student Life Department for disciplinary action that may include social probation or dismissal.

SUNDAY ACTIVITIES POLICY

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

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

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

In support of The Discipline of the Wesleyan Church, the University seeks “. . . to reverence the name of God and to honor the Lord's Day by divine worship and spiritual edification, participating in those activities which contribute to the moral and spiritual purposes of this day.” (131:1, page 24, 2004 edition) So as not to give offense and to permit freedom from required activities, the University does not permit intercollegiate athletic competition or practices on Sunday except in

instances when unique circumstances warrant an exception. The University does not permit the use of its educational, fine arts, and athletic facilities on Sunday during regularly scheduled church services. University faculty, staff and students are encouraged not to schedule or engage in activities that conflict with participation in regularly scheduled worship services and discourage others from doing so.

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

POLICY 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 J: 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

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 K: 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 L : 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 M : 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.