

Oklahoma Wesleyan University Student Handbook 2008-2009
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Historical Sketch of Oklahoma Wesleyan University

The Wesleyan Church founded Oklahoma Wesleyan University in order to provide higher education within a Christian environment for Wesleyan youth. Its predecessor, Bartlesville Wesleyan College, was established on the Bartlesville campus as a result of a series of mergers which included Colorado Springs Bible College, founded in 1910 in Colorado Springs, CO; Pilgrim Bible College, founded in 1917 in Pasadena, CA: and Holiness Evangelistic Institute, founded in 1932 in El Monte, CA, and later named Western Pilgrim College.

In 1959, the Bartlesville campus was purchased and Colorado Springs Bible College was moved to Bartlesville, Ok during the summer. The college, renamed Central Pilgrim College, held its first classes in September 1959. The following fall, Western Pilgrim College was merged with Central Pilgrim College. The name, Bartlesville Wesleyan College, was adopted after the merger of the Wesleyan Methodist and Pilgrim Holiness churches. In the fall of 1972, Miltonvale Wesleyan College, founded by the Wesleyan Methodist Church in 1909, was consolidated with BWC on the Bartlesville campus. Continuing the tradition of constantly improving the quality of Christian education provided by our antecedent schools, BWC became Oklahoma Wesleyan University in August of 2001.

At the time of consolidation in 1972, both Bartlesville Wesleyan College and Miltonvale Wesleyan College were operating as liberal arts junior colleges and senior colleges with four-year ministerial training programs. During this process of consolidation, a decision was made to create a four-year liberal arts college. In 1974 the Oklahoma State Regents for Higher Education accredited BWC as a four-year liberal arts, degree-granting institution. In 1978 the college received accreditation from North Central Association of Colleges and Schools. This accreditation has been renewed in 1983, 1988, 1991, 1996, and 2004.

General Information

Statement of Purpose

Mission for Oklahoma Wesleyan University:

(Mission: Our duty, our purpose)

As an evangelical Christian university, OWU models a way of thought, a way of life and a way of faith. It is a place of serious study, honest questions and critical engagement, all in the context of a liberal arts community that honors: the *primacy of Jesus Christ* the *priority of Scripture*, the *pursuit of truth*, and the *practice of wisdom*.

Cornerstones to the OWU Mission:

(Cornerstone: An indispensable and fundamental basis)

The primacy of Jesus Christ...

...as the incarnate Son of God--the Alpha and Omega, the Beginning and the End--who is the lens for all learning and the Lord of our daily lives.

The priority of Scripture...

...as the inerrant and authoritative written Word of God that guides us in all matters of faith, learning, and living.

The pursuit of truth...

...as an objective, attainable reality, grounded in the person and example of Jesus Christ and anchored in the Bible.

The practice of wisdom...

...as the goal for all members of the university community, who work to promote healing and wholeness in a broken culture and hurting world.

Vision for Oklahoma Wesleyan University:

(Vision: Conception of the future - anticipation, foresight)

To be a Tier One comprehensive Christian university of 1,500 students, known regionally and nationally for its defense of objective truth as the foundation for all learning and living .

...

- A university that embraces multiple means and methods of teaching and learning, of pedagogy and andragogy, of technology and technique, to reclaim every inch of creation for Christ and his Kingdom
- A university that champions the unity of knowledge and wisdom and leads in the "public square" and the "marketplace of ideas" through traditional and adult, undergraduate and graduate, online and distance education.
- A university known for its institutes, forums, publications, and presentations – a community of learners working to conserve and reveal objective truth as the only means of liberating humanity from the consequences of sin.

Institutional Goals

Oklahoma Wesleyan University is an institution of The Wesleyan Church which has provided training for its youth for nearly one hundred years. The church is interested in quality education, not only for its youth entering church ministries, but also for students entering other professions. In addition, the school provides educational opportunities for adults in Bartlesville and eastern Oklahoma.

The University recognizes the need for the collegiate experience to provide a thorough and sound education within a Christian philosophy of life. Thus, it is the purpose of Oklahoma Wesleyan University to offer experiences in biblical studies, general studies, business, education, nursing, the arts, the sciences, and pre-professional and professional training in the light of Christian principles.

The University Sets Forth the Following Goals:

1. To serve The Wesleyan Church by providing an educated clergy and laity, loyal to God, emphasizing especially the Wesleyan doctrine of perfect love, an expression of the ministry of the Holy Spirit in and through the life of the Christian.
2. To meet selected educational needs of its supporting communities through regular and special programs and courses.
3. To foster in its faculty, students, and graduates the development of a dynamic social conscience based on God's love for man, on the Christian doctrine of redemption and human worth, on the responsible exercise of personal freedom, and on a commitment of service to others.
4. To provide for the intellectual, physical, social, and spiritual development of all members of the OWU community.
5. To develop and maintain a community of faculty committed to the principles of biblical Christianity and good scholarship, who seek to integrate these principles in their teaching, and who actively apply them in the activities and relationships of daily living.
6. To seek mutual intellectual, social, cultural, and spiritual benefits through interaction of OWU and the local community.
7. To interpret through its employees, students, and graduates, the message of the Church to society and the problems of society to the Church.
8. To maintain a curriculum which follows a basic liberal arts pattern with its commitment to general education while also making a sincere effort to meet the special curricular needs of the professional degree programs offered by OWU.
9. To help students through all aspects of the educational experience to develop intellectual poise; an inquiring and creative mind; aesthetic appreciation; physical and emotional health; moral, social and religious commitments; and a personal relationship with the triune God: Father, Son, and Holy Spirit.

Institutional Objectives

Oklahoma Wesleyan University seeks to provide experiences that assist in the development of the following objectives:

Intellectual

1. To cultivate clarity of thinking, communication skills, critical evaluation, freedom of inquiry, and creative expression.
2. To develop appreciation for cultural heritage as a background to understanding human affairs.
3. To develop an awareness that human learning is meaningful in the framework of commitment to truth.
4. To cultivate skills in preparation for occupations in which service to humanity is primary.

Physical

1. To promote physical and mental health.
2. To develop appreciation for physical exercise.
3. To encourage efficient and satisfying use of leisure time.
4. To foster the spirit of sportsmanship.

Social

1. To promote the concept of man as an individual of dignity and as a responsible citizen in a free society.
2. To help the student achieve social poise and competence.
3. To instill an awareness of social needs with a proper sense of personal and group responsibility in society.
4. To develop appreciation for the family and its importance to humanity.
5. To achieve the ideal of service to mankind.

Spiritual

1. To develop an appreciation for the Christian faith and philosophy as the basis for interpretation of knowledge in all fields of learning.
2. To foster faith in God, in Christ, and in the Holy Scriptures.
3. To encourage commitment to Jesus Christ as Saviour and Lord.
4. To develop personal integrity based on Christian ethics and revealed in righteous conduct.

5. To inspire unselfish service to God and humanity.
6. To strive for a sincere love for persons of all creeds and races.

Doctrinal Statement

We believe

1. That the Bible, composed of the Old and New Testaments, is the inspired and inerrant Word of God and is the supreme and final authority in faith and life.
2. That there is one God, eternally existing in three Persons: Father, Son and Holy Spirit.
3. In Jesus Christ as truly God and truly man, and in His virgin birth, His vicarious death, His bodily resurrection, and His promised second coming.
4. In the personality of the Holy Spirit, and that His ministry is to reveal Christ unto man.
5. That God created man and the universe by special operation of divine power.
6. In the fall of man and the consequent sinful nature of all mankind which necessitates a divine atonement.
7. In justification by grace through faith and in regeneration by the Holy Spirit, who makes the penitent believer a new creature in Christ. The believer may, through disobedience, fall from grace and, unless he repents, be eternally lost.
8. That entire sanctification is an act of divine grace wrought in the believer through an act of the Holy Spirit whereby He takes full possession, cleanses, and equips for service on condition of total surrender and obedient faith.
9. That the gifts of the Spirit are given to believers as God wills for the purpose of edifying and strengthening believers, and are not in any sense the evidence of the Spirit's fullness nor are they necessary for salvation. Speaking or praying in an unknown tongue is a questionable practice and is often divisive to the Body of Christ.
10. In the personal existence of Satan.
11. That the scriptures plainly teach the bodily resurrection of the just and the unjust, the everlasting happiness of the saved, and the everlasting and conscious suffering of the lost.
12. That all true Christians, assisted by the Holy Spirit, give evidence of a true faith by their good works and social concern.

Community Foundations – Holiness and Holy Living

Members of our community are encouraged and expected to live by standards which uphold a holy lifestyle. We encourage all students to follow the scriptural admonition found in 1 Peter 1:16 and 17: "But just as He who called you is holy, so be holy in all you do; for it is written: 'Be holy, because I am holy.'" In our attempt to encourage each student to understand and experience a community that honors the Lordship of Jesus Christ, the faculty, staff and administration at OWU will mentor, and disciple all students to live a blameless or holy life. Through the balanced use of challenge and support (i.e. informal mentoring relationships and formal institutional discipline) all students will be encouraged to live a Christ-honoring lifestyle.

Student Life Affirmations

We Affirm the Dignity of the Human Spirit.

Within the Christian community, each individual is of inestimable value and worthy of profound respect. This respect should be demonstrated through the appreciation of individual differences. Individual dignity is damaged by prejudice, racial or ethnic slurs, gossip, and unsubstantiated statements, the inconsiderate or malicious conveyance of incriminating truth, the willful misrepresentation of truth, and the use of intimidation or physical force. The indignities against the human spirit cited above cannot be tolerated in a community set apart for total commitment to Jesus Christ.

We Affirm the Sanctity of the Human Body.

The human body should be maintained through a proper balance of rest, exercise, and diet. The use and possession of tobacco products, hallucinogenic drugs, marijuana, narcotics, alcohol, or the misuse of prescription drugs may create considerable spiritual, physical, and psychological problems; consequently, such behaviors are unacceptable and are strictly prohibited on or off campus. An atmosphere of wellness, devoid of unhealthy, unbalanced behavior is the goal for this community. Furthermore, the use or possession of pornographic material in any medium is unacceptable because it exploits the sanctity of the human body. Involvement with pornography in any form is strictly prohibited. Oklahoma Wesleyan University affirms the exemplar and standard of heterosexual monogamy within the context of marriage as the singular, healthy, and holy expression of human sexuality. We believe that a contrived gender change lies outside the parameters of what an evangelical university in the Wesleyan tradition would consider righteous behavior. As stated in Isaiah 45 we do not have the right to question God or even our parents in regard to the body we have received (verses 9 and 10). Therefore, we maintain that a person does not have the right to alter one's sexual identity, for surely this would be a defilement of the body which is the temple of the Holy Spirit (1 Cor. 6:19). To attempt to alter one's sexual identity does not in fact change the sex or the gender of a person, except only in the most superficial manner. "So God created man in his own image, in the image of God he created him; male and female he created them." Genesis 1:27(NIV)

Finally, all human life must be respected and protected from its conception to its completion.

We Affirm the Priority of Learning.

Oklahoma Wesleyan University is a living/learning environment committed to the development of the whole person. Through the process of living and learning in this community, certain identifiable outcomes should be realized. These include: a maturing, personal faith in Jesus Christ; a consistency between personal beliefs and behavior; the ability to live in and take responsibility for the community; the skills to effectively manage change; and an awareness of a personal life purpose with the requisite skills to express that

purpose in a culturally diverse society.

An environment conducive to lifelong learning must be the responsibility of every individual. Such an environment will foster the development of skills in critical thinking, problem solving, research writing, and fundamental personal disciplines. Aggressive steps should be taken by members of the academic community to ensure it. Excessive noise, disregard for established quiet hours, and insensitivity to the personal study needs of fellow students undermine individual progress toward academic goals. Furthermore, academic dishonesty by its very nature is an affront to the process of learning and to the vitality of an academic community. Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization and documentation, in which a student intentionally impedes or damages the academic work of others, or assists other students in acts of dishonesty. Consequently, such acts must evoke a disciplinary response from the academic community that could include a suspension or dismissal.

We Affirm the Distinctiveness of Our Community.

Oklahoma Wesleyan University is an academic community comprised of Christian faculty, staff, administrators, and students. While enrollment is not limited to students with a personal Christian faith commitment, the University's mission includes exposing students to the truths of the *Biblical* Christian faith. Intellectual and spiritual growth are both intended outcomes of an educational experience at Oklahoma Wesleyan University.

In order to encourage an atmosphere conducive to intellectual and spiritual development as articulated in the Oklahoma Wesleyan University Concept, to recognize and honor the heritage and ongoing commitments of the Wesleyan Church with which Oklahoma Wesleyan University is affiliated, and to be an institution whose purposes, programs, and practices are honoring to God, the Oklahoma Wesleyan University community establishes the following guidelines and expectations for all students:

The *Bible*, thoughtfully and prayerfully interpreted, is our final standard and exemplar for personal and interpersonal conduct. Scriptural principles, including love, fairness, justice, mercy, compassion, purity, obedience to the laws of the land, respect and self-control, are upheld as the ideals by which members of the Oklahoma Wesleyan University community are to govern their lives. Students are expected to have a commitment to Christian conduct, social justice, and to a consistent Christ-like witness. We consider violations of basic *Biblical* principles to be destructive to this Christian community. It should be noted that conduct which is contrary to these stated values, and of the expectations that follow, is subject to institutional confrontation and discipline which may include separation from the community.

While many principles and precepts for living are given in the *Bible*, not all areas of personal conduct are specified in detail. As a result, behavioral standards vary significantly even within evangelical Christian denominations and groups. The Oklahoma Wesleyan University community recognizes the value of upholding certain standards articulated by the Wesleyan Church dealing with matters complementary to basic *Biblical* values. Oklahoma Wesleyan University completely endorses the statements relating to Christian conduct in the Wesleyan Book of Discipline and expects compliance with these principles.

It is recognized that involvement in the Christian academic community of Oklahoma Wesleyan University may take varying shapes and levels of commitment. Institutional expectations appropriate for some individuals may be less appropriate for others. Factors including maturity, personal issues of conscience, leadership roles, community expectations, effect of personal behavior on other Oklahoma Wesleyan University community members, and overall image and mission of the University must be weighed in determining what may legitimately be expected by the institution.

As a matter of commitment to the best interests of this intentional Christian academic community, the following expectations, in addition to the basic *Biblical* values such as stated above, are established as a baseline for students of the Oklahoma Wesleyan University community so that a work, study, and living environment conducive to good health, Christian values, and academic excellence can prevail.

Expectations & Standards: Community Life

Student Conduct

In keeping with the distinctive Christian nature of our community, Oklahoma Wesleyan University establishes the following lifestyle expectations and standards. It should be noted that this list is considered a baseline and is not necessarily comprehensive in nature. The University faculty and administration reserve the right to confront and address other behaviors that are compounding in nature and/or viewed as dangerous, destructive, unbiblical, or inconsistent with the OWU mission.

1. The University fully expects all of its students to abide by the legal standards of the county, state, and federal governments. Therefore, the illegal use, possession or distribution of alcohol, tobacco, or drugs is prohibited.

2. In addition, Oklahoma Wesleyan University also recognizes that our evangelical Christian community has specific expectations of the traditional campus-offered programs. OWU, therefore, recognizes that substance abuse does not contribute to, but detracts from, the spiritual and educational development of our students. Possession or use of alcohol on or off campus, contributing to the use of alcohol by other OWU students, and/or being present in an environment where alcohol is being consumed is prohibited. Use, possession, purchasing, etc., of tobacco is prohibited. Use of narcotics and/or any substances producing altered states of consciousness such as cocaine, heroin, marijuana, or other hallucinogenic drugs are not to be used or possessed. The University does reserve the right to address the older adult (professional, parent, etc.) who resides off campus on an individual basis.

3. All Oklahoma Wesleyan University students enrolled in non-traditional academic programs are required to refrain from the use of tobacco products and alcohol while on campus or in extension center facilities.

4. By virtue of their voluntary enrollment, all students, regardless of age, residency, or status agree to engage in sexual behavior exclusively within the context of marital heterosexual monogamy.

5. Gambling, pornography, immodesty, profanity, crude, vulgar, or offensive language, and disrespectful behavior, such as gossip, dishonesty, and malice are also viewed as inappropriate behavior for all students. The University supports the stance of the Wesleyan Church on the issue of dancing.

6. Finally, because Oklahoma Wesleyan University promotes community cooperation and interpersonal respect, all students are required to abstain from hosting, promoting, or being part of scenarios whereby any fellow student is encouraged or given the opportunity to violate the letter or the spirit of the aforementioned standards and expectations.

University Disciplinary Process

Oklahoma Wesleyan University attempts to interpret all of life based on the Word of God and the example set forth by Jesus Christ. Having such a distinctive as a community requires certain standards that are in line with the Bible and reflect our institutional mission as a Wesleyan school. All student behavior should reflect this standard and bring glory to God.

The purpose for working with students in disciplinary matters is to allow students to grow in three areas: First, for every student to become more complete in Christ (Colossians 2:10). Second, for every student to develop responsibility for their own behavior and held accountable for their own actions (Galatians 6:5). Third, for every student to participate in the discipline process by holding accountable their brother and/or sister in Christ, to God's standard (Matthew 18:12-17). We also desire to protect the integrity of the community and those who are abiding by the regulations.

We believe the Bible is the foundation of faith and practice and seek to implement Biblical principles as guidelines for our regulations. When Biblical guidelines are put in place it brings freedom for the believer to operate under the protection and blessing of God. It is imperative that any discipline action is redemptive and corrective in nature and not merely punitive. Our desire is to love all students regardless of behavior, but to allow students to experience the consequences of their own behavior. Scriptural principles including love, fairness, justice, mercy, and compassion will all be used to ascertain the proper discipline for each student and infraction. It must be kept in mind that God disciplines those He loves (Hebrews 12:6). We will seek to incorporate discipline within this context. Within the discipline process it is our desire for students to experience forgiveness, restitution if need be, reconciliation in relationships, accountability for behavior, and restoration back into the community.

The philosophy of Oklahoma Wesleyan University is that discipline problems are most effectively and efficiently handled at the lowest possible level. We follow the redemptive *Biblical* model found in Matthew 18:12-17, a process that starts with carefronting in a private counseling relationship with peers and/or residence hall staff.

One or more of the following disciplinary actions may be taken with regard to any rule or policy violations at the University:

- **Care-frontation/Counseling.** The student is contacted personally and an informal discussion is held about behavior or attitudes.
- **Corrective Restitution.** The student is required to make restitution by some prescribed means for irregularity in conduct. This may take the form of a fine, work obligation, papers, or prescribed interview sessions.
- **Probation.** Probation will result in a growth contract that may include all or any of the following:
 - a mentoring relationship with a faculty/staff member
 - community service
 - counseling
 - restitution, i.e. payment or service
 - volunteer service
 - loss of extra-curricular or co-curricular privileges (Students involved in leadership activities such as Student Government Organization, drama, choir, sports, ministry teams, music teams, etc. may forfeit a certain percentage of their participation and/or stipend.)
 - suspension of automobile privileges

The University reserves the right to notify parents of any probation case

Suspension

The student is involuntarily suspended for a stated length of time. He/she will be required to leave campus within 24-48 hours. The student will be required to return to his or her parent's home or the location of his or her permanent address. If it is impossible to return to

the aforementioned address, then the student will be required to stay with an OWU faculty/staff member for the duration of the suspension. Because of the University's obligation to the safety of the student, the parents of the suspended student will be notified of the student's status. No leadership involvement (extra-curricular or co-curricular) will be permitted during this period.

Dismissal

The student's enrollment will be terminated and he/she will be required to leave campus within 24-48 hours after the dismissal is announced. The University reserves the right to require the student to leave the campus immediately if it is deemed appropriate. The student may reapply for admission in the term following the one from which he/she was dismissed. The parents of the student will be notified of the student's status. Tuition and room and board costs will be forfeited as specified by the University's refund policy (see Business Office for details.)

Removal from University Housing

Under specific circumstances, the University reserves the right to remove a student from University housing. Access to other University-owned facilities can also be restricted. Behavior that could result in such restrictions would be disruptive, rude or threatening behavior, or destruction of community/university property. The parents of the student will be notified of the student's status. It should also be noted that in the case of an illegitimate pregnancy, the student may be required to live off campus in a residence approved by the Vice President of Student Life (the student would also be subject to the standards, policies, and discipline concerning sexual behavior).

Baseline Levels of Disciplinary Actions

Oklahoma Wesleyan University recognizes the need for consistency and fairness in its disciplinary procedures. It is necessary, therefore, to establish and publish what the University views as the minimal response to selected infractions (inadvertent or deliberate) of specific University behavioral standards and expectations. We recognize that certain members of our community find themselves at varied stages of personal development and maturity, and we therefore reserve the right to consider the flagrancy of the offense in determining the appropriate disciplinary response. It should also be noted that the following behavior expectations and policies apply both on and off campus. It is likewise the case that other actions not listed below can result in probation, suspension, or dismissal should the behavior of the student warrant such action. (NOTE: Possession as referenced in the following baseline responses is defined as anything from actual physical possession, to having these substances present in one's room, car, etc., to being part of any scenario which is not in compliance with point 6 of the student conduct. Having alcohol containers (empty or full) on one's person, in a residence, car, etc. is considered possession. Cohabitation is defined as being with a member of the opposite sex at inappropriate times in their room, apartment or other residence.)

1. Major Violations likely to result in suspension or dismissal upon the first occurrence include, but are not limited to the following:

- a. Unlawful use or possession of prescription or non-prescription drugs, including drug paraphernalia (use, possession, selling or providing).
- b. Arson
- c. Grand Theft
- d. Intentionally giving a false warning of a campus emergency, ie. pulling fire alarms.
- e. Use, discharge, possession or storage of any weapon, or dangerous chemical, on campus or at University sponsored activities.
- f. Use or possession of Alcohol

- g. Sexual immorality, i.e. any compromise of marital heterosexual monogamy.
- h. Violent, Destructive or self-destructive behavior.

2. Semi-Major Violations likely to result in probation to suspension on the first occurrence include, but are not limited to:

- a. Intentionally causing major damage to University owned or operated property.
- b. Discharging fireworks on campus.
- c. Unauthorized entry into a University facility.
- d. Intentionally harassing or threatening another person, including but not limited to, residence or security staff. This includes sexual harassment.
- e. Intentionally misusing fire or safety equipment. Automatically includes fines for misuse of fire extinguishers.
- f. Dishonesty, the giving of false information.
- g. Petty theft.
- h. Forgery or unauthorized alteration of a University document.
- i. Possession of stolen property.
- j. Computer Crime or theft of service, and unauthorized use of another's password/account.
- k. Pornography: Printed, video, internet, etc. Also will result in loss of internet service.
- l. Use or possession of Tobacco-Smoking or Chewing.
- m. Being in the room of someone from the opposite gender during unauthorized times.
- n. Swimming out to the lake fountain and messing with it.

3. Minor Violations likely to result in care-fronting to probation on the first occurrence include, but are not limited to:

- a. Violation of quiet hours policy.
- b. Minor damage to property.
- c. Violations of University housing policies.
- d. Use of profane language.
- e. Lewd or indecent behavior.
- f. Attitude not meeting expectations.
- g. Gambling on or off campus.
- h. Late on curfew, or sneaking out at night.
- i. Non-destructive pranks.
- j. Showing movies and playing music that violate policy, immodest dress, and room decor that are inappropriate.
- k. Illicit sexual dancing and patronizing dance clubs.

4. Repeated Violations: Repeated violations will result in additional sanctions with the possible end result of dismissal from campus.

Sanction Guidelines and the Stepping Process

1. Minor Violations of the Community Standards: Students violating expected conduct in the Minor Violations section can expect to receive at least one step in the disciplinary process.

Step 1 Verbal Warning

Step 2 Written or Verbal Warning and/or documented probationary form of discipline.

Note: Community service, fines, restitution, accountability, counseling, and loss of privileges are all a part of the probation alternatives.

2. Semi-Major Violations of the Community Standards ranging from probation to

suspension: Students violating expected conduct in the probation/suspension area can expect to receive at least three steps in the disciplinary process.

Step 3 Documented probationary form of discipline. (Letter may be sent to parents, letter may be sent to the academic advisor.) Students will be reminded that they are in the process of being dismissed from the University.

Step 4 Suspension from campus, including housing for a pre-determined amount of time. Students will be reminded that they are in the process of being dismissed from the University.

Note: Community service, fines, restitution, accountability, counseling and loss of privileges may be added to any one of these steps.

3. Major Violations of the Community Standards ranging from suspension to dismissal: Students violating expected conduct in the suspension/dismissal area can expect to receive at least four steps in the disciplinary process.

Step 4 Suspension from campus, including housing for a pre-determined amount of time. Students will be reminded that they are in the process of being dismissed from the University.

Step 5 Dismissal for at least one academic semester.

Note: Community service, fines, restitution, accountability, and counseling may be added to any one of these steps or required for re-admission

Growth Initiative

If your own behavior has been in violation of the policies of the University, and if you wish to change, you are encouraged to take the initiative to discuss the behavior of concern with a residence life staff member, faculty member, counselor, coach, staff member or a Student Life officer. Upon doing so, you may be exempt from certain disciplinary actions. The following requirements must be met in order to take advantage of the Growth Initiative:

- You must initiate the contact. Once you have been carefronted and/or formal discipline has begun, your situation can no longer be addressed within the concept of the Growth Initiative.
- You must sign a behavior contract with the Vice President of Student Life. This contract will specify the behavior changes you wish to make, the obligations you have to the University and/or selected mentors, and the type of assistance you will receive from the University in accomplishing your goals for change. Your ongoing behavior must not be in violation of the aforementioned contract. If it is, you may be subject to formal discipline, i.e., probation, suspension or dismissal.

It is Oklahoma Wesleyan University's desire to respect the integrity of the student who has initiated a request for help. Therefore, the Growth Initiative is designed to provide such support as opposed to responding with punitive discipline. It should be noted that in cases where behavior is repetitive, self-destructive, hazardous to others, or of significant legal issue, the University may respond accordingly. Depending upon the behavior in question, the University reserves the right to require the person to enter a professional setting where adequate help is available. Also, it may be the case that, because of the nature of certain behaviors, specific consequences may be unavoidable even when a Growth Contract is initiated. Student leaders, because of their community responsibilities, may be asked to take leave from their leadership role while on a Growth Contract.

Fair and Impartial Process

It is Oklahoma Wesleyan University's desire to treat all students equitably when there is a

situation that warrants confrontation which could lead to a disciplinary response. All students will receive a fair and impartial hearing, an oral and/or written summary of the reported behavioral infraction, and an oral and/or written determination of the case in question. Students, as noted, do have the right to appeal official disciplinary decisions.

Appeal Procedures

Students wishing to appeal a disciplinary decision made by an official or officer of Oklahoma Wesleyan University must proceed as follows:

A. All appeals must be initiated through the Vice President of Student Life. This includes decisions made by any and all Student Development offices of the University, e.g. resident assistants (R.A.s), resident directors (R.D.s), and the Vice President of Student Life.

1. The appeal must be made in writing and delivered to the Vice President of Student Life within 48 hours after the student has been informed of the discipline decision.

2. The statement must specify the basis for the appeal (the only grounds for an appeal are errors arising from limited knowledge of the facts or from bias).

3. The Vice President of Student Life will serve as the person responsible for disseminating all appropriate files and information to the committee or administration hearing the appeal.

4. The student must be available for an official hearing with the appropriate administration and/or Judicial Council within 48 hours of issuing his or her written appeal.

B. The route of appeal follows:

1. You may appeal the actions taken by an R.A., R.D., or SLDC to the Vice President of Student Life.

2. You may appeal actions taken by or upheld by the Vice President of Student Life to the President of the University. (You must initiate this appeal with the Vice President of Student Life as stated above in A.1.)

C. Curricular, extra-curricular and co-curricular privileges and activities are forfeited during the appeal process.

D. A Judicial Council may be called to assist the Vice President of Student Life in reviewing the appeal. The Judicial Council functions in an advisory capacity.

E. The Vice President of Student Life will notify the student of the final decision of the appeal process.

F. After the student has exhausted all appeals or has failed to follow appropriate appeal procedures, the disciplinary decision then becomes final.

Expectations & Standards: Spiritual Life

As a community committed to Christian thought, behavior, and Christ-centered relationships with others and with God, Oklahoma Wesleyan University has certain spiritual life expectations and opportunities. One of the primary reasons leading students to come to Oklahoma Wesleyan University is the Christian nurture that is offered within the context of earning a university degree. Along with campus programming, students are encouraged to make personal choices that will reflect their desire to grow in their relationship with Christ. If students need help in setting up or organizing an effective devotional life and don't know where to go for help, they are encouraged to stop by the Director of Student Ministries Office where help and direction is available.

There are several aspects of spiritual life on campus:

Chapel

Oklahoma Wesleyan University is a four year liberal arts university that seeks to develop the whole person; mind, body, and spirit. Because of this, all students are required to register for one chapel credit each semester if they are taking 12 or more hours during that semester. If extenuating circumstances do not allow you to attend chapel, you will be required to complete a chapel alternative. Chapel alternative applications must be applied for within two weeks of the start of the semester

All traditional students are required to pass chapel. In order to pass chapel, students must accomplish **ONE** of the following:

1. Attend the designated number of chapels required for the semester. (This number is set and published at the beginning of each semester by the Student Life Office.)
2. Apply and be approved for a chapel alternative by the student life staff. After being approved, students must complete the necessary work required by the last day of finals for the semester. All work for a chapel alternative must be turned into the Student Life Office.

Attendance

Chapel services are held Wednesday and Friday from 10:10 am to 11:10 am. in the chapel. Because the University considers Chapel an essential part of the Oklahoma Wesleyan University experience, attendance is required and recorded, just as it is in the classroom or sport practices. Other spiritual life activities or worship experiences do not meet the Chapel attendance requirement. Each student has an attendance record that is kept in the Student Life Office in the Haltom Campus Center.

Chapel attendance is taken by having your student ID scanned when entering and exiting chapel. You will not be counted present if your ID is scanned only once. Your student ID can be scanned at the lower doors of the chapel until 10:10 a.m. and at the upper doors until 10:15 a.m.

Each semester there are two special chapel series. Fall Flood and Cox Holiness Series in the fall and Spring Summit and Colaw Leadership Series in the spring; both of these series contain more weekly chapels than usual. These chapels are included in the total number of chapels for the semester. For a complete chapel schedule, you can go to <http://www.okwueagle.com/>.

Full-time students who do not attend the minimum number of chapels during a given semester will receive a failing grade for that semester's chapel. These students will be required to register for Chapel Readings (SFOR 2900) to replace the unsatisfactory grade. The cost of this course will be \$100, and the course will be administered by the Student Life Department. Students who need to make up three or more unsatisfactory chapel grades are required to replace these grades with an additional religion course elective. The successful completion of Chapel (each semester of full-time enrollment) is a graduation requirement.

Chapel Alternative

1. Applications for completing the chapel alternative will be available in the Student Life Office and should be returned to the Student Life Office upon completion. Applications are considered on their merit and are subject to the final decision of the Student Life Office. Chapel alternative applications must be applied for within two weeks of the start of the semester.

2. Appeals of decisions regarding attendance or petitions are to be made in writing to the Student Life Office within 24 hours of receiving the decision. After this time, the decision will be final.

University Representation — Students who earn a failing grade in Chapel will be declared ineligible (by the Academic Affairs Office) to continue participation in any activity that represents OWU (e.g., intercollegiate athletics, traveling music groups, school plays & musicals, student government, etc.) for the following semester or summer. These students will remain ineligible until their chapel requirement is made up. The Student Life Office will inform the Registrar when a student has failed chapel. The Registrar will then inform the student and the appropriate coach or sponsor.

Grade

Students will receive a satisfactory/unsatisfactory grade based on attendance for chapel. All full-time students are required to attend the specified amount of chapel services each semester. Students will receive chapel credit for every semester they are enrolled and pass as a full-time student. Therefore, all students are required to register for one chapel credit each semester that they are taking 12 or more hours. This is in addition to the graduation requirements for their respective programs.

Other Spiritual Life Activities on Campus

The Altar

The Altar is a student led praise and worship hour that is held each Sunday night at 9:00 p.m. You will want to attend and get involved in this special worship experience as you are challenged by your peers to live a life that is pleasing to Jesus.

Bible Studies and Small Groups

There are residence hall bible studies that meet on a weekly basis. Most groups meet at 9:00 or 10:00 p.m. on Wednesday evenings. Off campus students are welcome to join these bible studies. The bible studies vary from being led by students to faculty and staff and vary in topic. Bible studies will be posted each semester as to the location and time for each residence hall.

Spiritual Discipline Weeks

Throughout each semester the Spiritual Life Team will sponsor a week that emphasizes a particular spiritual discipline and then invite the entire campus to participate. Some done in the past have included prayer, reading the bible, memorizing scripture, or fasting.

Outreach Opportunities

There are several opportunities for service and evangelism in the community of Bartlesville. Following are a list of service opportunities that current OWU students are involved: The Rock, K-Life, Agape Mission, Big Brother & Big Sisters, local churches and youth groups – particularly Sooner Park and First Wesleyan, Voice of the Martyrs, Boys and Girls Club, and FCA. At the beginning of each fall semester OWU will sponsor a chapel focused on serving in our community. There will be a variety of service opportunities and organizations present during this chapel.

Church Attendance

Students are expected to consistently attend the church of their choice on Sundays and will be encouraged to do so by the residence life staff and other members of the campus community. They are also strongly encouraged to use their personal gifts to support the ongoing ministry of that church. Because we believe that church attendance is so important, the Sports Center and the athletic fields are off-limits during church service times.

Spiritual Life Team

Oklahoma Wesleyan University has a Spiritual Life Team comprised of one person from each class. The Spiritual Life Team organizes, plans, and promotes spiritual life on campus throughout the year.

Expectations & Standards: Residence Life

Resident Life Philosophy

OWU believes that living in the residence halls offers a valuable community experience in every resident's life. Since residents represent a wide variety of backgrounds and interests, there exists a need for certain norms which allow residents to live together comfortably as a community and, at the same time, facilitate academic learning.

Being a Christian institution, OWU desires that its residence halls become a Christian community rather than merely a place of residence. This Christian community should facilitate each resident's growth in all aspects of life.

In order for our community to meet its goals, we need to have certain standards and expectations for living together. These standards are meant to be guidelines for mature, responsible conduct in a community of Christians and can encourage growth for both the community and the individuals. We expect that members of our community will strive both to be obedient to the explicit teachings of God's Word, and to follow those standards and expectations to better order our life together. In keeping with this philosophy, all full-time, traditional-aged students enrolled in the traditional campus offered program are expected to live in the residence halls. (Exceptions may be granted to those who meet specific criteria).

OWU does not discriminate on the basis of race, color, sex and national or ethnic origin.

Resident Directors/Resident Assistants

Resident Directors (RDs)

Resident Directors are responsible for the overall administration and operation of residence life. This includes hiring and training RA's, formulating and implementing policy, placing residents, and disciplining. They make room assignments and may, at their discretion, relocate students within the residence halls. They assist students with a variety of problems from faulty physical facilities to personal crisis. They assist students in their growth and development, and model appropriate practices and policies. They establish residential policies to insure consideration for the time, privacy, well being and the value of each resident.

RDs are available in their apartments (Wert Hall and Wesley Hall) and in their offices located in Chapman Hall and Colaw Hall. The men's and women's RDs will take turns being on call during the weekends and at times during the evenings. At least one RD will be on or near campus at all times while residence halls are open.

Resident Assistants (RAs)

Resident Assistants supervise residents within the halls. There is one RA assigned to each section of the residence halls. RAs are students who have completed a selection process, demonstrated their commitment to serving fellow students, and have been trained in helping skills. The RA is a "helper" whose primary responsibilities involve developing relationships, implementing programs, dispensing information (or referring a student to someone who can help), offering personal advice, and confronting violations of community standards. RAs keep duty hours in the evenings on campus, and at least two RAs will be available in the residence halls each evening.

Off-Campus Housing

Oklahoma Wesleyan University is a residential campus. All unmarried students who are enrolled in 12 or more hours of academic credit are required to live in on-campus housing. Commuter students living with parents and students 22 years of age or of senior status (90 credit hours or more) may apply to live off campus. Applications are reviewed by the Housing Committee. Applications must be complete to be considered.

Off-campus housing applications are available in the student life office.

Room and Board

All resident students living on campus are required to purchase a meal plan. Freshmen are required to purchase a 19 meal plan or 210 block plan. All other resident students have a choice to purchase a 19 or 14 meal plan per week, or the 210/170 meal plan per semester.

Registration and Check-in, Check-out

Upon arrival at OWU, each student will be issued the appropriate room key by the Resident Director. This one key opens up resident's room and mailbox. Loss of key is to be reported to the appropriate RD. Obtaining another key results in a \$25 replacement fee the first time and a \$50 fee for each subsequent lost key. Keys are not to be duplicated for any reason. Students should keep their doors locked to provide a safeguard for individual belongings.

The Resident Assistant will check the student into the proper room by jointly completing a room condition inventory sheet (RCI). The RCI sheets are used as a record of the condition of the room at the time of check-in and check-out. Any missing articles or damages that occur during

a student's residency in the room will be recorded on the RCI sheet and charged to the student. Failure to pay will result in this charge being billed to the student's account and/or a loss of the room damage deposit. Each student pays a \$100 refundable room damage deposit by the time of enrollment. Student's deposits are refunded when he/she leaves the residence halls permanently. Deposits are not refunded for students who are planning to return after Christmas and/or summer breaks.

All students are required to check out with their R.A. and R.D. when moving out of an assigned room. The RCI sheet will be used to check for cleanliness and/or damages. In addition, students checking out permanently must secure all signatures needed as listed on the Check Out Flow Chart (available in the Student Life Office). Procedures for checking in and checking out are posted at semester end and are also available upon request from the respective R.D. Any violations of these procedures could result in loss of room damage deposit plus damages assessed.

Room Assignments

Room assignments for new students are made on the basis of information requested on the housing application form and availability of space. Choices for returning students are made in the spring during the announced room sign-up process. First choice is granted to those students remaining in the same room; then changes are considered in the order of seniors, juniors, and sophomores. Maintaining a single room is contingent upon enrollment needs. A student requesting a single room will be charged an additional room fee. The University reserves the right to place additional students in all rooms if needed.

Room Changes

It takes considerable time and effort to build good roommate relationships. The R.A. and R.D. are available for consultation in resolving issues. A room change may be officially requested through the Resident Director. We do, however, encourage all students to make a "good faith effort" in their present situation for at least one full semester.

Room Furnishings

Resident hall rooms are furnished with beds, dressers, closets, desks, and chairs. Residence hall furniture and equipment are not to be removed from the room or building without authorization from the RD. Outside furnishings must be approved by the RD. The residence halls are unlocked at 7:00 a.m. each morning and are locked at curfew throughout the week. Each resident is issued a personal room key enabling rooms to be locked at all times. If you become locked out of your room, the proper procedure is to find your roommate or wait for your R.A. Lastly, contact your R.D.

1. Do not block or prop open end floor doors or outside doors.
2. Always lock your room, even if only leaving for a few minutes.
3. Report any strangers in the building to the Resident Director. (Solicitors are not permitted in the residence halls.)

Residence Hall Visitation Hours

Residence hall visitation hours provide students with the opportunity to invite guests into their "home-away-from-home." By accepting this privilege, a University resident is expected to demonstrate self-regulation and responsibility for other room occupants, guests, and occurrences.

Regulations for visitation hours are as follows:

- Doors must remain open.
- Appropriate behavior between couples is expected, (e.g. men and women should not engage in actions that have the appearance of compromising other school policies).
- The R.A. or designated person will make regular rounds on each floor.
- The appropriate hours for each floor must be clearly posted on entry doors.
- Members of the opposite sex must not be in the rooms or immediate hallways for any reason, except during University visitation hours.
- Members of the opposite sex must not be in the immediate landings or stairwells of any floor entrance, except during University visitation hours.

Visitation hours are Sundays from 1:30-8:30pm. The Men and Women Resident Halls rotate hosting visitation each Sunday.

Guests

Individual rooms are reserved for your use since you pay the housing fee. You and your roommate are responsible for the conduct and property in your room. You may have overnight "guests" of the same gender as yourself provided the guests adhere to all the policies and standards of OWU. We request that you register your guests with the RD and RA in advance of their visit. A guest may stay a maximum of three days in a semester unless an exception is made by the RD. Guest's meals are to be handled on a cash basis in the dining commons.

Cleanliness & Room Checks

Each student needs to respect the rights of others with regard to cleanliness of the residence hall facilities. Residents should take personal responsibility for the cleaning of their rooms and cooperate in preserving the orderliness of the public areas of the residence halls. Personal items are not to be left in community lounges, study areas, bathrooms, or kitchens. If they are found, they may be removed and/or discarded and/or fines assessed. Residence Life staff make room checks for cleanliness and damage. Rooms should be vacuumed, trash should be emptied, and desks and dressers cleared of clutter and dusted. Vacuums may be checked out from an RA, but students are expected to provide cleansers and other chemicals for the upkeep of their rooms. Residents living in Colaw and Chapman Halls are responsible for the cleaning of their own bathrooms.

Monthly room checks are scheduled at the discretion of the residence life staff.

The Residence life staff reserves the right to fine any student for not complying with the standards mentioned above.

Curfew

Students are to be in the residence halls at 12:30 am Sunday through Thursday nights, and at 2:00 am on Friday and Saturday nights. Doors will be locked by security at curfew, and students are not to prop open locked doors.

Curfew Extensions

If a resident needs to stay out later than curfew they must receive permission from the RD in advance. Events such as late night youth group/ministry activities or family occasions are typically considered good reasons for a curfew extension. Events such as late movies, concerts, or dinner plans are not considered for curfew extension.

Curfew Violations

The first curfew violation will result in a warning. The second violation of a curfew within a given semester will result in disciplinary action. Depending on the extent of the violation the discipline will result in fines and/or the requirement to be in your residence hall at earlier hours than the curfew, or suspension. If a resident finds out that s/he will be late for curfew because of unexpected or unavoidable circumstances, then a residence life staff member (RA or RD) is to be notified by phone.

Lobby Conduct and Hours

Study, television, and conversational areas are provided at various places within the residence halls. Lounge conduct is expected to be appropriate to the area and never an embarrassment to others. Relationships between males and females must be in good taste at all times. Each member of the community should be able to enjoy public space without having their sense of propriety violated. Consequently, public expressions of affection will be subject to public accountability. Furthermore, couples involved in inappropriate expressions of intimacy will be subject to disciplinary action. Each individual who uses the lounge should take responsibility for keeping it clean, orderly, and well-maintained. Lounge furniture is not to be moved.

Lounges in all of the women's residence halls and Chapman hall are open for visitors from 9:00 am until 15 minutes before curfew. Wert and Scott Residence Halls are not open for daily visitation. Men are not to be in the rooms of the women residents nor are women to be in the rooms of men residents unless special approval from the RD has been given for visitation privileges.

Locked Out

Should you accidentally lock yourself out of your room, you may ask a residence life staff member to let you in. Your roommate should always be the first person to let you in the room - find her/him. The RA should be your second means of getting into your locked room, if s/he is not available, contact the RD or another member of the residence life staff.

Overnight Sign Out

When a student is leaving the residence hall overnight, the student is to sign-out using the sign-out sheet posted by their RA. Sign out sheets are intended to provide a way for us to get in touch with a student in case of an emergency as well as help us account for students who are not present on campus. A phone number of the person you are staying with should be left on the sign out sheet.

Solicitation

No one is permitted to sell items on campus without prior approval from the Dean of Student Life. No door-to-door solicitation or "party" sales are permitted by residents, nonresidents, children or professional salespersons. The Dean of Student Life must give permission to all authorized salespersons. You are urged to exercise great caution before signing any contract.

Television/VCRs/DVD Player

When VCRs/DVDs are used on campus, DVDs/videos must not be rated above "PG-13." Movies that are rated "R", "X", "Mature" or "NC-17" are prohibited.

Vacuum Cleaners

Because we ask that students promptly return vacuum cleaners after use, vacuum cleaners typically are to be checked out from an on-duty RA in the evening. RA's will ask you for a credit card, ID card or drivers license as a "deposit." Students may be charged for damage to or loss of vacuum cleaners.

Quiet Hours

Quiet and study hours are an established necessity of community living in order to provide everyone an opportunity for adequate study and rest in their own room. Quiet hours are from 11:00 p.m. to 9:00 a.m. Sunday through Saturday. During quiet hours, all residents and other persons in and around the residence halls are expected to refrain from making or causing noise, or any other disruption which infringes upon the rights of residents to study, rest, or sleep.

Within rooms, study or quiet time takes priority over the right to use stereo equipment. During this period, all sound must be contained within a resident's room. In addition, during finals week of each semester, quiet hours are in effect 24 hours a day.

Courtesy Hours

Whenever quiet hours are not in effect, noise levels must be kept at a minimum, as determined by the residence hall staff. Stereo speakers are not permitted on window sills, and at no time should amplified sound be directed out windows. A violation of this policy may result in a fine or referral to the discipline committee. Electric instruments and drums are not permitted to be played in the residence halls.

Right of Entrance

The University reserves the right of entrance into students' rooms at any time for the purpose of housekeeping, repairs, and/or inspection. Such inspections may routinely take place during scheduled breaks and at other times during the semester. A room search is authorized when there is reasonable cause to believe that an individual is using the room for a purpose which is illegal or would otherwise be in violation of University community standards. In case of emergency involving clear evidence that life or property is in imminent danger, University personnel may also enter a room immediately.

Personal Privacy

Privacy is an important factor in any home. The issue of security, the role of guests, adherence to schedules, and attention to personal expectations are among the issues which must be negotiated in order to promote a climate where each member of the home can enjoy privacy.

In many respects, each residence hall floor is like a home. Each member of the floor should be afforded the privilege of a secure, predictable environment where personal privacy can be maintained. Hence, it is very important that all members of the floor and their guests abide by the following expectations which have been designed to promote privacy.

Initiation of New Students

Initiation practices are not permitted at OWU. These practices often involve the use of intimidation, harassment, or physical force resulting in the injury or humiliation of the initiate. Individuals involved in initiation practices will be subject to severe disciplinary action, including the possibility of immediate disciplinary dismissal.

Personalizing Rooms

Oklahoma Wesleyan University wishes to extend the privilege of personalizing individual rooms according to guidelines and procedures, which enhance an

enjoyable living environment for students consistent with the philosophy of the University community.

1. Occupants are expected to keep their rooms clean and tidy.
2. Any items used to decorate rooms should be in good taste and reflect a Christian lifestyle. Posters, calendars and other decorations are subject to review by members of the residence life staff. Material which promotes or portrays violence, alcohol and drug related paraphernalia, sexuality/sexual activity, or occult activity are examples of inappropriate room décor.
3. Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the walls or surface may not be used. "Sticki-Tak" or another type of non-marking adhesive should be used to hang all wall decorations.
4. Incense, open flames, Halogen lamps are never permitted due to fire safety regulations. Candles are acceptable only when being used on a candle warmer; they should never be lit.
5. Do not tamper with electrical wiring, switches, outlets, or fixtures.
6. Furniture for two students must remain in the room at all times (2 beds, 2 desks, 2 dressers).
7. Pets, including birds, are not permitted. Fish are permitted, but are the sole responsibility of the owner.
8. Sports, play, and/or athletic equipment is not to be used in the residence halls. Considerable damage or injury can occur as a result of playing games with various types of balls, etc.
9. Student rooms, lounges, and hallways are painted according to the maintenance schedule. Special requests for painting can be directed through the R.A. Consideration will be made upon the condition of the room, as well as the last date it was painted.

Use of wallpaper or contact paper is not acceptable.

10. The possession of property owned by private agencies such as realtors and contractors, or the property of public agencies or utilities is appropriate only when used with their expressed permission.
11. Sound Advice. If sound can be heard outside your room, it is too loud. It should be quiet enough that the study and sleeping conditions of others are not disturbed.

Furthermore, the electrical needs of individuals must be balanced with the utility load capacities of the residence hall plant. Consequently, cooking appliances are not permitted, with the exception of popcorn poppers, microwaves, automatic coffee makers, and crock pots. For health reasons, snacks should be stored in airtight containers. Students may keep refrigerators up to a maximum of 2.5 cubic feet in

their rooms.

Only one extension cord per outlet is acceptable. No multi-plug receptacles or adapters may be attached unless they contain an internal fuse or circuit breaker with a maximum rating of 15 amps. Cords must be UL approved #16 gauge wire in excellent condition, and may not be placed under rugs or behind partitions.

The use of personal electrical appliances is limited because of the safety and sanitation needs created by living in a community.

Telephone Service

Each room is equipped with a single telephone service line through OWU. Voice mail is not provided, this is left to each student. Each telephone will have its own direct dial number. Long distance services can only be utilized by using a calling card.

For all phone system information and services, contact Alice Cooper, at ext. 249. Her office is located in the General Office.

Damages

The present occupants are responsible for any damages to their room and contents other than from ordinary use. "The room" is defined as everything from entry door to the window (including the outside of each), all furnishings, etc. Any damages or changes should be reported to the R.A. and recorded on your (RCI). Kicking or forcing open doors to enter or exit rooms may be charged as damage and assessed as a fine. Screens must remain in the windows at all times. Fines will be assessed for lack of compliance. Water may cause carpet and other damage; therefore, water games must be outside.

Common property such as hallways, bathrooms, stairwells, lounges and all corresponding fixtures and furniture is the responsibility of the student body as a whole. Any such damage will be assessed to the specific student responsible. In cases involving group negligence, the University reserves the right to assess fines, etc., to the group involved i.e., floor members, residence hall residents, etc.

Additional Behavioral Expectations for Residence Life

All OWU Student Handbook policies apply to each student. In addition to these guidelines, the following restrictions exist to enhance a positive community living environment. Oklahoma Wesleyan University does not permit:

- Inappropriate, vulgar or profane language
- Any vandalism, theft, or destruction of property
- Use of athletic equipment in hallways or lounges
- Inappropriate decor (posters, signs, etc., involving nudity or promoting activities otherwise prohibited by the University)
- Utility violations (the use of hot plates, large refrigerators, air conditioners, etc., that are prohibited)
- Any action that threatens the physical safety of fellow residents

- Propping open secured doors
- Noise violations
- Possession or use of pornographic material
- Violation of visitation hours policy
- Possession or use of fireworks or firearms
- Tampering with or misuse of the telephones, the telephone system, or smoke detectors
- Misuse or removal of lounge furniture
- Do not swim out to the fountain and tamper with it, serious injury or death could occur from electrocution.
- Improper check-out

Violations for any of the above may be subject to disciplinary action ranging from fines, community service, probation, suspension or dismissal.

Floor Raids

Floor raids are not permitted and will be subject to considerable fines and/or other community discipline ranging from community service to probation, suspension or dismissal.

Check-out Procedure

Each resident must complete the following basic check-out procedure before leaving campus at the end of the year.

1. Clean the room thoroughly and request a room check with the R.A.; then inventory the contents, noting the specific condition at the ending date on the RCI.
2. Turn in the key and sign out on your room card. NOTE: \$50 is charged for failure to return the key..
3. Improper check-out may result in a fine of up to \$200.

Specific instructions will be posted on each floor prior to closing campus rooms at Christmas Break, and at the end of the school year. Special arrangements for any alternative housing needs at these times must be made individually with the Resident Director.

Laundry Facilities Area

Each residence hall is equipped with washers and dryers that students may use at no additional expense in their laundry room which is open during regular residence hall hours. If there is a problem with the washers or dryers please contact the RD immediately. Anyone providing haircutting services is expected to get approval of the location, dispose of hair in appropriate trash containers (not down the drains), and be responsible for clean-up each time.

Kitchens

Students are expected to clean up after themselves, washing utensils, appliances, and the sink of a shared kitchen in certain lounges.

Custodial/Maintenance Services

Light bulb replacement, plumbing repairs or emergencies, heating/cooling problems, and housekeeping inquiries should be directed to the attention of the R.A. for referral.

Property Protection

OWU cannot be responsible for lost or stolen items. Personal goods should be protected by individual or family homeowner's insurance. The following suggestions are made for your protection:

1. Insure and mark all valuables.
2. Always lock your room and secure your window.
3. Report all losses or thefts to the Student Life Office via your R.A. and R.D.
4. Respect University property as you would respect your own belongings.
5. Borrow property only with permission, and return borrowed property on time and in the same condition as when you borrowed it.
6. Think before you act. Having fun should not be at the expense of another person or of the University.
7. If you notice something happening that seems suspicious, report the matter to your R.A., R.D., or campus security at once. Your involvement will make Oklahoma Wesleyan University a safe and enjoyable community.

Additional Community Standards

OWU Copyright

OWU prohibits the use of its name, logo, any/all OWU imaging and/or icons without written permission from the Vice President of Student Life. Any publication or product whether it be tangible or electronic (i.e. on-line, email, etc) that is published or produced without such written permission is considered a violation of OWU policy. Material (tangible, electronic or otherwise) that is deemed to be inconsistent with the standards of Christian integrity, honesty, charity, and love as defined in Scripture and reaffirmed in the OWU Student Handbook will be subject to immediate removal from any services or facilities associated with OWU. Those violating these policies (student or otherwise) will be subject to all appropriate legal consequences as well as institutional discipline.

Social Networking

MySpace, Facebook, Xanga, Blogspot, Friendster, and other such social networking sites are not prohibited, however, we strongly encourage every student to use caution when using such sites. We encourage extreme caution for the following reasons:

1. Personal safety – sexual predators are known to visit such sites for an easy target
2. Identity theft
3. Slander
4. Cyberworld is not an authentic community – we encourage face to face conversations.
5. Addictive - it can consume your time.
6. Isolation – causes students to stay in their room, instead of meeting people.
7. Information shared can easily be artificial and insincere.
8. Information that is shared becomes instantly public.

When using social network sites remember the following precautions:

1. Think before you write – be careful about personal information that is shared.
2. Check privacy settings
4. Be vague about location, schedule, and routine.
5. Protect your password.
6. What you post online, stays online forever. Don't put anything online that you would not want on your resume or scholarship application.
7. All information shared can be used as personal admission of guilt and every student will be held accountable for such information and it may result in discipline from OWU.

Campus Lake

Swimming in the lake at any time is not permitted. Because it is over 30 feet deep in spots and has a sudden drop-off, it is potentially dangerous. For that reason, community members are to wear life jackets if they receive permission to use paddle boats or canoes on the lake. Please stay away from the fountain, serious injury or death can occur from electrocution.

Dishonesty

Dishonesty in any form, such as supplying false information, forgery or use of identification with the intent to mislead or defraud is prohibited. Examples include: lying, recording hours on your time card when not working, or any intent to deceive.

Internet Usage Policy

Access

to the Internet is provided for educational purposes. Personal use is permitted and is subject to the same standards of conduct described in this document. Visiting Internet sites that involve pornography or other types of content that would conflict with Oklahoma Wesleyan's mission as a Christian institution is strictly forbidden. Students should understand that all traffic on the Internet on campus is capable of being viewed, monitored, and logged by OWU. Any student who views pornography and/or are involved in illegal peer to peer file sharing of copyrighted material from their computer will automatically be cut off from the internet by computer services. The following discipline will take place:

First Offense – internet disconnected for the remainder of the semester/accountability and mentoring required

Second Offense – internet disconnected for the remainder of the semester/\$100 fine/accountability and mentoring required

Third Offense – internet disconnected for the remainder of the semester/\$250 fine/accountability and mentoring required/suspension from school 48-72 hours.

Fourth Offense – dismissal from school

Peer to Peer file sharing of copyrighted material is not allowed.

You are allowed to connect one computer per port. Connecting hubs, switches, servers, wireless access points or any other network equipment is expressly forbidden.

Student Email Policy & Procedures

OWU creates and maintains email addresses for use by all enrolled students. All institutional email communication will be directed to the student email account. Students are encouraged and required to check and use their account to receive important information regarding school functions and communications. New accounts will be created upon a student's enrollment to the institution and accounts may be removed without notice upon leaving the institution or account inactivity. All communication transmitted on this account is subject to review and should not be considered expressly private.

Access to a student account is available at okwueagle.com and requires a username of a student's first initial and last name for Traditional students and a student's first initial and last name followed by ".ags" for AGS students, and a password of the last five digits of their social security number. (Note exception below)

Please, email computerservices@okwu.edu with any questions regarding this policy.

Convention Naming for email

The default naming convention for a Traditional student's username is the first initial and last name. The username for an AGS student is the first initial and last name followed by ".ags". The password for all accounts is the last five digits of the student's social security number. All students have an @okwueagle.com email extension. (example: jdoe@okwueagle.com and jdoe.ags@okwueagle.com) Exceptions to this rule may exist due to name conflicts.

Forwarding email

It is the full responsibility of the student to setup and maintain a forwarding address. Ensure that the forwarding address accepts mail from the OWU account. The student is responsible for the communication received at the student email account. To forward mail to an alternate address follow the steps outlined below:

1. Login into your account under 'Campus E-mail' at okwueagle.com using your username as the 'User' and last five digits of your social security number as the 'Password'
2. While logged into your account, select the 'Options' tab, choose 'Settings' and enter your alternate email address in the 'Mail Forwarding' section of the window and click 'Save Changes'

Fundraising using email

The use of okwueagle.com email list to raise money for mission trips or other types of fundraising efforts including pyramid types of business or other business ventures is strictly forbidden.

Dress Code

Specific styles of dress and grooming are matters of individual taste. However, students at OWU are expected to dress modestly and appropriately at all times. In determining what should be worn, you should consider the following:

1. Modesty
2. Appropriateness to the activity
3. Sensitivity and consideration to others

The OWU Dress Code has been developed according to the three guidelines listed above. Please keep in mind that the items listed below are minimum standards. It is our expectation that students will consistently exceed the following minimums:

1. Skirts, shorts and dresses are to be of a modest length.
2. Students are required to wear shirts at all times.
3. Attire which advertises, promotes, or refers to tobacco, drugs, alcohol, or nudity is prohibited.
4. Suggestive, obscene or violent messages are not to be displayed on clothing.
5. Shoes are to be worn in all school buildings with the exception of the residence halls.

Teaching faculty & other Campus Employers have the prerogative to set a more conservative dress code within their own classroom or work area. Any OWU employee or student may request that attire be changed because it is considered immodest or inappropriate.

Facilities

Unauthorized entry, use, or occupation of campus facilities is prohibited. Unauthorized possession, duplication, or use of keys to any campus facility is also prohibited. Being on a campus roof at any time or in closed buildings after hours is not permitted. Damaging, defacing or causing abnormal cleaning and repairs shows poor stewardship and is not permitted.

Gambling

The intent of gambling is contrary to biblical standards and the philosophy of life here at OWU, therefore it is not allowed and will not be tolerated.

Harassment

OWU is committed to the preservation of human dignity and the protection of students. Harassment in any form—verbal, physical, sexual or visual—is against campus policy.

Hazing

In accordance with Oklahoma State Law, OWU prohibits hazing. According to Oklahoma Statutes, Section 1190 of Title 21 states that, "Hazing' refers to an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state."

According to Oklahoma law hazing may include, but is not limited to: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food or alcohol, forced use of drugs, prolonged sleep deprivation, forced conduct which could result in embarrassment, or any other activity which could adversely affect the safety or physical or mental health of the individual.

Obscene Language, Gestures & Games

Words and gestures which are degrading and inappropriate in nature are not acceptable. Games which are contrary to Christian principles are also against campus policy.

Pornography

The purchase or possession of literature, pictures, computer generated images, posters or recordings presenting an indecent or immoral philosophy inconsistent with the values of a Christian community as indicated in scripture are prohibited. Students struggling with addiction are encouraged to seek help. Student Life staff members want the best for you and will assist you in your efforts to seek help. Your RD is prepared to help you with a referral.

Practical Jokes & Pranks

At OWU we understand that jokes and pranks can be a part of the university atmosphere. However, pranks that cause property damage, show disregard for OWU standards, degrade other students, or cause ill-will among students are prohibited. Students responsible for improper jokes and pranks are subject to disciplinary action.

Property

Theft of, or damage to, the property of another person or of the school or receiving, retaining, or disposing of the lost or mislaid property of another person or of the school are grounds for disciplinary action. Damaging, defacing, or causing abnormal cleaning or repairs are also grounds for disciplinary action. Because this demonstrates poor stewardship, those who create such situations shall not only be subject to community discipline, but may also be assessed damage costs, inclusive of replacement costs and labor fees. In situations when no one takes responsibility, the entire living area may share the cost equally.

Public Display of Affection (PDA)

Out of respect for those around you and for yourself, please keep public displays of affection to a minimum. Excessive and inappropriate amounts of PDA are against campus policy.

Sexual & Lewd Conduct

Engaging in conduct such as public nudity, indecent exposure, unlawful cohabitation, sleeping with or having sexual intercourse with a person other than one's lawful spouse is in direct conflict with scripture and is prohibited.

Questions & Concerns

All OWU staff, faculty and administration welcome your questions and concerns. If you have a question or concern, simply speak directly with the person who is in charge of that area. If you are unsure of who you need to talk to, your RA or RD will help you with direction.

Unresolved Issues & Student Advocacy

In the event that you find you can not find a satisfactory resolution to one or more concerns you may have, OWU Student Life staff members are here to be advocates for students. Your RA, RD, and Vice President of Student Life may be able to speak for you on your behalf in the event that you are unable to resolve a legitimate conflict with another office or employee of the university.

Firearms and Weapons

Firearms, hunting bows, hunting knives, paintball, air soft guns, and other weapons of any type are not permitted to be carried, stored or possessed by students in the residence halls or on campus. The R.D. may be contacted for appropriate storage alternatives.

Fireworks

Homemade and commercial incendiary devices, such as fireworks and bottle bombs, are a serious threat to personal and campus safety. The possession or use of such devices on campus is not permitted. Violations will be subject to significant disciplinary action ranging from fines, community service, probation, suspension or dismissal, and possible civil action.

Fire Safety Equipment

Fire safety equipment (fire alarms, extinguishers, exit lights, and detectors) is located in strategic areas of the halls. Use this equipment only for emergencies. Tampering with fire equipment or ringing a false alarm violates local and state laws. Individuals misusing fire extinguishers will be subject to a \$300 fine and disciplinary action. Individuals who trigger a fire alarm as a result of an irresponsible act will be subject to a \$300 fine, University disciplinary action, and possible civil action. Individuals failing to properly evacuate the

residence hall in a timely manner during a fire alarm will be subject to a \$300 fine. Intentionally setting fires in the residence halls, the corresponding rooms, hallways, bathrooms, on doors, etc. is considered dangerous and illegal. University discipline for such may include suspension or dismissal and/or civil action.

Fire Evacuation Procedure

When a fire alarm sounds:

1. Close room window.
2. Stay low to the ground and calmly proceed to the nearest exit.
3. Move to a safe distance away from the evacuated building (preferable directly to the designated meeting spot).

If your door is hot, you are probably trapped. Do not open the door. Instead, follow this procedure:

- Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
- Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crouching position. Heat and smoke rise, and dangerous gases settle near the floor.

Fire Drills

We will schedule periodic fire drills in each residence hall throughout the year. Comply with directions given during drills and display a responsive attitude. Do not remain in the hall when a general alarm sounds. To do so violates expected conduct and subjects you to disciplinary action.

Tornado Alert Procedures

TORNADO WATCH means there is a possibility of one or more tornadoes in our area. Continue normal activity but "be on the watch."

TORNADO WARNING means a tornado has been sighted or detected by radar, and may be approaching. The civil service siren will sound with a single continual signal. When you hear this, seek shelter immediately.

Tornado Shelter/Safety

The safety areas include: library basement, Wesley Hall basement, campus center basement hallway and adult learning center basement. Stay in the safety area until the tornado warning is lifted. When possible, Resident Assistants are to help the Resident Directors move everyone into a safe area.

In the event you are not able to reach a safety area, move to an inner room or hallway of the building you are in, stay away from windows, and cover yourself with a blanket or other object if possible.

Unusual Absences

Students are to be in the resident halls by curfew, and they should sign out if they plan to leave the residence overnight. Out of concern for the safety of our students, roommates/hallmates/friends are requested to report unexplained or unusual absences to the RDs.

Student Government/Activities

Student Government Organization

The OWU Student Government Organization (SGO) consists of a Student Body President, Vice President, VP of Spiritual Life, VP of Intramurals, VP of Social Life and two representatives from each class. The mission of Student Government is to be a body of student leaders who serve the OWU community through special events, campus improvements, student representation, and community service. SGO operates under a specific constitution devised and adopted by the students of OWU.

Intercollegiate Activities

OWU participates in intercollegiate athletic programs with competition for men in baseball, basketball, soccer, tennis, cross country, golf, track and field. Women compete in basketball, cheerleading, soccer, softball, tennis, cross country, volleyball, track and field. OWU is a member of the National Association of Intercollegiate Athletics (NAIA), and the National Christian College Athletic Association (NCCAA).

Intercollegiate Forensics

The OWU Forensics team is comprised of men and women from the school who participate in competitive reading and speaking events (prose, poetry, dramatic interpretation, impromptu, extemporaneous, and persuasive speaking) at colleges and universities in Oklahoma and nearby states. Students may qualify for membership in Pi Kappa Delta, the national honorary forensics organization.

Intramural Athletics

Both men and women have the opportunity to participate in intramural athletics. Physical development is a part of the curricular and co-curricular programs of OWU. Intramural sports include basketball, softball, flag football, ping pong, pool, volleyball, racquetball, and other games and activities.

Ministerial Missions

Special interest groups, such as World Christian Fellowship, are sponsored by the Religion Division for the purpose of fellowship, practical training, and pastoral development.

New Student Orientations (NSO)

OWU facilitates a scheduled orientation time for all new incoming students prior to the start of the fall semester. Students, staff, and faculty join together to help new students learn what OWU is all about. NSO comes out of the Student Life Office and is required for all new students. Formation of the Christian Mind and Person Class (PSYC 1212), a required course, is designed to help the new full-time students become better acquainted with the school, with academic requirements, with an assessment of their strengths and weaknesses, with planning appropriate academic programs, with overall campus life and seeks to develop and strengthen spiritual leadership.

Drama and Music

There are opportunities to be involved in drama and music. The University puts on a play or musical each semester. We also have the *Chorale*, which is the choir that represents the University at special functions and events. Jazz Band is also an option for students.

Special Interest Groups

Interest groups may develop from semester to semester with the possibility of official recognition and a permanent place among student organizations on campus. A faculty advisor is necessary for official recognition.

Student Publications

The yearbook and the campus student web page, okwueagle.com, are sponsored by the school and supervised by faculty advisers. Interested students may find opportunities to serve on the staff of one or both of these publications.

Cultural Events

The Bartlesville community provides a number of events for participation and enjoyment which include: music, drama, art, theatre, and other types of programs. The Bartlesville Community Center brings several additional cultural attractions to the community. Tulsa provides many cultural opportunities which are only an hour away. Opportunities are available for selected students to be involved in theatre, symphony orchestra, and singing groups in the community.

Social Life

There is a wide range of activities sponsored by SGO, Alumni office, Student Life office and other organizations on campus. Some of these activities include the Christmas banquet, Spring Banquet, Ski retreat, Senior trip, Athletic Awards, Who OWU Awards, and various Homecoming activities. Additional features such as films, musical groups, and other events are also held throughout the year.

Student Services

Bookstore

The University operates a bookstore, FOUNDERS, in the Haltom Campus Center. Students may purchase required and recommended text materials as well as trade books, school supplies, sportswear, CD's and cassettes, small gift items, snacks and other miscellaneous soft goods.

The bookstore is designed to be a "service center" for the campus. Personal checks, VISA, MasterCard, and Discover are all accepted. Personal checks up to \$25.00 may be cashed.

Book Buy Back

A book buy back is conducted at the end of each semester during finals week. This buy back gives the student an opportunity to sell unwanted textbooks.

Bookstore Hours

During the semester, the bookstore is open Monday – Wednesday and Friday, 9:00 am - 5:00 pm. Thursday 9:00 am – 6:00 pm. During the summer, the bookstore is open Monday – Wednesday and Friday, 9:00 am - 3:00 pm. Thursday 9:00 am – 6:00 pm.

Receipts for Company Reimbursement

As a service to students who are employed by a company who reimburses for textbooks, an itemized receipt can be obtained from the sales clerk for use in requesting reimbursement. The itemized receipt MUST be requested at the time of purchase. The bookstore can not process receipts after the fact.

Book Return Policy

We ask that you retain all receipts. No merchandise will be accepted for exchange or refund without a receipt. Please refrain from writing or highlighting in your texts until you are sure you will stay in the corresponding class. Once a new text has been marked in, it is considered a *used* text, and refunds will be based on the condition of the text. When returning texts for courses dropped or changed, you must present a copy of your drop/add slip along with your sales receipt. Texts may be returned up to 15 days after classes begin. Textbooks purchased after this deadline have a 2 day window to return.

Special Order Service

The bookstore offers a special order service to students for text or trade books not stocked. No refund will be issued on special orders.

Counseling Services

Student life personnel are available to assist students with problems and concerns. In addition, OWU faculty and staff are concerned about students and are willing to assist them. Students are encouraged to seek guidance from their advisers or other faculty members with whom they feel comfortable. A student may be referred to off-campus professional counselors for additional help when needed.

Dining Commons

OWU strives to provide its students with a variety of quality foods in an atmosphere conducive to good dining. While nothing can replace home cooking, the food service staff is committed to providing a balanced diet served in an attractive manner. For your information, weekly menus are placed on various campus bulletin boards. A food committee, chaired by the Food Service Manager, includes student and staff representatives who are available to represent your food service concerns to the committee. In addition, the suggestion box facing the dish room is a place to voice opinions about the food service program. Meal times are community times.

Students are to respect the facilities and observe eating etiquette in ways that contribute to dining experiences which are pleasant and enjoyable.

No food is to be removed from the Dining Commons without permission from the Food Service Manager.

Meal Times

Breakfast: Mon. - Fri. 7:15 am - 8:00 am (hot breakfast)

8:00 am - 9:00 am (continental breakfast)

Lunch: Mon. - Fri. 11:30 am - 1:45 pm

Saturday 11:00 am - 1:00 pm (brunch)

Sunday 11:30 am - 1:15 pm

Dinner: Mon. - Fri. 5:15 pm - 6:15 pm

Sat. - Sun. 5:00 pm - 5:45 pm

General Office

The General Office (GO) is serviced through the "blue window" and offers all mail services, including UPS, foreign and overnight mail. Package pickup, copies, and mailboxes are also handled through the GO.

General Office Hours

Monday - Friday 9:00 am - 5:00 pm

Copy Machines

Self-service copiers for your personal use are located in the science building, library, sports center and campus center.

Mail Service

All incoming and outgoing mail and parcels are handled through the blue window of the General Office. The U.S. Postal Service will deliver and pick up mail for the campus Monday through Saturday. Students can anticipate that the mail will be distributed by 3:00 pm on those days.

United Parcel Service (UPS) will pick up and deliver Monday through Friday. Stamps, meter service, or UPS shipping is available through the (GO).

Mailboxes

Resident student mailboxes are assigned by the Resident Directors. Any off campus student wishing to obtain a mailbox should stop at the general office. PLEASE remember that mailboxes will not be opened for the student. You must retrieve your own mail by using the key assigned to you. In the event of a lost or stolen key, please contact the General Office Manager for a temporary mail pass.

Packages

When a student receives parcels too large to fit in the mailbox, the student will be notified to stop in at the blue windows at the general office for his/her package. Students may present their package notification slip and sign for his/her package. Packages not claimed after ten working days will be returned to sender. Parcels may be picked up any time during General Office hours.

Phone Directory

Each semester, the OWU phone directory is updated and distributed to the faculty and staff offices. A directory is also posted at each residence hall and in various locations across campus.

Residence Hall Room Telephones

Each room is provided with a telephone extension number. Students must provide their own telephone and answering machine.

Scheduling Events & Facilities

The campus master calendar is kept in the Student Life Office. All campus events are recorded and cleared through that office. The scheduling of campus facilities (except for classes) is also cleared through the Student Life Office at extension 262.

Switchboard Hours

Monday - Friday 8:00 am - 5:00 pm

Saturday & Sunday closed

Health

The university provides a Registered Nurse who assists with the routine medical needs of the campus community. Hours are posted outside the door of the Student Health Office. Local physicians act as consultants and referral sources for those who need special attention.

In case of an accident or serious illness, a member of the staff contacts the nurse or a doctor or assists the student in obtaining necessary medical assistance. A limited amount of first aid supplies are available in the Student Health Office. Any student who is on prescription drugs, medications, or under a physician's immediate care is to register with the nurse.

Medical Form and Physical Exam Form

All traditional students whether living on campus or off campus must have a medical form completely filled out and signed by the student.

All traditional students living on campus or off campus must have a college entrance physical exam filled out and signed by a physician. A few exceptions apply. Please call the Student Health Office and talk with the nurse if you have any concerns.

Immunization Record

The nurse must have a record of the student's immunizations. In the state of Oklahoma it is mandatory for all students to have had their MMR, Hepatitis B and meningitis shots. If there is any reason that the student has not had these and does not want to receive them, they must sign a waiver form.

Consent for Treatment Forms

There is also a consent for treatment form that needs to be signed by a parent and notarized for any student who is under 21 who will be traveling out of state with the university.

Insurance and Claim Forms

For the benefit and protection of all traditional students, each student must be covered by an insurance policy. If a student has not made arrangements to provide his/her own insurance, OWU will provide coverage and charge the cost to the student's account.

If the student does have his/her own primary insurance, the insurance that OWU provides becomes a **secondary insurance coverage only. This means that the parent's insurance coverage is utilized first, then OWU will provide additional coverage if necessary.** This is especially important for injuries sustained while a student-athlete is participating in intercollegiate athletics. The student must go to a doctor/facility that is in network with their primary insurance.

The university nurse will assist with the filling out of insurance claim forms for any student needing help. The claim forms should be completed and given to the medical facility that is used (doctor, ER, rehab, etc.) and a copy given to the nurse. The nurse is available to help the student with his/her insurance claims, but is not responsible to take care of this for the student. **The student is responsible for payment of all bills incurred**

Student Academic Services (SAS)

Located in the Science Hall, this key student resource center offers much more than its name might seem to imply. For some time now, the SAS has been offering tutoring, career advising, testing, and audio/visual services to students. The goal is for the SAS to be the central place on campus where any student can go to obtain a quick and reliable answer to any academic question. Some of the services the SAS offers include the following:

Career Assistance

Students wanting to explore careers may do so by taking an interest/skills inventory designed to help determine possible occupations. Books and career-related resources can be checked out through the SAS or library.

Computer Labs

Computer labs are available at no cost for students enrolled in courses requiring the use of this equipment. The computer lab is located on the second floor of the Science building. The lab is also available for usage not specifically related to coursework; however, such usage requires permission of the professor responsible for the lab.

Placement

The placement service consists of helping students prepare resumes, maintaining placement credential files, and posting job openings.

Reference Materials

Reference materials are available to be checked out. Topics include study skills, reading and writing skills, career information, interviewing, and resume-preparation. Free brochures are also available on subjects related to taking tests, writing papers, applying for jobs, and other areas for becoming a successful student.

Testing

In addition to administering placement tests and student tests by faculty request, OWU is a testing site for CLEP, DANTES, ACT, and PPST. Applications are available through the LRC for these and other standardized tests related to college and graduate schools.

Tutoring

The free tutoring program is designed to help students who need special assistance with course-related work. Appointments can be made with tutors who specialize in specific content areas.

SAS Hours

Monday-Thursday 8:00a.m. – 10:00 p.m.
Friday 8:00a.m. – 5:00p.m.
Saturday: 12:00-5:00 p.m.
Sunday: 1:00-5:00 p.m.

Library

The library staff, work closely with students in providing reference help, bibliographic instruction, and meeting class assignment needs.

Library Hours

MON. through THURS.	8:00am-11:00pm	EXCEPTIONS: Closed for required Chapels. Regular chapels: Wed & Fri 10:10-11:10am Occasional other chapels Schedules will be posted for OWU Breaks. Summer Hrs.: Mon.-Fri. 8:00am-5:00pm
FRIDAY	8:00am-5:00pm	
SATURDAY	1:00pm-5:00pm	
SUNDAY	1:30pm-5:30pm	
CLOSED ON ALL HOLIDAYS		

Audio/Visual Resources

The library has Audio/visual resources for use by students, faculty, and staff. Equipment includes camcorders, TV/VCRs, slide projectors, tape players, 16 mm projector, and filmstrip projectors.

Veterans

OWU has been approved for veteran's benefits administered by the Veteran's Administration. Further information concerning these educational benefits may be secured in the registrar's office.

General Information

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 gives University students the right to view educational records (records, files, documents, and other materials which contain information directly related to the student and maintained by the University) maintained in the Academic Office, Admissions and Financial Aid Office, Academic Department Offices, and the Student Life Office.

Educational records do not include: records of instructional or administrative personnel which are personal in nature and are not accessible to any other person; records maintained by physicians, psychiatrists, psychologists, or other recognized professional or para-professionals; or financial records of parents.

Students who wish to view their files should indicate that they wish to do so to the University official responsible for maintaining that particular file. An appointment will be made for the student to view the file within a reasonable amount of time. Parents of dependent students (as defined by the Internal Revenue Service) have the same right of access to the records of their dependents.

The Privacy Act permits the University to release, without student consent, directory information. Directory information at Oklahoma Wesleyan University includes student's name, address, telephone number, major field of study, place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended. Students who do not want directory information released must submit a request in writing to the Registrar's Office. The University will communicate academic and behavioral information to parents when appropriate.

Information on the types of educational records maintained by Oklahoma Wesleyan University, officials responsible for maintaining records, persons who have access to such records, purposes for which these persons have access to records, and procedures for correcting inaccurate records is available through the Office of the Registrar.

Computer/Technology Policies

As a community that affirms the leadership of Jesus Christ in a technological world, Oklahoma Wesleyan University requires responsible use of technology resources by students, faculty and staff. As such, the University's behavioral guidelines also apply in the use of computing, video and other technologies. Respect for personal dignity, privacy, and copyright is of utmost importance.

Campus Security

For the protection of campus property and the members of the University community, a campus security plan has been developed. Security officers are responsible for parking violations, residence hall security, and other security concerns. When stopped by a security officer, students must produce their student identification card and comply with all requests made by the officer. Building lock up hours are:

Residence Halls
Curfew time nightly
Academic Buildings
12:00 a.m. nightly

Although Oklahoma Wesleyan University takes reasonable precautions to ensure student safety and property protection, the responsibility still lies with the student to use common sense and request University security assistance when necessary.

Safety Precautions

Secured doors must not be propped open. An unsecured door jeopardizes the privacy and safety of all floor members.

Do not walk alone at night from one building to another, or back to a residence hall. If you work or study late, have a friend accompany you while walking or jogging at night. Keep office, classroom, or lab doors locked at all times when studying at night.

Have residence doors locked at all times and know who is at the door before answering it.

Lock car doors upon entering or leaving the vehicle.

OWU Motor Vehicle Regulations

Motor Vehicle Ownership

Maintaining a motor vehicle on the OWU campus is a privilege for each person who operates it in a reasonable, considerate manner and abides by campus regulations. Those who do not comply with campus motor vehicle regulations, keep financial obligations paid up to date, or do not maintain a satisfactory academic record may lose the privilege of using a motor vehicle on campus. All traffic regulations are in effect at all times (day and night), including holidays, breaks and vacations. All traffic and parking regulations apply to students, faculty, and staff members.

Designated Parking

Reserved parking spaces are provided for designated campus personnel and other individuals as specified:

- 1. Handicapped:** Parking areas are marked by signs within the various parking lots and are restricted to vehicles displaying current disabled and handicapped parking permits.
- 2. Motorcycle:** Parking is provided in specially designated areas of the parking lots.
- 3. Bicycle:** Bicycle racks are provided in various areas of campus for any two-wheeled vehicle which is not self-propelled.
- 4. Visitor:** Parking is designated by signs and is restricted to bonafide campus visitors.
- 5. Faculty/Staff:** Parking is provided for vehicles with current faculty/staff permits in specially designated areas.
- 6. Limited Time:** Several parking areas are provided for temporary parking needs. These spaces are available to any registered vehicle, subject to the time limitation.
- 7. Weekend Parking:** Faculty/Staff parking lots will be open to students from 5:30 PM Friday–7:30 AM Monday, and each evening during the week from 5:30 PM–7:30 AM the next morning. This does **not** include visitor, 30 minute, handicapped, President's, Student Body president or Resident Director parking.
- 8. Holidays/Breaks:** All parking regulations are still in effect during this time.

Liability

OWU will not assume responsibility for any loss, damage, theft, fire, or negligence to any motor vehicle parked on college property. To be protected from such losses, vehicle owners

should acquire the appropriate coverage with their own insurance company.

Regulations

1. Drivers must park their vehicles properly within designated areas, taking no more than one vehicle space.
2. Parking in any area other than that properly designated is prohibited.
3. Parking in fire zones, such as the circle in front of the mansion, is prohibited.
4. Parking in "No Parking" zones and along any of the roadway curbing is prohibited.
5. Parking a motorcycle, motor scooter, motorbike, or moped in the bicycle racks is prohibited.
6. Blocking a street, driveway or sidewalk is prohibited.
7. Vehicle repair and trailer parking is allowed only by permission of the Director of Buildings and Grounds.
8. Parking in an unmarked area is prohibited. This includes the grass.
9. Parking behind Wesley is for female residents and only to be used if you are not blocking other cars in.

Traffic Regulations

1. Pedestrians have the right-of-way at all crosswalks.
2. Driving a motor vehicle on pedestrian paths, sidewalks, grass, or any part of the campus not designated a roadway is prohibited.
3. A maximum speed limit of 15 m.p.h. is assigned to all campus road ways and parking lots.
4. Full Stops are to be made at all STOP signs.

Registration and Parking Permits

Each motor vehicle must be registered at the cashiers office within 48 hours of arriving on campus, weekends excluded. Returning students must re-register their cars. A parking permit will be issued which must be affixed to the passenger side front windshield (inside). Unregistered vehicles will be ticketed on the first violation and any subsequent violation will result in the car being towed at the owner's expense.

Traffic Fines

Moving violations: \$20.00

Appeals

No appeals will be reviewed if more than seven days have elapsed since the violation occurred. Only one appeal per violation may be made and the decision of the traffic committee is final. The fine must be paid before an appeal will be reviewed. Appeals may be filed at the Cashier's Office.

Violations and Penalties

Parking and traffic citations involve the assessment of fines and, if necessary, towing charges. Citations are payable at the Cashier's Office immediately. Transcripts and degrees will be withheld until all fines are paid. After 14 days, fines will appear on your school bill.

Parking Fines

\$20.00 each, after three parking violations, a boot will be placed on your vehicle. The cost to remove the boot is \$50.00 plus the cost of any unpaid tickets. This fine must be paid in cash at the Cashier's Office before the boot will be removed. Any further parking violation

will result in the car being towed at the owner's expense. This sequence of fines will restart on August 15 every year. Parking and moving violation tickets may be placed on your windshield or in your campus mailbox.

Financial Aid

The Financial Aid Office seeks to make it financially possible for qualified students to attend Oklahoma Wesleyan University. A student should file his/her Free Application for Federal Student Aid (FAFSA) form as early in January as possible for priority treatment. Detailed information regarding specific scholarships, loans, grants, and discounts may be found in the financial aid brochure. For personal help, stop by the Financial Aid Office located in the Campus Center. Financial Aid personnel will have the latest information about new scholarships and other aid available.

Academic Life

Grading System

The quality of a student's performance in a course is recognized by a letter mark or grade.

Except in cases of clerical error, no instructor may change a grade which he has submitted to the office of the Registrar. Grades with their explanations are as follows:

- A Superior
- B Above Average
- C Average
- D Below Average
- F Failing
- I Incomplete ("F" if not completed in 5 weeks)
- W Withdrawn (Not computed in GPA)
- WP Withdrawn Passing (Not computed in GPA)
- WF Withdrawn Failing (Computed like an "F" in GPA) (0 points)
- S Satisfactory (Not computed in GPA)
- U Unsatisfactory (Computed like an "F" in GPA) (0 points)
- CR Credit (Not computed in GPA)

Grade Points

Grade points (or quality points) are the numerical equivalent of letter grades and are assigned for each credit earned with a given grade according to the scale indicated above.

For example, an "A" in a three-hour course would give the student 12 grade points. These points express the quality of a student's performance in terms of numbers for the purpose of determining academic achievement, rank in class, and individual and graduation honors.

Letter Grade Point System

- A 4 grade points/semester hour
- A- 3.7 grade points/semester hour
- B+ 3.3 grade points/semester hour
- B 3 grade points/semester hour
- B- 2.7 grade points/semester hour
- C+ 2.3 grade points/semester hour
- C 2 grade points/semester hour
- C- 1.7 grade points/semester hour
- D+ 1.3 grade points/semester hour
- D 1 grade points/semester hour
- D- .7 grade points/semester hour

F 0 grade points/semester hour

Honors

All students carrying 12 or more hours with at least 12 hours of grade point grades (i.e., "A", "B", "C", "D", or "F"), who maintain the following grade point averages will receive special recognition for their academic achievements:

4.0 President's List

3.5 - 3.99 Dean's List

No student with an "incomplete" in their grades will be listed. In order for such a student to qualify for honors, the incomplete work must be completed within five weeks following the end of the semester. Graduation honors for baccalaureate degree candidates are announced at graduation and will be placed on the student's permanent record. They are determined on the following basis:

Cum Laude reflects a cumulative GPA of 3.5 to 3.69

Magna Cum Laude reflects a GPA of 3.7 to 3.89

Summa Cum Laude reflects a GPA of 3.9 to 4.0

Academic Probation

A student whose cumulative grade point average at the end of a semester is less than the following will be placed on academic probation:

1.6 first semester

1.7 second semester

1.8 third semester

1.9 fourth semester

2.0 for each successive semester

Attendance Policy

Attendance in all classes is expected. Each division and/or instructor may have their own attendance policy. If the instructor feels the demands of participation in his/her class are not great enough, s/he has the privilege of establishing a more restrictive attendance policy which will be stated in writing and given to each student at the beginning of the first class period.

Academic Honesty

OWU seeks to develop mature Christian leaders and scholars who produce their own scholastic work, who acknowledge their dependence on the work of other scholars and resources, and who demonstrate integrity under all conditions. Failure to meet this standard is regarded as a most serious offense by the OWU academic community. The practice of academic honesty is a priority in our community, and the faculty expects responsible scholarship and conduct. All academic dishonesty, cheating, and plagiarism are prohibited.

Any instance of plagiarism or cheating may result in having to redo the assignment, a substantial reduction of the grade for that assignment, an "F" for that assignment, failure of the course, or suspension or expulsion from the school.

Cheating

Examples of cheating include but are not limited to the following:

1. Use of unauthorized prepared materials (cheat sheets) for answering test questions.
2. Giving aid to another student during a test.
3. Gaining answers to test questions from others during test periods.
4. Signing another person's name to the attendance record.

5. Claiming to have done laboratory work or outside reading that was not done.
6. Submitting the same work for more than one course without prior approval of the professors involved.

Plagiarism

Plagiarism is defined as offering the work of another as one's own. It is an attempt to deceive by implying that one has done work which was actually done by another. Faculty and students are honor bound to show that ideas and work match with the sources used and thus demonstrate that honest research has been done. Examples of plagiarism include but are not limited to the following:

1. Copying all or part of a theme, examination, paper, library reading report, or other written work from another person's production.
2. Submitting as one's own work that which was wholly or partially done by another so as to appear to one's professor as more accurate or skilled in one's work than one actually is.
3. Quoting material from any source without proper documentation.
4. Summarizing or paraphrasing from any source without proper documentation.
5. Misrepresentation of documentation resources.
6. Using in collateral reports or book reviews the opinion of a professional literary critic or of a campus friend as though it were one's own original thought.
7. Submitting workbook answers copied from another without explicit permission from the professor.

Procedure

Once a professor discovers a case of academic dishonesty, he/she will begin the following process:

1. The professor will respond by clarifying academic expectations and endeavoring to help the student grow.
2. The professor has the right to have the student redo the assignment, reduce the grade of the assignment, fail the assignment, or assign a failing grade for that course. With respect to all cases of academic dishonesty, the professor will notify, in writing, the chair of the division in which the course was offered, the student's division chair, and the Vice President for Academic Affairs.
3. If the professor thinks the infraction warrants further action, such as suspension or expulsion from the school, he/she will report the situation in writing to the appropriate division chairs and the Vice President of Academic Affairs. The Vice President of Academic Affairs will decide whether suspension or expulsion is warranted.
4. If a student wishes to appeal the decision of the Vice President of Academic Affairs, he/she may appeal to the Academic Affairs Committee.
5. The final appeal is to the President.
6. Where plagiarism or cheating is discovered after grades have been assigned, disciplinary action can be taken as long as the student is enrolled at OWU.

Additional Policies

Official Policy on a Drug Free Work Place

Drugs in the workplace are a danger to all of us. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in the work we do.

We will not tolerate the illegal use of drugs here - and now, by law, we cannot. Under the

federal Drug-Free Workplace Act, in order for the school to be considered a "responsible source" for the award of federal contracts, we have developed the following policy: Any location at which OWU business is conducted, whether at this or any other location, is declared to be a Drug-Free Workplace. This means that all employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. The following is a partial list of controlled substances. The Director of Personnel Services can provide a list and explanation of controlled substances. A.) NARCOTICS (heroin, morphine, etc.), B.) CANNABIS (marijuana, hashish), C.) STIMULANTS (cocaine, diet pills, etc.), D.) DEPRESSANTS (tranquilizers), E.) HALLUCINOGENS (PCP, LSD, "designer drugs," etc.) In addition, all employees are absolutely prohibited from manufacturing, distributing, dispensing, possessing, or using ALCOHOL or TOBACCO in any form in the workplace. Employees have the right to know the dangers of drug abuse in the workplace, the school's policy about them, and what help is available to combat drug problems. This document spells out the OWU policy. We have instituted an education program for all employees on the dangers of drugs in the workplace. To assist employees in overcoming drug abuse problems, the school may offer rehabilitative help. See the Director of Personnel Services for details on this. Any employee convicted of violating a criminal drug statute in this workplace must inform the school of such conviction (including pleas if guilty and nolo contendere) within five days of the conviction occurring. Failure to inform the school subjects the employee to disciplinary action, up to and including termination for the first offense. By law, OWU will notify the federal contracting officer within ten days of receiving such notice from an employee or otherwise receiving notice of such a conviction. The school reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse program as an alternative to discipline. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

Sexual Harassment Policy

It is the policy of OWU, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at OWU is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below. Sexual harassment of employees and students of OWU is defined as any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing.
2. Submission or rejection of such conduct is used as a basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Complaint Procedures

Any student or employee who feels they have been sexually harassed under the above definition should contact the Director of Personnel Services as soon as possible. All complaints, formal and informal, will be treated seriously and with utmost confidence. All complaints will be examined impartially and resolved as promptly as possible. Sanctions will be based on violations of the stated policy and will be appropriate to the nature and severity of the offense.

Communicable Disease Policy

OWU is committed to maintaining a healthy work and learning environment by protecting the physical and emotional health of all employees and students. The school also has a continuing commitment to provide employment and educational opportunities for physically handicapped people who are qualified and able. The health and well-being of all employees must be protected. Reasonable accommodations for the medically impaired employee or student with a communicable disease or AIDS virus-related condition will be provided as long as the disease poses no threat or danger to the health, safety, or welfare of other employees or students. The school will comply with all federal and state laws applicable to employees, students and job applicants with communicable diseases. The confidentiality of information regarding individuals with a communicable disease shall be respected. The school will make educational materials on communicable diseases available for students and employees.

Procedures for Individuals Afflicted with a Communicable Disease

An individual with a communicable disease shall be required to inform the proper school personnel that s/he has a communicable disease. Failure to do so may cause employment to be terminated and/or the student to be administratively withdrawn from classes.

Employees

An employee will inform his/her immediate supervisor if s/he has been diagnosed as having a communicable disease. It will be the responsibility of the supervisor to inform the administrator within his/her normal channel of communication of the situation. The school shall require of the employee a medical report from a licensed physician, which may be reviewed by a physician designated from the school. The school reserves the right to request that the employee be examined a second time by the designated physician. Each case will be assessed by a committee appointed by the OWU President, based on medical evidence presented in a written report by the designate physician. A determination will be made concerning the nature, duration, and severity of the risk posed by the illness and the probability that the disease will be transmitted and will cause varying degrees of harm. An updated medical report from a licensed physician will be required by the school every six (6) months as long as the illness persists.

Students

A student will inform the Dean of Student Life if s/he has been diagnosed as having a communicable disease. It will be the responsibility of the Dean of Student Life to notify the appropriate administrator within the normal channel of communication of the situation. In the event the student is a minor and the student's parents are aware of the disease, the student's parents have a responsibility to inform the Dean of Student Life of the situation. The school shall require of the student a medical report from a licensed physician, which may be reviewed by a physician designated from the school. The college reserves the right to request that the student be examined a second time by the designated physician. Each case will be assessed by a committee appointed by the OWU President, based on medical evidence presented in a written report by the designate physician. A determination will be made concerning the nature, duration, and severity of the risk posed by the illness and the probability that the disease will be transmitted and will cause varying degrees of harm. An updated medical report from a licensed physician will be required by the school every six (6) months as long as the illness persists. The student may be administratively withdrawn from classes if it is determined, on the basis of medical evidence, that his/her continued attendance poses an unacceptable risk to him/herself or others.