

Student Handbook



Updated 01/03/2012

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WELCOME!

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Welcome to Mount Vernon Nazarene University.

I am glad you are here! You have made a choice that will shape and form your life from this point on – for you are entering a Life Changing environment. We have every intention as a university to challenge you to grow and develop as a whole person – spiritually, academically, socially, emotionally, and physically. Additionally, it is my personal desire that you fully commit your life and future to Christ – developing a passion to become more like Christ on a daily basis.

You are embarking on a new chapter of your life – a new beginning. I encourage you to make a commitment to experience all that MVNU has to offer – get involved in student government or a student ministry, pursue an academic area you are truly interested in, study internationally, become a Resident Assistant in a residence hall, or even begin something new on campus. The more effort you invest in this place, the more you will get out of it. My biggest piece of advice? Get involved! You'll be glad you did!

Again, welcome! This is your time and I'm glad this is your place.

Go Cougars,

Dr. Dan
President

MVNU Students –

I want to welcome each new student, as well as returning students, to Mount Vernon Nazarene University. I hope you are excited and motivated to make the 2011-12 academic year the best it can be! My prayer is that your experience at MVNU is everything, if not more, than you would expect.

To each new student, my prayer is that you find a deep inner peace about the decision you have made to be a part of the MVNU campus. I know some of you may struggle being away from family and friends, but I am confident that God will help fill that void if you put your trust in Him.

Whether you are a residential or a commuter student, I highly recommend that you take advantage of the various activities and resources that are provided throughout campus to help you achieve the best experiences possible this year. On behalf of the Student Life staff, I would like to extend an invitation to come and visit our office. Our office is located on the second floor of Hyson Campus Center. Your ideas and support are integral parts of helping to make everyone's campus experience fulfilling and rewarding. It usually starts with one person and one thought.

I hope you make this a good journey at MVNU. You will have choices to make along the way – some easy choices and some not so easy. I pray that the right decisions will be made throughout your experience.

If there is one thing I hope you notice on our campus, it is that my staff is committed to putting “students first” in everything we do. Our ultimate goal is to help produce graduates that will be outstanding citizens and play a huge role in changing the future of our world. My goal is to continually model my life around II Timothy 4:7 where it reads, “I have fought the good fight, I have finished the race, and I have kept the faith.” Let's all look for that finish line at MVNU.

Best wishes and every success to each of you! If there is anything I can personally assist you with, please let me know.

In Him,

Lanette Sessink
Vice President for Student Life

NON-DISCRIMINATORY POLICY/RIGHT TO AMEND

NOTICE OF NON-DISCRIMINATORY POLICY

Mount Vernon Nazarene University admits students to all the rights, privileges, programs and activities accorded or made available to students at the University without regard to race, color, national origin, ancestry, gender, age, disability, or socioeconomic status. It does not discriminate on any of the above factors in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other university-administered programs, facilities, housing, health services and extracurricular activities. Any concerns regarding discrimination should be addressed to the Title IX Compliance Officer, Melanie Timmerman. See Title IX section of handbook for more information.

RETENTION OF RIGHT TO AMEND

The university reserves the right to amend the provisions of this handbook. The handbook attempts to present information regarding policies and procedures, programs, requirements, fees, etc. and the general rules and regulations of the university in an accurate and timely fashion. Changes in programs, requirements, regulations, etc., which are adopted through regular administrative procedures will be published through normal institutional channels and included in the next handbook. Changes enacted in this manner will supersede provisions of this handbook.

- I. MVNU
 - A. STUDENT LIFE MISSION STATEMENT
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 - C. MVNU: THE FIRST YEARS
 - D. UNIVERSITY FACILITIES
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I. MVNU

A. STUDENT LIFE DIVISION MISSION STATEMENT

The Student Life Division at Mount Vernon Nazarene University seeks to assist and support the spiritual, moral, emotional, social, physical, and academic growth and development of students through programs, procedures, activities and purposeful community living. The division is committed to providing a positive environment with services and experiences, which enhance student learning, serving, and leading.

B. UNIVERSITY COMMUNITY PURPOSE

Mount Vernon Nazarene University exists to provide a liberal arts education which presupposes the conviction that, “to seek to learn is to seek to serve.” Both curricular and co-curricular opportunities for learning and service are developed in an environment conducive to vital Christianity in its Wesleyan context.

This framework of thought encompasses those teachings that are considered essential to Christian faith and practice, cultivation of disciplined living, stewardship of social service, and genuine tolerance of varying aspects of truth.

The institutional objectives of Mount Vernon Nazarene University grow out of a philosophy of education that has its roots in a distinctively Christian understanding of life and nurtured by the conviction that the revelation of divine love in Jesus Christ provides the most adequate basis for the understanding of the meaning of all events and facts, our objectives rest upon the claim that full-orbed truth involves proper relationships--vertically with God and horizontally with others.

Mount Vernon Nazarene University, therefore, strives for the education of the whole person--the enlightenment of the mind through the acquisition of knowledge, and the moral and spiritual transformation of the individual through a personal encounter with God in Christ.

The University endeavors to create the academic atmosphere for the student's continuing intellectual growth; to provide opportunities for interpersonal associations leading to responsible social adjustment; and to nourish wholesome discipline necessary for moral development. It is committed to the task of stimulating both a love of learning and a desire for spiritual insight. The fulfillment of this commitment is sought to enable the student to develop a sense of meaning and purpose in life, and to live creatively and redemptively in society.

1. *Mission:*

“Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.”

This mission is fulfilled through campus experiences which personalize communication, living, and learning and is implemented through traditional and non-traditional programs leading to associate, baccalaureate and graduate degrees.

2. *University Motto:*

“To seek to learn is to seek to serve.”

3. *University Goal:*

“Quality education in a Christian holiness environment.”

4. *Commitment to Service:*

Our hope is the most characteristic tradition established at Mount Vernon Nazarene University will be an individual commitment to service. Creating in students the kind of dedication to Christ and His Church that has always been the characteristic mark of a Christian. Specifically related to practical affairs of life, each student must consider service in terms of something he/she can do now. Thus, during the student's university experience he/she will seek a means to serve his/her fellow man in the immediate community. The university and the city of Mount Vernon must be seen as the available “Jerusalem” and the student is strongly encouraged to participate in a variety of outreach programs. Students are invited to assist in community service projects, and any other means of making concrete the principles of true Christian service.

5. *Colors:*

Blue and green were chosen as the official colors of MVNU. These colors represent the familiar sky and meadow, the brooks and mountains of Kentucky, Ohio, and West Virginia. They are symbolic of security and beauty from the past and are signs of hope in the challenge of the future.

6. *University Seal:*

The symbols on the University Seal are as follows:

- The eternal flame, an on-campus symbol of the light of learning and the Holy Spirit's leading in our lives.
- The Bible, representing the centrality of God's Word to all truth.
- The world, signifying Christ's call to go and make disciples.

7. *MVNU Alma Mater:*

Words and Music

From hills of green and skies of blue
Committed, called in all we do
To honor Christ, be strong and true,
We pledge our faith, MVNU.
Fond memories of work and play
The faculty who showed the way.
With friendships made our lives renewed,
We pledge our love, MVNU.

To seek to learn and serve that we
May then devoted servants be.
We're shaped to lead as Christ would do
We pledge our best, MVNU.
Our Christian University
Has formed us into family.
To Christ our Lord, because of you,
We pledge our lives, MVNU.

C. MVNU: THE FIRST YEARS

In June, 1964, the General Assembly of the Church of the Nazarene voted to establish a holiness college to serve Ohio, West Virginia, and eastern Kentucky. Primary responsibility for the sponsorship of the college was stated to rest with the Nazarene congregations of the East Central educational region. Control was delegated to a Board of Trustees, elected by the respective District Assemblies of the Church.

In 1966, Dr. Stephen W. Nease was elected President of the prospective institution. After extensive consideration of various locations, the site of [Mount Vernon, Ohio](#), was selected. In this, "Ohio's Colonial City," on a picturesque two-hundred-eight-acre locality presented by the citizens of the community, Mount Vernon Nazarene College, now University was started. Here, among the rolling hills which approach the great Appalachian range, in a city nationally heralded as an "All-American City," birth was given to a dream.

I. MVNU

D. UNIVERSITY FACILITIES

Lakeholm Administration Building--This historic mansion houses the President's Office, Provost's Office, Academic Affairs, and other administrative suites.

The Parry Building--This building houses the Finance Department, Human Resources and Accounting.

Hyson Campus Center Building--This building houses the Academic Support Office, Bailey Conference Room, Dining Commons, Post Office, President's Dining Room, Office of Student Life, Student Government Association Offices, School of Theology and Philosophy, Education Department, and classrooms.

Founders Hall—One of the first classroom buildings on campus houses the Mac Lab and one classroom as well as offices for Enrollment Management, Admissions, Financial Aid, Student Accounts, and the WNZR Radio Stations.

Faculty Hall--This classroom building is connected to Founders Hall by a breezeway. It provides offices, classrooms and laboratories for the School of Natural and Social Sciences.

Regents Hall--A three-story classroom building houses additional science laboratories, the School of Natural and Social Sciences, the School of Arts and Humanities, and several classrooms.

R. R. Hodges Chapel/Auditorium and Fine Arts Building--This facility has an auditorium seating 1,808. The Chapel also houses Thorne Performance Hall, music-practice facilities, Chaplain/Campus Ministries office, music faculty offices, and classrooms.

Jetter School of Business – This building houses the School of Business with special laboratories, classrooms and faculty offices.

Jennie K. Moore Family and Consumer Science Center--This building houses the kitchen and sewing facilities as well as the Esther Jetter Preschool, which opened in the fall of 2000. A second floor with classrooms and offices was added in summer 2004 and houses the School of Education and Professional Studies.

Pioneer Hall--This 78-room residence living area provides housing for women, laundry facilities, shower and restroom facilities, study area, prayer room, lobby, switchboard office, and an apartment for the resident director.

Oakwood Hall--This 80-room residence living area for men is located just north of Pioneer Hall. It includes laundry facilities, shower and restroom facilities, study area, prayer room, lobby, and an apartment for the resident director.

Galloway Hall--This 78-room residence living area for women includes laundry facilities, shower and restroom facilities, study area, prayer room, lobby, the Student Health Services Office and an apartment for the resident director.

Cedar/Birch Apartments--An upper-class residence living area for 186 students. It contains 31 separate apartments.

Maplewood/Elmwood/ Apartments--An upper-class residence living area for 192 students. These units contain 32 separate apartments.

Rosewood/Spruce Apartments—An upper-class residence living area for 186 students. It contains 28 separate apartments.

Cypress Apartments--Completed in the summer of 2000, it houses 66 residential students.

Redwood Hall--The first phase of this Residence Hall was completed in March 1999, and houses 60 students.

Central Complex--A central building between Maplewood/Elmwood Apartments which houses a lobby area, student activity room, student lounge and the Dwelling.

The Barn--The original dairy barn from the Lakeholm Farm provides space on the refurbished (2006) lower level for faculty, yearbook and newspaper offices. The Chet Foraker Conference Room and Alumni Room were renovated in 2008.

Thorne Library/Learning Resource Center--Completed in 1997, this building serves as the academic heart of campus. The three-story, 44,000 square foot facility overlooks the grove area. The building houses the Testing Center, classrooms, and a computer laboratory. In Spring 2012, it will house the Computer Science Department and a new, advanced computer lab.

Cougar Corner Bookstore--A bookstore is provided for student use. The building is located between the Campus Center and the Prince Student Union. The lower level will house Information Technology Services by January 2012.

Academic Services Building—houses the Records and Registration Offices and the Marketing Offices.

Campus Safety Office--This department is located in the Facilities Services building.

Gymnasium--This gymnasium provides a space for indoor athletic activities. It also houses the Physical Education Department, offices for coaches, a classroom and athletic training facilities.

Prince Student Union--Completed in fall 2004, this facility houses an aerobic fitness room, activity room, and “586,” a casual eating area for students. Inquiries about usage should be submitted to the Student Government Association Advisor or Campus Events chairperson during the academic year. Usage of the PSU is limited, in order to keep the facility free for traditional undergraduate student use. During the summer months, reservations are made through the Administrative Assistant to the Vice President for Finance. Use of equipment in the Prince Student Union is prohibited without a reservation of the facility.

Prince Student Union Annex--Classrooms, Computer Science Department offices and computer science laboratories are located here through the 2011 fall semester.

Donoho Recreation Center--This building contains additional athletic facilities for intramural sports.

Buchwald Center--This building is located in downtown Mount Vernon and houses the university’s visual arts program including the Schnormeier Gallery, classrooms, faculty offices, and art studios. The center also provides space for selected Graduate and Professional Studies activities.

Hunter Hall--This building is located in downtown Mount Vernon and houses the School of nursing and Health Sciences. It includes a health promotion center open to the public, multi-functional classrooms and conference rooms, state-of-the-art clinical laboratories with computer simulation models, observation rooms with digital recording capabilities, faculty offices, student lounge, and the Baker Bros. Coffee shop.

Division Street Apartments—Housing for married students. Each building has four, two bedroom units.

Outdoor Facilities--Other features of the campus include: The grove, which is the spacious picnic area behind Lakeholm Administration Building, athletic fields, tennis courts and the reflection pond. The university also maintains a 70-acre natural resources area approximately ten miles from the campus. The campus also contains a nine hole disc golf course which was installed in the summer, 2010.

E. MVNU MISSION STATEMENT

Mission Statement:

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University seeks to:

MISSION CONTEXT:

Mount Vernon Nazarene University, established by the Church of the Nazarene, opened its doors in 1968 and serves the denomination's East Central Region. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio as well as at multiple regional campuses.

MVNU's educational philosophy and purpose are shaped by its Wesleyan-Armenian holiness theological roots, informed by the Bible, focused on Christ-likeness in every aspect of life, and defined by an emphasis on loving God with all of one's heart, mind, soul, and strength, as well as loving one's neighbors as one self. Students are nurtured and empowered through caring relationships with faculty, staff, and administrators; challenged to be devoted disciples of Christ; drawn toward discovery of wisdom and truth in every discipline of study; prepared for leadership in various professions; equipped to be lifelong learners; and sent into the world to live out their faith by offering their hearts and lives in service to God and others.

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stages of spiritual development are embraced. A spirit of worship unifies the academic, social, and spiritual life of the student body, and the community is shaped through shared commitments, values, and experiences that provide the context for transformation in Christ, individually and collectively. Excellence in vocational pursuits and in character development are viewed as an expression of faithful stewardship, and a lifestyle of compassion is demonstrated as the most effective witness to others of God's love. As students become graduates, the marks of Mount Vernon Nazarene University continue to identify them as devoted disciples, servant leaders, learning professionals, and loyal alumni.

II. STUDENT LIFE AND SERVICES

A. HEALTH SERVICES

B. COUNSELING SERVICES

C. CAREER SERVICES

D. NECESSARY COMMUNICATION AND CONFIDENTIALITY

E. STUDENT LIFE STAFF

F. OFFICE HOURS

G. CAMPUS SAFETY

H. FINANCIAL AID

I. STUDENT COSTS

J. CAMPUS POST OFFICE

K. LOST AND FOUND

L. "586"

II. STUDENT LIFE AND SERVICES

A. STUDENT HEALTH SERVICES

Mount Vernon Nazarene University maintains an on-campus student health services office, under the direction of a registered nurse during campus office hours:

Monday through Thursday 8:30 a.m.—5:00 p.m.

Friday, 8:00 a.m.-4:30 p.m.) on days when classes are in session
(excluding summer school).

Appointments with local physicians are made daily through the Student Health Services Office with the assistance of the university nurse. If a student has a medical problem after office hours, which cannot wait until the nurse returns to duty, he/she should contact the Residential Health Advisor (R.H.A.) on call at campus extension-1811. The Residential Health Advisor will give first-aid treatment, possibly contact the nurse or physician, and/or provide transportation to the hospital for non-emergency medical needs.

The Medical History form <http://www.mvnu.edu/services/health/hhform.pdf> must be completed in full and returned to Mount Vernon Nazarene University before campus housing is assigned. The form must include accurate and complete information regarding the student's immunizations. Forms without complete information will be returned to the student. The student's immunizations must be current prior to arriving on campus.

Students will assume responsibility for themselves when under the care of a physician or dentist. They must follow directions carefully for any prescribed medications. Students are responsible for reporting any illness or injury to the nurse. Students must also update their medical records regarding any change in medical status or condition. This insures prompt and appropriate medical treatment should the need arise.

Students who need air conditioning for specific medical problems, will need to complete the “Special Housing Accommodations for Health Concerns” form. The Student Health Services staff will then provide the students with the written air-conditioning guidelines.

Students who require special medications should make appropriate arrangements with the nurse. Diabetics are encouraged to discuss insulin dosage and arrangements for taking the same with the nurse. Sharps containers are available at no charge to students and may be returned for safe disposal. Students on an allergy regimen ordered by a physician may contact the Student Health Services Office for administration of allergy injections.

A student who is unable to attend class or chapel for medical reasons may contact the nurse. Students are expected to contact their professors to make arrangements for missed course work prior to missing class for illness.

Certain health care items (e.g., crutches, wheelchair, heating pads) are available on loan from the Student Health Services Office at no charge. However, all loaned equipment is recorded and students are charged an appropriate replacement fee when items are not returned.

Students living on campus are covered by a supplemental group insurance policy which provides for partial coverage for the students' health needs. The insurance plan is required for all residential students. Off-campus students have the option to waive the insurance policy. Insurance brochures are available from the Student Health Services office and online at www.studentplanscenter.com. Claim forms are initiated in the Student Health Services Office. The student is responsible for contacting the office for timely disposition of medical bills. Coverage is not automatic and the student is responsible for payment of non-covered medical expenses.

A student who experiences extreme and debilitating emotional disturbances or medical problems may be asked to withdraw from the university if it is determined to be in the student's best interest by Student Health Services and Student Life personnel. In such instances, a physical and/or psychological evaluation may be required for readmission consideration.

A student who shows evidence of psychological instability or emotional difficulty that may pose danger to themselves or others, or may interfere with the normal functioning of the university, may be required to see a psychologist or a psychiatrist. If the student does not secure psychological help, or if the student's behavior warrants it, he or she may be dismissed from the university by the Vice President for Student Life. Such dismissal shall be diverted from the normal disciplinary and appeals processes. Written confirmation from a psychologist or psychiatrist that (1) the student has been under treatment, (2) may return to the university without danger to herself/himself or others, and (3) will not disrupt the normal functioning of the university is necessary for re-admission.

CONTAGIOUS AND INFECTIOUS DISEASE POLICY

Mount Vernon Nazarene University recognizes that certain contagious and infectious diseases jeopardize the health, welfare, and safety of the individual as well as all members of the community. When these conditions occur, the situation may produce a diverse effect upon the academic and residential community. Contagious and infectious diseases shall consist of any and all forms of disease that pose a health hazard to the people on the Mount Vernon Nazarene University campus by virtue of their ability to spread and cause morbidity and mortality to those people. The

university also recognizes the importance of maintaining individual confidentiality while protecting the population of the university. The following are policies and procedures that seek to assure confidentiality, health, and safety, with regards to contagious and infectious diseases:

1. The President will appoint an Emergency Response Committee to administer policies and procedures. Composition of this committee will include the Vice President for Student Life, University Nurse, Director of Residence Life, Director of Life, Director of Counseling and Wellness as well as other university members.
2. All students, who have been diagnosed to have a contagious or infectious disease that is a threat to the health, safety, and welfare of the individual or other members of the university community, are required to inform the Student Health Services Coordinator who carries institutional responsibility for the implementation of the contagious and infectious disease policy.
3. While Mount Vernon Nazarene University will not presently undertake a program for screening newly-admitted, current students, or newly-hired or current employees for contagious or infectious diseases, the university reserves the right to require a physical examination and/or testing when there is reasonable cause.
4. The classroom attendance, residence options, and other campus participation of a student and the employment duties of a faculty or staff member with a contagious or infectious disease will be considered by the Emergency Response Committee on a case-by-case basis in a manner that maintains confidentiality and safety of the individual. This committee makes its recommendations to the University President who consults with legal counsel as appropriate. The following shall also be taken into consideration: the status of the individual's overall health, the threat of infection to other members of the community, the status of the disease, the individual's cooperativeness with university and health officials, the individual's lifestyle, and the individual's concern for others.
5. Exclusion may be necessary when the individual, based on the best medical advice available, presents a risk of infection to others or would himself/herself be subjected to serious risk of infection from others. When exclusion is necessary, the university will maintain confidentiality and deal with the individual in a manner that exemplifies compassion and concern.

6. It is a standard requirement that the university will adopt safety procedures for the handling of fluids such as urine, blood, and saliva since many diseases can be transmitted from infected persons to others by coming in contact with these substances. Disinfection of classrooms, laboratories, and other areas will be maintained according to accepted standards and procedures as outlined in the university's Blood Borne Pathogens Procedures Manual.
7. University administration and staff will keep to an absolute minimum those who are aware of an individual who has a contagious or infectious disease to protect the confidentiality and privacy of the infected individual. Confidentiality will be maintained under the requirements of the health regulations of the State of Ohio and privacy requirements of FERPA. The Contagious and Infectious Disease Committee will strictly observe public health reporting requirements.
8. Any Mount Vernon Nazarene University faculty, staff, or student who has been diagnosed or has tested positive for a contagious or infectious disease that is a threat to the health, safety, and welfare and does not honor the university policies and procedures and engages in conduct known to result in the infection of others, or ignores specific instructions as set forth will be subject to dismissal.
9. The University's Contagious and Infectious Disease Committee will provide education, information, and counseling services to increase awareness and to deter the spread of contagious and infectious diseases. This preventative program will emphasize the recommendations of the public health services.

Policy was adopted by the President's Administrative Cabinet on August 17, 1994. Committee members' titles and responsibilities revised on May 16, 2008 and September 4, 2008.

B. COUNSELING SERVICES

Counseling services are available to traditional undergraduate students. Students not eligible for counseling services include those enrolled through Post-Secondary Enrollment Option (PSEO) and Graduate and Professional (GPS) programs. Any student may be subject to mandatory counseling. Services include *personal, emotional, and relational counseling.*"

1. Personal Counseling

Personal counseling is offered to both individuals and groups through the Counseling office. Students may also find help with problems such as eating disorders, homesickness, depression, poor study habits, addictive behavior, interpersonal communication difficulties, etc. All students are counseled in a

professional and confidential manner. Both a licensed male and female counselors are available.

A holistic approach is followed and consideration is given to the areas of adequate physical well-being, time management and emotional wellness.

2. Support groups are offered on a variety of subjects depending on students' needs.
3. The Myers-Briggs Type Indicator is given to all interested students. This instrument can be given, scored, and interpreted in the Counseling office. The MBTI helps people understand themselves and their personality strengths better.
4. Resources
The counseling portion of the Counseling and Career Center Library contains books, audio and videos, magazines, periodicals and journals on a variety of subjects including matters of mental health, alcohol and tobacco use, sexual wholeness, marriage, emotional healing, abuse, eating disorders, and counseling theories, among others.

C. CAREER SERVICES

Career development is a lifelong process. It involves an understanding of one's self in terms of values, interests and abilities and an understanding of the world of work in terms of the type of work available. A further step includes the process of knowing how to launch an effective job search campaign (writing a resume, interviewing skills, locating and contacting employers).

1. Career Counseling

We encourage the use of our resources as part of your educational program at MVNU. We offer:

- Help with choosing a college major/degree program
- Four-year career development plan career advising
- Assistance with résumé and cover letter development
- Assistance with registering and working with College Central Network, our online resume and job search system
- Graduate and professional school information
- Job search information
- Employment opportunity listings
- Career development publications

2. Career Assessments

Career Direct Guidance System, developed by Larry Burkett's Christian Financial Concepts organization, is a one-hour computer assessment aimed at helping people discover their God-given talents and strengths.

3. Resources Available

The Career portion of the Counseling and Career Center Library contains electronic resources, books, magazines, periodicals and journals on a variety of subjects.

4. Additional Opportunities

Career Services hosts several events during the school year to assist students in finding employment and internship opportunities. MVNU students may attend **CareerFest**, a private job fair for OFIC member schools. A **Camp and Ministry Fair** will be held on campus during the month of February for students seeking summer employment. Graduating Education Students will have the opportunity to attend **Education Expo**, a teacher recruiting job fair during spring semester.

Students can register with College Central Network, Inc., the online career service at MVNU. To register your résumé and search for jobs, go to www.collegecentral.com/mvnu. Résumés will be approved online by Career Services and then posted on the website for employers to view. Appointments for career counseling can be scheduled by calling the Coordinator of Career Services, Lori Gustin, at 740-397-9000, ext. 4618.

D. NECESSARY COMMUNICATION AND CONFIDENTIALITY

Whenever a student exhibits a cognitive/emotional state or behavior indicative of actual or predisposed danger to himself/herself or others, initial information (e.g., student names, evaluation, recommended intervention and accountability procedure) will be presented directly to the Vice President for Student Life within 24 hours of the assessment.

This information may also be discreetly presented to the Director of Student Life, Director of Residence Life, the appropriate Resident Director, Student Health Services Coordinator, and/or Director of Counseling and Wellness when such release is deemed appropriate by knowledgeable individuals.

In all instances, communication (written or oral) regarding the health, safety, and emotional condition of any student shall remain confidential and confined to appropriate professionals within the Student Life Division.

E. STUDENT LIFE PERSONNEL

1. OFFICE PERSONNEL

Vice President for Student Life
Dr. Lanette Sessink
Director of Student Life
Travis Keller
Director of Residence Life
Rick Engstrom
Coordinator of Intramural Programs
Daniel Seiffert
Director of Counseling and Wellness
Eric Browning
Counselor
Carolyn Swallow
Part-time Counselor(s)
Jennifer Gotschall, Carla Swallow, Beau Carlson, Candice Krabill
Director of Student Success
John Ballenger
Coordinator of Career Services
Lori Gustin
Counseling and Wellness Secretary
Debbie Mc Larnan
Student Health Services Coordinator
Denise Smith
Receptionist/Insurance Clerk (Student Health Services)
Mary Lou Sinzinger
Director of Intercultural Affairs
Jim Singletary
Administrative Assistant to the Vice President for Student Life
Wendi Lahmon
Secretary for Student Life
Ruth Hamill

2. RESIDENT DIRECTORS – 2011-2012

Resident Directors are professionals employed by the University to assist students in college life. Each Resident Director is given the responsibility of all residence living area activities in his/her assigned area. Each has authority to assist at any time at any place on the MVNU campus to assure order, safety and the well being of all students.

Pioneer Hall
Oakwood Hall
Galloway Hall

Abbey Craigg
Kevin Peterson
Jennifer Gotschall

Cedar and Birch Apartments	Beau Carlson
Redwood and Cypress Hall	Sam Barrick
Maplewood & Elmwood Apartments	Samantha Webb
Rosewood Hall & Spruce Apartments	Jill Ballenger

3. Resident Assistants:

The University employs student Resident Assistants to provide greater opportunity for counseling and personal development. They also are responsible for creating growth opportunities and an atmosphere of order and appropriate behavior.

Resident Assistants for 2011-2012 are:

Pioneer Hall

Meghan Borkosky
Shawnee Messner
Katherine Jugan
Darbi French

Oakwood Hall

Jacob Booher
Tyler Brewer
Wesley Magnuson
Cody Raudebaugh

Galloway Hall

Brittany Maurer
Bethany Dauterman
Erika Miller
Rachel Simpson

Cedar Apartments

Charles McMullen
Mason Medley

Rosewood Apartments

Kimberly Shaffer
Audrey Shirk
Julie Schulze

Birch Apartments

Scott Lomasney
Ryan Lynch
Ben Weller

Spruce

Morgan Eick
Clarissa Reeves

Redwood Hall

Casey Brooks
Zach Motter
Thayne Telquist

Elmwood

Nichole Butts
Amy Reeves
Ellie Shoup

Cypress Apartments

Jesse Ebert
Zachary Brown

Maplewood Apartments

Lilly Bolar
Amy Reichenbach

4. Residential Health Advisors

The University employs student Residential Health Advisors (R.H.A.). If a student has a medical problem after office hours, the Residential Health Advisor should be contacted through **ext. 1811**.

Residential Health Advisors for the year 2010-2011 are:

Michelle Dorko
Julie Magnuson
Ryan Stagg
Erin Washington
Nate Winters

5. Campus Life Committee

The Campus Life Committee serves as an advisory committee to the Vice President for Student Life and helps formulate policy concerning student activities, student organizations, cultural development, chapel attendance policies, community life and general student welfare.

Members:

Travis Keller, Chair, Director of Student Life
Bob Hamill, Associate Vice President for Academic Affairs
Eric Browning, Director of Counseling and Wellness
James Smith, Director of Admissions
Rick Engstrom, Director of Residence Life
Austin Swallow, Food Service Director
Tim Chesnut, Faculty, Business
Ashley Hanning, Faculty, Nursing and Health Sciences
Dean Abbott, Faculty, Arts and Humanities
Doug Matthews, Faculty, Theology and Philosophy
Mark Neilson, Faculty, Education and Professional Studies
Brad Whitaker, Faculty, Natural and Social Sciences
Jameson Seymour, Student Government Association, President
Nicole Phillips, Student Government Association, Vice President of Social Life
Jared Davis, Student Government Association, Vice President of Community Life

F. OFFICE HOURS

1. Office of Student Life
Monday through Friday: 8:00 a.m. -- 4:30 p.m.
2. Counseling/Career Center
Monday - Friday: 8:00 a.m.--4:30 p.m.
3. Student Health Services
Monday through Thursday: 8:30 a.m.--12:00 Noon; 1:00--5:00 p.m.
Friday: 8:00 a.m. --12:00 Noon; 1:00 -- 4:30 p.m.
No summer hours

G. CAMPUS SAFETY

The Campus Safety Department has established four protection/safety goals:

- 1) Protect the physical well-being of students, faculty, staff, and guests;
- 2) Enforce the community policies that pertain to the safety and welfare of all members of the campus community;
- 3) Provide physical protection of the campus facilities; and
- 4) Regularly publish information about campus safety.
- 5) Respond to campus emergency/crisis situations

A Campus Safety staff member remains on duty 24-hours per day. It is his/her responsibility to see that all buildings and properties of the university are secure and to insure the safety and protection of the campus community to the extent possible. It is expected that each student shall respect the authority of the Campus Safety personnel and provide valid university identification upon request. Campus Safety can be contacted through the campus switchboard, campus perimeter emergency phones, or by dialing ext.-4000. A copy of MVNU's Annual Campus Crime Report is available for review in this handbook and in the university library or by visiting the Campus Safety [web page](#).

H. FINANCIAL AID

The Financial Aid Office is located on the first floor of Founders Hall. Office hours are Monday through Friday from 8:00a.m. to 4:30p.m. The local telephone number is (740) 397-9000 ext. 4520 and the toll-free telephone number is 1(866) 686-8243 option #2. The Mount Vernon Nazarene University Financial Aid website is located at www.gotomvnu.com/preparing/

The Financial Aid Office exists to assist students and parents in financing an education at MVNU. Resources consist of grants, scholarships, employment, and

loans. These resources come from a variety of sources, including federal, state, local, and institutional sources.

All students are encouraged to apply for financial aid. The application process consists of the MVNU Application for Financial Aid and the Free Application for Federal Student Aid (FAFSA). These forms are filled out each year. Students are encouraged to file applications for financial aid as early as possible. The priority deadline for filing for financial aid is March 15.

MVNU Traditional Undergraduate Financial Aid Application

This application is included as part of the Application for Admission for incoming students. In subsequent years (as a returning student), it is a short online application that is found in the “My Finances” section of the student portal. This application informs MVNU of a student’s intent to file a FAFSA and helps establish eligibility for state grants, as well as institutional eligibility for Family Grants, Challenge Grants, etc. Email reminders will be sent to students beginning in the spring.

Free Application for Federal Student Aid (FAFSA)

This federal application determines eligibility for need-based aid from a variety of sources. It is generally completed online at www.FAFSA.ed.gov. This application must be completed for each year in which a student wishes to be considered for need-based aid, as well as Stafford and Parent PLUS loans. The MVNU school code is 007085.

Financial Aid Award Notifications

Financial Aid Award Notifications will be mailed out to incoming students who have been accepted and completed all necessary paperwork. These letters usually are mailed beginning in early March. The award notification must be signed and returned to the Financial Aid Office indicating the student’s acceptance, adjustment, or rejection of the aid offered. For returning students, the Financial Aid Award notifications are communicated via the “My Finances” section of the student portal. After completing the necessary paperwork, returning students will receive an email informing them that their financial aid package is on the school portal. Students then must submit their acceptance, adjustment, or rejection of the aid offered online.

Changes in Full-time/Part-time status or Withdrawal

Changes to full-time or part-time status, or withdrawing from the University, may affect financial aid eligibility for the current term and future terms. Any student anticipating or considering a change in enrollment status should contact the Financial Aid Office to discuss how financial aid may have to be adjusted.

Satisfactory Academic Progress

To remain eligible for federal, state, and institutional financial aid, students are required to make satisfactory progress towards achieving a degree. Students must

pass 67% of attempted coursework and maintain a minimum cumulative grade point average of 2.0 (1.8 for first-time freshman in the first academic year). Academic progress is monitored at the end of the spring semester. A student's eligibility for financial aid may be in jeopardy for the upcoming year if these standards are not met. See the complete policy on the MVNU website for more details.

Mount Vernon Nazarene University adheres to all federal and state regulations in administering student aid programs. Inquiries and requests should be directed to the Financial Aid office.

I. STUDENT COSTS 2010-2011

<http://www.gotomvnu.com/preparing/costs.asp>

J. CAMPUS POST OFFICE

The Campus Post Office and student post office boxes are located on the lower level of the Hyson Campus Center.

All students are required to have an assigned campus box at no additional cost. This service is offered for all incoming mail and as a way to keep communication flowing smoothly throughout the campus.

The Post Office window is open from 9:00 a.m. to 4:30 p.m. Monday through Friday. Stamps and other services are available at these times. Student mail is processed and boxed twice a day. The sender must have his/her return name and address or box number on mail. On-campus mail requires no postage. The Post Office receives and sends all USPS packages.

UPS and Federal Express Packages are delivered to the Receiving Department each morning and brought to the Campus Post Office in the afternoon.

Post Office personnel will notify the Office of Student Life if mail items contain substances, materials or communication which violates the mission and policies of Mount Vernon Nazarene University.

K. LOST and FOUND

MVNU's campus maintains a Lost and Found service located in the Office of Student Life in the Campus Center.

For GPS sites, the Lost and Found service is coordinated through their respective Regional Coordinator.

When an article is received, a staff member will record the date of receipt and a description of the item in the Lost and Found log. Persons claiming lost items will be required to present photo identification and provide a description of the missing item(s). Upon proof of ownership, the staff will immediately return any lost property to its rightful owner.

The retention period and manner of disposal for all recovered items depends on the apparent value of the item. Items of significant value will be kept for 90 days. Items of significant value may include but are not limited to the following:

- Cash
- Wallets
- Checkbooks and checks
- Credit cards
- Driver's licenses and ID cards
- Book bags
- Books
- IPOD
- Flash/USB drive
- Cameras
- Cellular phones and pagers
- Computer equipment
- Electronics
- Eyeglasses
- Jewelry
- Keys

Items of lesser value, such as clothing and umbrellas, will be kept for 30 days.

Due to health reasons, we will not accept the following lost items:

- Prescription drugs
- Toiletries
- Clothing of a personal nature

All items left unclaimed at the expiration of the stated holding period will either be discarded, donated to charity, or given away. The university is not responsible for lost and/or stolen items.

L. “586”

Hours of Operation

<u>Monday – Thursday</u>	<u>Friday</u>	<u>Saturday & Sunday</u>
9:30 am – 2:30 pm	7:30 am – 2:00 pm	7:00 pm – 12:00 am
5:00 pm – 11:30 pm	5:00 pm – 12:00 am	

Road Bucks

Road bucks are available through the Student Accounts office, on-line or in Pioneer’s office located in the Dining Commons. This represents a 12% bonus over cash purchases (\$25 worth of meals for a \$22 expense). Your ID card is loaded with the amount you purchase and can be used in the dining commons, the 586 or the new Baker Bros. Coffee shop in Hunter Hall.

III. STUDENT INVOLVEMENT AND LEADERSHIP OPPORTUNITIES

A. MUSIC ACTIVITIES

B. DRAMA

C. ATHLETICS

D. INFORMATION

E. STUDENT RELIGIOUS LIFE

F. STUDENT ORGANIZATIONS

G. TRADITIONAL ACTIVITIES

III. STUDENT INVOLVEMENT AND LEADERSHIP OPPORTUNITIES

A. MUSIC DEPARTMENT ACTIVITIES

Mount Vernon Nazarene University offers a wide variety of activities for students interested in music. Ensembles designed for the musical and personal development of students and community members include:

Collegians Chorale--A select mixed concert choir of 60-70 singers. A wide variety of choral literature is studied. Performances are in communities and churches on the educational region, on campus, as well as mission trips abroad. Audition required.

Treble Singers--Women's Choir--A women's choral ensemble performing sacred and secular literature composed and arranged for three and four-part treble voices. Concerts are performed both on campus and across education region. Audition required.

Goliards--A vocal chamber ensemble performing repertoire from all periods, but specializing in Renaissance, chamber choir literature, and a cappella choral music. Concerts are performed both on campus and in surrounding community. Audition required.

Choral Union--Any student, by audition, is permitted to join the combined choirs and community participants to present Handel's Messiah in December as well as another masterwork every other spring.

Symphonic Wind Ensemble--An instrumental ensemble utilizing full concert band instrumentation. This ensemble learns standard band literature and performs several times throughout the year. Placement audition required.

Pep Band--Performs at all home basketball games. Open to all students upon Director's approval.

Jazz Band--This jazz band specializes in music from the contemporary, popular, and Big Band-era. They perform several times throughout the year on and off campus. Placement by audition.

Flute Choir--This flute ensemble performs on and off campus, including local Flute Festivals.

Chamber Winds--Smaller woodwind and brass ensembles of mostly members of Symphonic Wind Ensemble; designed to develop technique and play more challenging literature. They tour in the spring with one of the choral groups.

Music Stage Production—those registering for this course will perform either an opera production or Broadway musical in alternate years.

Percussion Ensemble--Utilizes a variety of percussion instruments including set, timpani, mallets and auxiliary. Formation is upon demand.

String Ensemble--An ensemble of violin, viola, cello and bass players performing appropriate chamber string literature. Formation is upon demand.

Private Lessons--Private lessons are offered for most wind and string instruments, piano, guitar, voice and composition.

Contact the Music Department for details, ext. 3000.

B. DRAMA

MVNU Drama presents a variety of opportunities for students to participate in drama productions.

Major Productions--A 3- act play every semester and a musical every other year.

Minor Productions--Three 1- Winter One Acts act plays at the end of the January term.

Ministry--"Image" is a traveling drama company which presents short plays and sketches with a Christian message. The group tours each semester to churches in the educational zone.

C. ATHLETICS

1. Intercollegiate Athletics

Mount Vernon Nazarene University has participated in intercollegiate athletics since 1968. The program is under the direction of the Athletic Director, Paul Swanson.

MVNU participates in intercollegiate men's and women's basketball, baseball, men's and women's soccer, softball, women's volleyball, cross country and men's and women's golf. The Cougars have established a fine record and a tradition of enthusiasm. In 1974, MVNU became a member of the National Association of Intercollegiate Athletics. Beginning with the fall season of 1975, the Cougar teams became members of the Mid-Ohio Athletic Conference. In 1998, the conference changed its name to the American Midwest Conference with the addition of teams from Pennsylvania and New York. In 2011, MVNU began its first year as a member of the Mid-Central College (MCC) Conference in the NAIA competing with teams from Indiana and Michigan.

The coaching staff for 2011-2012 includes:

Athletic Director: Paul Swanson; Assistant Athletic Director: Jeana Howald

- Baseball: Keith Veale
- Basketball (M): Matt Moore
- Basketball (W): Jason Foster
- Cross Country (M,W) Chip Wilson
- Golf (M,W): Mike O'Hara
- Soccer(M): Andrew Belleman
- Soccer (W): Daniel Seiffert
- Softball (W): Jeana Howald
- Volleyball (W): Paul Swanson

2. Athletic Awards Banquets

The Athletic Department sponsors fall, winter and spring “Athletic Awards Banquets” to recognize those excelling in sports competition. The highlight of the events features the selection of outstanding athletes in each sport.

3. Cheerleaders

Each year cheerleaders are chosen by a specially appointed committee. They are under the direction of the Director of Athletics. The responsibilities of the cheerleaders are to generate “spirit” for athletic contests, publicize the same, and lead and coordinate cheers at games. Jill Macklin is the Advisor.

4. Intramural and Wellness Program

Physical fitness and wellness are integral to the goals of the educational processes and programs of Mount Vernon Nazarene University. Students involved in Intramural activities are offered opportunities which enhance the following dimensions of personal development:

- Social Dimension--Enhanced ability to meet friends and develop social skills, which foster enduring relationships.
- Spiritual Dimension--Participants will view involvement and competition as an opportunity for self-improvement so that a holy and righteous life may be obtained.
- Physical Dimension--The human body is considered sacred, valuable, and capable of improvement. This is an opportunity to rectify certain abuses endured by our bodies by strengthening our muscles, heart, and circulation.
- Psychological Dimension--Sleep and appropriate exercise enhance the student's sense of well being and both are important parts of any fitness program. Self-confidence will also develop when a disciplined routine is established.
- Emotional Dimension--Physical activity offers an outlet channel for emotional energy which is stored through the stresses of student life. Walking, jogging, team sports, and enjoying nature are interventions to mediate emotions and harmful stressors.

There are numerous opportunities for these life dimensions to develop through Intramurals Program outcomes include increasing physical, mental, and spiritual fitness. Students interested in communing with God through nature and savoring the outdoors via hiking, biking, spelunking, camping, and scuba diving, should seek fulfillment through organized outdoor activities sponsored by the Outdoor Adventure Club. Students may also benefit from involvement in traditional sports which includes basketball, softball, volleyball, soccer, sand volleyball, tennis, etc. These intramural activities provide opportunities for personal growth and leadership.

The encompassing benefits from these activities and programs are an appreciation for what God has created for the benefit of mankind, an increased commitment to self-discipline, and an enhanced sense of accountability and responsibility to God and others.

D. INFORMATION

1. University Calendar <http://mvnu.edu/calendar/index.asp> will have updated campus events listed.
2. **WNZR 90.9FM**
The University's radio station, 90.9FM WNZR is a full service radio station that provides contemporary Christian music and programming to the campus community and the Knox County area. It also provides students with hands on experience in all areas of the broadcasting field including on-air talent, production, news, sports, leadership, and all other aspects of radio operation. WNZR can also be heard online at www.mvnu.edu/wnzr.
3. Lakeholm Viewer
This official university student newspaper is published regularly throughout the year.
4. Enerazan
The yearbook is a pictorial record of the year's activities at MVNU.
5. Official University Calendar
All events are registered, coordinated and approved according to the designated policy, through the Office of Student Life. Students are encouraged to coordinate their events and activities through the Student Government Association. A calendar of all SGA events is maintained at www.mvnu.edu/sga.
6. Official University Documents
In addition to the University Life Handbook (MVNU website), the university publishes other official manuals and handbooks. They include:
 - Computer Policies and Regulations Document
 - [MVNU Calendar](#)
 - [The University Catalog](#)
7. Informal Campus Communication
 - Official Bulletin Boards--Posters and other materials, which are to be displayed on campus, **MUST** be pre-approved and stamped by the Office of Student Life. Posters and advertising templates are provided online from the SGA VP of Marketing.

- Posters must advertise an event on campus sponsored by a campus organization or department.
- A maximum of 15-20 posters are permitted with the exception of student campaigning.
- Posters--Posters must be placed on approved bulletin boards or other approved locations (not to be posted on doors or windows) across campus. Campaign posters must be limited to a specific area. If in doubt, please consult the Director of Student Life.
- Posters **MUST** be removed within twenty-four (24) hours following the presentation of the event advertised. The Director of Student Life may make exceptions to this policy.
- Sidewalk Chalk--Sidewalk chalk may be used in an appropriate manner on residential sidewalks and parking areas. Students may not use sidewalk chalk in the vicinity of the chapel, administration and classroom buildings. The north sidewalk entrance of the Campus Center is reserved for sidewalk chalk artistry sponsored by the SGA Vice President of Marketing. No chalk products may be used on exterior walls or doors throughout campus.

E. SPIRITUAL LIFE

1. Chapel

Chapel services are considered an essential and required part of the university experience for all students who attend MVNU. They are held three times a week during the fall and spring terms (generally M-W-F), and twice a week (generally T-Th), during the January term. The chapel program is a unique worship and learning experience and is not considered a substitute for regular church attendance.

2. Student Religious Organizations

Koinonia (ministerial students), and Oneway (traveling ministry teams), as well as other student religious organizations offer Christian service activities for everyone. A time for explanation and enlistment is set-aside early in the year. This is listed on the calendar as Club Rush. Student religious organizations are authorized and funded by the Student Government Association.

3. Churches

Churches in the area are also a part of religious life. Every student should find a church home while attending MVNU.

Local Churches of the Nazarene include:

- **New Life Church of the Nazarene**, Troy McNichols, Pastor
998 Newark Rd.
Mount Vernon, OH
Phone 393-0880

- **First Church of the Nazarene**, Russ Gumm, Pastor
807 Coshocton Avenue
Mount Vernon, OH
Phone 392-8466
- **Lakeholm Church of the Nazarene**, Mike Williams, Interim Pastor
16001 Glen Rd.
Mount Vernon, OH
Phone 397-1105
- **West Side Church of the Nazarene**, Pastor TBD
The Alternative Center
900 West Vine Street
Mount Vernon, OH
Phone 392-3197

4. **Residence Living Area Devotions/Small Group Bible Studies**
Residence living area devotional experiences will compliment the more formal services. These devotional times offer Bible study, prayer and testimony to enrich the students' spiritual growth. Small group Bible studies are offered through the student religious organizations and spiritual life assistants (SLA's).
5. **Special Religious Emphasis**
Special religious emphasis occurs throughout the year. Students should check the official university calendar for the specific dates. These opportunities include Opening Convention, Fall Revival, Hicks Holiness Series, Staley Lectures, Spring Student Revival, Estep Prayer Lecture Series and the Griffin Missions Conference.
6. **"His Stories" Services**
All students are invited on Wednesday nights at 7:15 p.m. This is a great time for fellowship, inspirational music and devotions. It is organized by the Student Vice President of Christian Life and the university Chaplain's office. Chapel credit is given for this.

F. STUDENT ORGANIZATIONS

The Student Government Association is the executive committee of the student body. It is composed of representatives of the associated students. It envisions, coordinates, organizes and implements the activities of the student body as well as governing that organization.

1. Current Student Government officers include:

President	Jameson Seymour
VP, Community Life	Jared Davis
VP, Christian Life	Courtney Ball
VP, Social Life	Nicole Phillips
VP, Academic Life	Nate Winters
VP, Finance	Billy Wisneski
VP, Marketing	Karma Hooley
Campus Events Chair	Morgan Coburn
Commuter Chairperson	Micayla Simmons
Intramural Chairperson	Marcus Hartzler
Intercultural Representative	Christina Miller
Executive Secretary	Kelsey Honigford
Senior Class President	Tyler Nelson
Junior Class President	Lauren Percival
Sophomore Class President	Chris Sneed
Freshman Class President	TBD

2. Student Body

All full-time, traditional/undergraduate students, upon registration, become members of the Associated Student Body. The purpose of this organization is: to envision, organize, coordinate and implement student activities and organizations; and to represent the student body in University planning and activities. Elected and appointed officers and class presidents become the Student Government Association.

3. Class Organizations

The Freshmen, Sophomore, Junior and Senior Classes are distinct organizations, which maintain their identity, designated by the year of graduation of their members. Each year, appropriate student officers are elected and appointed. A faculty advisor is appointed for the Freshmen Class each year by the Vice President for Student Life. This advisor remains the sponsor for the class through their senior year. Activities, projects, and traditions are established on the basis of need and interest.

4. Extra-Curricular Organizations

Extra-curricular organizations may be formed as the need arises, subject to authorization from the Student Government Association, the Director of Student Life and/or the Campus Life Committee.

5. Departmental Clubs

Various groups are organized so that students may pursue similar academic and vocational interest as the desire is presented. Any organization thus stated must receive its authorization from the Student Government Association and the Office of Student Life.

6. Social Organizations

One of the first tasks of the Student Government Association is to make proposals regarding the formation of social organizations. Social organizations, when established, serve the purpose of providing the medium for wholesome social activity. These groups are under the supervision of the Student Government Association.

7. Community Service and Mission Organizations (CoSMO)

Clubs may be formed, with the authorization of the Student Government Association, which have a specific purpose, comprised of persons who desire to work together for special campus community service projects.

8. Academic Honor Societies

Special groups are to be organized and affiliated with state and national organizations. The latter involve students who qualify academically or otherwise are elected into such societies.

9. Diversity Leadership Scholars' Program

The Diversity Leadership Scholars' Program is designed to provide strong academic, cultural, and social leadership experiences for its diverse students, enabling them to develop the skills, attitudes, and motivation to become successful student leaders at MVNU. The program will recruit and select multicultural candidates with a vision for leadership, Christian character, academic talent and service orientation. Each student is awarded a scholarship which is renewable for four years based on academic and leadership performance.

10. Organizational List

Following is a list of all active clubs and organizations on campus:

Accounting Club

Acting on Aids

Advertising Club

Flux Club (Art)

Graphic Design Club

History Club

Alpha Chi	Koinonia
American Sign Language Club	Lakeholm Viewer (Newspaper)
Association of Computing Machinery	Living Witness
Biology Club	Mansion Builders
Chemistry Club	Math Club
College Republicans	Outdoor Adventure Club
Cougar Crazies	Phi Delta Lambda
Cougar Nursing Club	Psychology Club
Criminal Justice Club	Science Fiction Club
Cross-Cultural Club	SIFE (Students in Free Enterprise)
Delta Mu Delta	Sigma Tau Delta
Drama Club	Silent Parables
Enerazan (Yearbook)	Spanish Club
Family and Consumer Science	Student Education Association
Fellowship of Christian Athletes	Student Government Association
Film Makers Guild	Students With Concern
	Young Democrats

G. TRADITIONAL ACTIVITIES

1. Homecoming
The outstanding alumni event of the university year is at Homecoming. It features spirited intercollegiate basketball games between MVNU's fighting "Cougars" and rivals. The Homecoming Queen and her Court are elected by the student body and reign over this gala affair.
2. Mr. MVNU
This humorous night allows elected male representatives from each class to "compete" for the title of Mr. MVNU.
3. TWIRP Week
TWIRP (The Woman Is Required to Pay) activities are sponsored by SGA throughout the week.
4. Junior/Senior Banquet

This banquet is held near the end of the year, and is sponsored by the Junior Class in honor of the Seniors.

6. **Concerts/SonFest**
Several concerts are held throughout the year, sponsored by Student Government, Admissions and others. Selected artists are usually well-known Christian contemporary groups.
7. **Welcome Week**
A collective group of events aimed at integrating freshmen into the campus as well as welcoming back returning students.
8. **Block Party**
The finale of SGA events ranging from the traditional slip and slide to splatter drums in front of the Prince Student Union and Galloway parking lot at the end of the academic year.
9. **Friday Night Live**
MVNU's spinoff of the famous Saturday Night Live including acts from faculty, staff and students all engaging in comedy routines for a night of great laughs.

IV. ACADEMICS

A. ACADEMICS

B. THORNE LIBRARY AND EDUCATIONAL RESOURCE CENTER

IV. ACADEMICS

- A. See University catalog regarding academic procedures and integrity information at: <http://www.mvnu.edu/catalog/catalog1011.pdf> . Starting on page 44.
- B. THORNE LIBRARY/LEARNING RESOURCE CENTER/
EDUCATIONAL RESOURCE CENTER

The Library and Educational Resource Center contain more than 120,000 items, with 579 print periodicals and newspapers. Access to 48 million library items is available through OhioLINK, our statewide library network. Books are classified according to the Library of Congress classification system.

1. Research

The Library offers many print, audiovisual and electronic resources including 140 subscription databases and 8,300 e-journals full-text, 3,000+ educational e-videos, and 55,000 e-books. Library faculty are available for research assistance in person, by telephone, email or chat. See <http://library.mvnu.edu> “Ask a Librarian” for contact information.

2. Library and Educational Resource Center Hours

Monday – Thursday	7:45 am -- 11 pm
Friday	7:45 am -- 8:30 pm
Saturday	11 am -- 8 pm
Sunday	7:15 -- 11:45 pm

(Library Hours vary during breaks and holidays).

Hours are shortened during semester breaks, holidays, January and summer terms.

3. Extended Hours Study Room -- open 24 hours

This room is equipped with six network PC’s, two Mac computers, two scanners, and a printer.

4. Policies/Fines

Regular circulating books may be borrowed for three weeks, and may be renewed up to 4 times. There is a limit of 50 items that may be checked out at one time. Books not returned when due are subject to fines. Videos/DVD’s circulate for 3 days and may be renewed once. “Reference” materials and periodicals do not circulate outside the Library. Photocopies may be made in the Library at 10 cents per page. Copier cards may be purchased that allow copies at 8.5 cents per page.

Laptops (MACs, PCs) may be checked out at the circulation desk (**LIMITED OVERNIGHT CHECKOUTS**). Unless approve for overnight, laptops are **DUE AT LIBRARY CLOSING**. Laptops returned after library closing will be assessed a

\$50.00 fine. Laptop chargers and cases returned past closing are also assessed \$50.00 each.

Circulating equipment is available for MVNU educational purposes only. Reservations must be made 24 hours in advance of desired pick-up time. Circulation period is 24 hours with no renewals. A weekend reservation is available after 4:00 p.m. on Friday and due Monday at 8:45 a.m. No equipment is checked out on Saturday or Sunday. A current MVNU ID is required for circulation of all equipment.

Overdue fines are assessed as follows:

- a. Overdue two-hour reserve books: \$1.00 per hour. When checked out for overnight, two-hour reserve books or articles must be returned within one hour of opening time the following day.
- b. Overdue two-day reserve books: \$1.00 per day.
- c. Overdue one-week reserves: 50 cents per day.
- d. Overdue regular circulating books: 25 cents per day.
- e. Overdue videos/DVDs: \$1.00 per day
- f. Overdue A-V equipment: \$5.00 per hour, per piece; replacement costs and billing charges are billed after the 3rd overdue hour.
- g. Overdue ERC curriculum materials: 25 cents per day
- h. Recalled items: \$2.00 per day for OhioLINK items, .90 per day for MVNU items.
- i. Overdue laptops: \$50.00 if not returned at library closing; replacement cost: \$1,000.00 billed on second day after due date.
- j. Overdue laptop chargers and cases: \$50.00 each if not returned at library closing; replacement cost: \$50.00 billed on second day after due date.

Overdue books should be returned to the Circulation Desk. Books may be returned via the book drop at the Library/LRC at times when the Library is closed.

Once an item is one month overdue, it is considered lost, and both a replacement fee and a billing fee are assessed. If a lost item is returned, the replacement fee is waived, but the billing fee (\$10 for MVNU materials) still applies.

5. OHIOLINK

OhioLINK books circulate for three weeks, and have four renewals unless a hold is placed. No renewals on items with holds. Renewals may be made by phone. OhioLINK media (videos, CDs, DVDs, etc.) circulate for one week and cannot be renewed.

OVERDUES: OHIOLINK has set up strict policies for overdue items that are different than our local policies. An overdue item will incur a charge of \$.50 per day. A recalled overdue item will incur a charge of \$2.00 per day. Once an item is 30

days overdue, it is considered lost, and will incur a \$75.00 replacement fee along with a \$50 billing fee.

6. **CHECK YOUR RECORD:** Keeping track of library books requested through OhioLINK is easy. Go to <http://library.mvnu.edu> and select “Check Your Library Record.” Items will be listed with the status of “Requested,” “In Transit,” or “OhioLINK Rec'd.” This last status means that the item is ready to be picked up. You can also view a list of items you currently have checked out and their due dates.

V. CAMPUS POLICIES AND PROCEDURES

- A. COMMUNITY VALUES
- B. GENERAL EXPECTATIONS
- C. CHAPEL
- D. DRESS STANDARDS
- E. DINING COMMONS
- F. TRAFFIC SAFETY
- G. COMMUNITY POLICIES
- H. COMMUNITY OFFENSES
- I. RESIDENTIAL LIFE
- J. DISCIPLINE AND ACCOUNTABILITY

V. CAMPUS POLICIES AND PROCEDURES

A. COMMUNITY VALUES

1. Quality of Campus Community Life

University life outside the classroom should contribute to learning. Not only the regular academic program, but also the experiences of living together in a community should add to one's education. Education involves not only the mind, but also the use of the body, the control of emotions, the making of choices, the development of character, the response to religious experiences, and other factors.

Freedom is not absolute for anyone, anywhere, anytime. The purpose of the University community is not to unduly restrict the growing freedom of the student, but to accomplish certain positive values.

The small Christian liberal arts university has a distinctive character. It is committed to Christian moral and spiritual values. Where these imply restrictions of conduct they are in the interest of a richer experience of community life. None of these restrictions harm anybody. Just as student athletes accept confining disciplines in order to achieve six prized excellencies, so students in the MVNU community accept the disciplines of the community in order to achieve the benefits of a certain quality of community life.

2. Expected Behavior Patterns

Each member of the university community is expected to live honorably, considerately, and peacefully with his neighbors. The standards of behavior are those of the Church of the Nazarene, the sponsoring church, which gives substantial financial and moral support, and from which most MVNU students are recruited. It is expected that each person will assume responsibility for unquestioned honesty; that each person will refrain from the use of alcoholic beverages, tobacco, and other habituating drugs; that each person will accept the responsibility for choosing morally enhancing forms of recreation, entertainment, and interpersonal relationships.

It is the goal of MVNU that the standard of conduct be Christian and that the atmosphere of the campus be such as to include all the community in Christian fellowship. The Christian value system espoused by MVNU does not condone offensive pictures or literature, or other inappropriate materials (example, liquor bottles, road or street signs); expressing lack of self-respect and respect for others in public display of affections, swearing and profane or obscene language, and all forms of gambling. These are all inappropriate and out of place in the community atmosphere we seek. Students will be subject to disciplinary action for violation of any of the above guidelines.

MVNU resolves that every student--regardless of race, gender, color, or disability--shall have equal opportunity for adjustment, achievement, and accountability.

Students who are admitted and who continue to be enrolled must give evidence of the ability to function in the total university environment, meeting financial, physical, emotional, academic, and behavioral criteria. Inability to so function will call for review at various official levels for continuation of enrollment.

MVNU has much to offer responsible individuals--achievement, fellowship, love, community life, Christian ideals, and life changing experiences. The basic goal is to provide an academic, social, physical, and spiritual community atmosphere, which will be both rewarding and redemptive. In some cases, however, the failure to exhibit the responsibility in choices, words, attitudes, and actions so compromise the atmosphere desired (and necessary to accomplish the full-orbed goals) that the “needs of the individual” must be limited, subservient to the “needs of the community.”

3. Human Sexuality

Human sexuality is an integral part of personhood, and is a gift from God. At MVNU, we desire to respect, honor, and protect the gift of human sexuality provided by the Creator. As an institution desiring to be a Christian community, we seek to live life together under the authority of Christ, following His teaching and His life of compassion. The university affirms the biblical teaching that sexual intimacies are to be shared as God’s gift within the context of a committed marriage relationship between a man and a woman, and to do otherwise is to distort the holiness and beauty that God intended. As members of a Christian community, we are admonished to avoid certain sexual activities held to be incompatible with God’s will for our sexual integrity, including, but not limited to, fornication, sexual promiscuity, adultery, homosexual acts, homosexual behavior, public expression and/or promotion of a homosexual lifestyle, and viewing/participating in pornography. MVNU lifestyle guidelines upholding these principles are in keeping with both biblical teaching and the Church of the Nazarene (2005-2009 Manual, pp. 57-58).

4. Rights of Students

It is important that students at MVNU understand the limits or parameters of their rights.

First, Mount Vernon Nazarene University is a private church university. This characterization immediately indicates that the students are in a different category than students at a public, state-supported university.

State-supported universities operate from a different legal basis with their students than private universities. Comparisons between them must take this into consideration.

Second, students in private church universities are in a “covenant or contractual” relationship. They choose voluntarily to attend the university. They voluntarily agree

to accept the responsibility to fulfill the community rules and regulations of the university when they sign their applications and/or housing contracts for admission. The university's part of the contract is in the form of catalog and student handbook. For tuition, fees, room and board, the university agrees to provide rooms, meals, professors and classrooms.

It is assumed that voluntary acceptance of this contract by the students is in good faith. The university tries to do its part and expects the same from students. When either party feels the other one is not fulfilling its part of the contract satisfactorily, it is free to terminate the arrangement. The student may withdraw in the middle of the contract; the university may ask the student to terminate attendance at the institution when behavior is incompatible with the environment as determined by the university administration and appropriate committees.

Students may be suspended, dismissed, expelled, or asked to withdraw on either academic and/or behavioral grounds. The main consideration is the degree to which students are fulfilling their contractual agreements. If they are falling behind in grade points, they are not keeping their end of the contracts. If they prove themselves to be poor citizens, whose behavior on or off campus is incompatible with the community expectations of MVNU, they are failing their part of the contracts.

Disruption of the normal pattern of the university community life, either day or night, is viewed as the students' failure of the contracts. Such disruption or violation of university policy may result in the student's immediate removal from campus and/or revision of housing assignment until a hearing may be conducted on the matter. The disciplinary hearing will be conducted and expedited in a timely manner, according to processes outlined in the student handbook.

Third, students who are accused of misconduct that would warrant suspension, dismissal, or expulsion have the right to know the nature of the offense and its possible consequences. The sources of information do not need to be divulged by the administration, since all such accusations are treated as reports, not facts. Students have the right to defend themselves and offer evidence in their defense.

Fourth, students have the right to appeal the decisions made in their cases in harmony with established guidelines as contained in Section XIV, Disciplinary Roles, Procedures, and Appeals Processes.

Fifth, residential students do not live in their rooms under the same relationship as a lessee of property. Their rooms are not exclusively their domain. The university administration or officials authorized by the Vice President for Student Life can have access for inspections. This is further sustained by the fact that no particular room is rented to a student, but is merely a room assigned for their use during the academic year. Specific room assignment may change from time to time at the discretion of

Student Life personnel. The right to inspect rooms by the Student Life Staff at any time is based on the contractual agreement as stated in the Housing Contract.

MVNU fully subscribes to federal regulations protecting the privacy of students. To insure compliance with these prescriptions, limited disciplinary information may be shared with parents, relatives, or friends of a student without prior written information release granted by the student.

B. GENERAL EXPECTATIONS

1. Religious Responsibility

Faithful attendance in regularly scheduled and special church services and chapel services is expected of all students. Various other on-campus religious organizations provide opportunities for vital religious experience, personal growth, involvement with mission and ministry of the church and service.

2. Student Involvement

MVNU stresses the importance of involving its students in the decision-making process of the institution. This is evidenced by students serving on the following university committees and councils:

- President's Advisory Committee
- Academic Standards Committee
- Admissions Committee
- Homecoming Committee
- Chapel Committee
- Academic Council
- Athletic Committee
- Lecture/Artist Committee
- Library Committee
- Student Academic Life Committee
- Teacher Education Committee
- General Education Committee
- Campus Life Committee
- Committee on Intramural Athletics
- Intercultural Committee
- University Judicial Council
- Student Government Committees

3. Social Expectations

The ethical views of the larger society, the new freedom from immediate parental oversight, along with the normal tendencies of socializing young people, tend to create a general environment of greater permissiveness.

The university, however, does not condone undue familiarity, inappropriate public displays, or irresponsible private social behavior. The university does not permit opposite gender visitation in the men and women's residence living areas, except for announced special open-house events, and approved guest pass visitation (see "I. Residential Life"). Students should respond to social situations with their own inner controls so that social interaction reflects mutual respect, Christian purity and self-discipline. Failure to maintain these individual controls will cause the student to be subject to accountability, fines, limitation of privilege, social probation, suspension and/or dismissal from university.

4. Responsibility for Personal Property

The university shall not be liable, directly or indirectly, for any loss due to theft of personal property of students or their guests, or any damage or destruction of such property by fire, water, vandalism, or other cause. Students are advised to procure personal insurance against such eventualities since the university cannot purchase this protection for students. Students should be sure their property is covered by parents' homeowners' policy, or obtain a policy on their own items. All valuables should be taken home during break times throughout the school year.

5. Responsibility for University Property

Occasionally there is damage in some of the residence living areas, and occasionally it is impossible to determine who is responsible for the damage. Therefore, students will be held responsible for the condition of their rooms. Damage to or theft of furnishings will be charged to the occupants assigned. Occupants of a room may be held jointly responsible for losses or damage where individual responsibility cannot be determined.

In halls or apartment areas, including exterior areas, where the university has determined that the residents are consistently tolerating undue abuse of university property and the responsible individual(s) cannot be identified, upon proper notification by the residence life staff, all such residents will be held responsible for paying a per-capita share of the cost of repairing such damages. Residents will also be held responsible for their guests and their actions. Residents are expected to take every precaution to assure that common property is not abused. The principle that damage to university property must be paid for by campus residents will consistently be followed.

C. CHAPEL

1. Chapel Attendance Policies

Chapel services are considered a vital part of the university experience at Mount Vernon Nazarene University. MVNU seeks to create and nurture a distinctive

community based on Christian ideals. The university's purpose is to aid in development of every aspect of Christian personhood, spirit, mind and body.

The chapel hour can be a source of unity and strength in that it is the only time when the majority of the campus community is together. The chapel program is not a substitute for church programming or attendance. Therefore, it is recommended that each student choose a church home early in the year and attend regularly the services of their choice. Chapel services for fall and spring semesters are generally held M-W-F (10:20am), Wednesday evenings (7:15pm), and occasionally on Thursday (10:20am) during special chapel programs. January Term Chapel services are held on Tuesday and Thursday (10:20am).

2. Attendance Requirements

All residential students are required to achieve required spiritual life credits regardless of academic hours for the fall and spring semester. This applies to the January Term as well. Commuter students enrolled for twelve or more hours in the fall and spring semesters and one or more hours in J-Term are required to earn chapel credits.

Full-time students under the age of 22 who are granted off-campus housing are not permitted to petition out of chapel, regardless of their class and/or work schedule. Part-time students (taking less than 12 hours) can be exempt from chapel when they fill out a chapel petition each semester. Chapel petitions are now located on the MVNU Student portal at: http://my.mvnu.edu/ics/Students/Campus_Life.jnz (click on the Chapel Petition Form link located under “Chapel Attendance.”)

Students may not use another student's ID to scan for chapel attendance. Students who attempt to falsify chapel attendance for any reason will have two credits deducted. Students may not leave early from chapel unless prior approval has been granted. Absences in excess of those allowed will incur (except for documented illness, medical emergency, or funerals) monetary fines and/or other baseline disciplines.

3. Chapel Absences

Students who have a legitimate absence (i.e. medical, family emergency, funeral) can receive an exemption for a morning service. Documentation of absences must be presented to Campus Ministries no later than five business days following the absence. Any Chapel absence related to the mission of the University may be submitted to the Campus Ministries office for review, however not all chapel absence requests will be granted.

Students can check their chapel attendance through the MVNU web portal. Students have 5 business days from the date of absence to appeal the accuracy of chapel attendance records.

Credit Requirements

Fall 2010

Students are required to earn **36 credits**. Credits can be earned through the following experiences.

Fall Experiences:

- *Quadrant 1 - **Corporate Worship Experiences** (1 credit per service)
- *Quadrant 2 - **Small Groups** sponsored by Campus Ministries (Maximum of 10 credits)
- *Quadrant 3 - **Community Service** sponsored by Campus Ministries (Maximum 10 credits)
- *Quadrant 4 - **Mission trips** sponsored by Campus Ministries – (Maximum 5 credits)

January 2011

Students are required to earn **6 credits** through corporate worship experiences.

Spring 2011

Students are required to earn **36 credits**. Credits can be earned through the following experiences.

Spring Experiences:

- *Quadrant 1 - **Corporate Worship Experiences** (1 credit per service)
- *Quadrant 2 - **Small Groups** sponsored by Campus Ministries (Maximum of 10 credits)
- *Quadrant 3 - **Community Service** sponsored by Campus Ministries (Maximum 10 credits)
- *Quadrant 4 - **Mission trips** sponsored by Campus Ministries – (Maximum 5 credits)

4. Interventions

Email notifications will be sent to students who have not earned adequate chapel credits based upon the percentage of credits offered during a semester.

Monetary fines assessed for failure to achieve required spiritual life credits are as follows:

For earning only:

35 Credits	the fine will be	\$20	.
34		\$40	
33		\$60	
32		\$80	
31		\$100	
30		\$120	
29		\$140	
28		\$160	

27.....	\$180	}	Plus Chapel Probation*
26	\$200		
25	\$220		
24	\$240		
23	\$260		

5. Chapel Attendance Baseline (**Fall & Spring only**)

- a. Failure to **earn 23-25 Spiritual Life Credits** during a semester – Chapel Probation* for the following semester.
- b. Failure to **earn 23 or less Spiritual Life Credits** during a semester – DISMISSAL for the following semester. A graduating senior failing to earn 23 credits will have their diploma withheld. A student will need to meet with the Campus Ministries staff to fulfill additional spiritually formative assignments in order to graduate.

* **Chapel Probation** – a student must earn 36 Spiritual Life Credits in the semester they are serving probation or they will be dismissed for the following semester. A graduating senior failing to earn 23 credits will have their diploma withheld.

All chapel fines must be paid before transcripts or diplomas will be released.

6. Chapel Attendance Appeal Process

Each student will be responsible for keeping track of their chapel credits. A student’s chapel record can be found on the MVNU web portal. Ignorance of the chapel attendance policies or failure to meet chapel credit requirements does not excuse potential assessment of monetary fine. Students have 5 business days following the last chapel of each semester/term to appeal any chapel penalties. All chapel fines must be paid before transcripts or diplomas will be released.

A chapel fine can be paid: with a check at the Student Accounts Office; with a credit card or cash at the Perry Business Building located beside the Lakeholm Administrative Building.

7. Late Policy

The chapel hour begins at 10:20 a.m. Students arriving to chapel between 10:25 - 10:35 a.m. are considered late. Attendance will not be accepted for any student who arrives after 10:35 a.m. Late records will be kept by chapel staff. Any subsequent late after 3 times will forfeit that student’s attendance for that day. Academic-related lateness verified in writing by a faculty or staff member are exempt from the late policy.

8. Temporary Passes

Temporary passes are issued when a student does not have their id card or their id card is not working. Students can be issued 3 temporary chapel attendance passes per semester that count toward their chapel attendance; after three temporary passes are used then subsequent passes count as a chapel absence.

If a student's id card does not scan due to being damaged or worn out, they are encouraged to go to Facility Services and purchase a new id card for \$10. Please call the Facility Services extension 4430 for office hours.

9. Chapel Behavior Guidelines

Chapel is a community event for Mount Vernon Nazarene University, because of its corporate nature, students are expected to conduct themselves responsibly, respectfully, and politely during chapel. A student is requested to keep in mind that their actions can be disruptive to others during chapel.

Updated 4-22-10

D. DRESS STANDARDS

Modesty is the prevailing theme for community member attire; this is meant to be a reflection of both the mission of the university and our biblical mandate to respect our brothers and sisters in Christ. All community members are expected to select clothing consistent with the values of the university. Attire which is sexually provocative, too revealing, or displays advertisements or language violating or encouraging the violation of lifestyle guidelines is not acceptable and may result in disciplinary action. For safety and health reasons, students should always have appropriate footwear in campus buildings.

While the above policy reflects broad parameters for community attire, individual faculty and staff members may establish more specific standards for particular campus settings and/or programs based on professional standards or appropriateness for specific occasions and activities.

E. DINING COMMONS – Pioneer College Caterers

1. Procedure

Students who live on campus are required to be on the meal plan. Others may

purchase meals at ala carte prices. The following procedures are in effect in the dining commons:

- a. Your university ID card is required for every entry into the dining commons. Non-resident students will not be allowed in the dining commons unless they purchase a meal. Use of another student's identification to obtain meals is considered deceptive and fraudulent behavior requiring disciplinary response. Students will be charged the maximum semester meal plan price if food service is fraudulently obtained.
- b. Waste is often created from too much food being taken. Please consider the amount of food taken and return to the service lines for more if necessary or desired.
- c. Food must be eaten in the dining commons. The only exception is when written permission is given by the nurse or the Resident Director for taking a meal to an ill student in the residence living area. Students will be charged for any food or utensils taken from the dining commons.
- d. Dining commons behavior reflects the maturity of individual students in many instances. Inappropriate behavior may be cause for disciplinary action. The Food Service Staff is authorized to enforce any rule relating to the dining commons.
- e. The Food Service Director or Managers are present to help students in any way they can. They welcome suggestions.
- f. If students have special dietary needs, we have employed a nutritionist to provide guidance. We will work in conjunction with the student's doctor to meet dietary needs.
- g. A sack lunch is provided to those who cannot be at the meal due to academic or work conflicts. Please sign up in the dining commons office.

2. Sack Lunch Policy

- a. Students who are on the board plan may request a sack lunch any time they miss a scheduled meal due to:
 - b. a conflict in class schedule
 - c. work
 - d. most ORGANIZED SCHOOL FUNCTIONS
 - e. Student teaching and other internships
- f. A sack lunch program form must be filled out and turned into the food service office.
- g. Sack lunches for school groups, such as athletic teams, must be ordered 24 hours in advance. The group must be missing a meal for which the lunch is prepared.
- h. Sack lunches are prepared from 6:15 a.m. - 9:00 a.m. Monday-Friday and will include items from the "sub station" plus pudding, fruit, chips, yogurt, and/or cookies with a variety of breads, a limited salad bar, and soda.

3. Meals

Important dining commons meals to remember under the residency period are:

August 27, 2011	Saturday	Begin Board Feeding (breakfast)
August 29, 2011	Monday	Begin Continuous Feeding
November 22, 2011	Tuesday	Close for Thanksgiving (lunch)
November 27, 2011	Sunday	Re-open dining commons (dinner)
December 9, 2011	Friday	Close for Christmas (lunch)
January 2, 2012	Tuesday	Open for J-term (dinner)
March 16, 2012	Friday	Close for Spring Break (lunch)
March 25, 2012	Sunday	Re-open dining commons (dinner)
April 5, 2012	Thursday	Close for Easter (lunch)
April 9, 2012	Monday	Re-open dining commons (dinner)
May 19, 2012	Saturday	Close for Graduation (breakfast)

4. Dress

- Shirts and shoes must be worn in the dining commons at all times.
- Campus dress standards must be adhered to at all times in the dining commons.

5. Hours

Monday – Friday 7:00 am to 7:00 pm
Saturday & Sunday – Breakfast 8:30-9:30 am
Lunch 11:30-1:15 pm
Dinner 5:00-6:30 pm

Hot breakfast featuring all your favorites, a made to order line, Belgian waffles, cereal, pastries and more. Deli bar will also be available for students who need to pack a lunch (**6:15 am – 9:30 am**).

Continental breakfast with cereal, pastries and more. Plus our made to order line and Belgian waffles (**9:30 am – 10:00 am**).

Light lunch features deli bar, soup and salad, fresh baked desserts, ice cream and toppings along with cereal, bread and bagels and fresh baked subs made to order (**10:00 am – 11:00 am**).

Full lunch program is available with all your favorites plus a grill station with burritos made to order, pizza and demo station (**11:00am – 2:00 pm**).

Light lunch features fresh made to order subs, soup & salad, fresh baked desserts, cereal, bread, bagels, ice cream & toppings, (**2:00 pm – 4:30 pm**).



Dinner program with traditional line, all the specialty bars featured at lunch, and carved roasted meat (**4:30 pm – 7:00 pm**).

V. CAMPUS POLICIES AND PROCEDURES

F. TRAFFIC SAFETY

1. Automobile Policy

- **Registration:**
Students are permitted to have one motor vehicle on campus (including motorcycles). This privilege may be denied to any student who cannot or will not assume mature responsibility.
- All motor vehicles **must** be registered online by visiting the Campus Safety web page at <http://www.mvnu.edu/services/safety/safety.asp#vehicle> prior to or at the time the motor vehicle is brought on campus.
- The following item is necessary for online vehicle or motorcycle registration:
-- license plate number. Your parking decal will be sent to your campus mailbox.
- Any change in vehicle, title insurance, or licensing must be reported immediately to the Campus Safety office via email: security@mvnu.edu or by calling (740) 397-9000 ext. 4000 to reach a Campus Safety officer.

2. Operable Condition Policy

Parking permits are limited to properly licensed, insured and operable motor vehicles. All vehicles parked on campus must be properly licensed, insured and maintained in an operable condition. When the Coordinator of Campus Safety determines that a vehicle remains in disrepair, inoperable condition, is not properly licensed and/or insured, the Coordinator will notify the owner or registrant in writing, the parking permit will be revoked and the vehicle will be towed (at owner or registrant expense) to an off-campus location. Such action will be taken if the owner or registrant fails to remove the vehicle to an off-campus location within seven days of notification.

The Campus Safety Department will stop and check all cars coming on to or leaving the campus after hours. Any student failing to stop will result in the loss of the privilege to have a motor vehicle on campus, and a fine. Alcohol, tobacco products, illegal drugs or drug paraphernalia are not permitted in student vehicles. Student vehicles are subject to search by Campus Safety officers investigating alcohol, drug, fireworks, weapon, or pornographic materials violations.

Before leaving on Spring Break contact Campus Safety for your parking assignment. Anyone failing to do so will be towed at owner's expense.

All motor vehicles left on campus after June 1 will be towed away at owner's expense.

3. Motorcycle Policy

Motorcycles are allowed on campus only for transportation to and from the campus. They are not allowed for pleasure riding on campus. Motorcycles must be parked in designated areas, not in the shelters provided for bicycles. Motorcycles parked in these shelters will be towed away at owner's expense.

All motorcycles must be licensed and insured and registered with Campus Safety. They are not to be ridden on sidewalks or the lawn.

4. Bicycle Policy

Bicycles must be registered at the Campus Safety Office. Bikes must be parked in the bike shed, at your living quarters. For protection, the bike should be chain-locked in the bike shed. Bicycles may not be stored in residence living areas. The storage or placement of bicycles is not permitted anywhere inside campus buildings. Bicycles not removed by June 1 will be offered for sale unless they are registered by summer residents with the Campus Safety Office.

5. Safety

Motor vehicles of all kinds (including motorcycles) are to use only the blacktop roads on campus. No motor vehicles will be allowed on sidewalks, in courtyards, or on lawn areas. No parking is allowed near trash/recycling. Vehicles should not be loaded beyond the normal capacity since this interferes with safe operation. Under no circumstances should any student ride on the outside of a moving vehicle.

All campus drivers should obey posted speed limits and traffic signs. Speed limit on campus is 20 mph. Penalties for illegal parking and moving violations are enforced.

Repeated offenses, irresponsible behavior disregarding safety, or failure to respect the common needs of the campus community while operating a motor vehicle may result in the loss of the privilege to have a motor vehicle on campus.

No skateboard or rollerblade use is permitted in or near campus buildings, (e.g., Campus Center, Faculty, Regents, Lakeholm Administration Building, Founders Hall, etc.). Campus building steps, landings and entryways are always off limits. This activity is not allowed at any time near the Chapel, particularly on any concrete landings, steps and sidewalks adjoining the Chapel. Additionally, any person using such equipment or participating in any activity that enhances risk of personal injury or damage to campus property, impede safe pedestrian access, or injure others must cease this activity immediately.

6. Auto Maintenance

Residents are prohibited from performing maintenance work on their vehicles in community parking lots. Safety concerns prohibit vehicles from being elevated on jacks or jack stands. Oil changes are not permitted on parking lot surfaces due to potential spills.

7. Parking

Residential students must park in their designated lot. Parking by residential students in the following lots is not allowed: Chapel, Grove, Hyson Campus Center and Jennie K. Moore.

Birch Apartments 200-204: Decals are brown. Parking is permitted in the parking lot on the west side of Oakwood Hall.

Birch Apartments 205-216: Decals are gray. Parking is permitted in the parking lot north of Rosewood Apartments.

Cedar Apartments: Decals are brown. Parking is permitted only in the lot south of Cedar Apartments.

Cypress Apartments: Decals are gray. Parking is permitted only in the lots south or north of Cypress Apartments.

Galloway Hall: Decals are orange. Parking is permitted only in the lot directly in front of Galloway Hall or in the lot behind Galloway Hall.

Maplewood and Elmwood Apartments: Decals are red. Parking is permitted only in the lot north of Rosewood Apartments, or the lot directly in front of Maplewood and Elmwood Apartments and the East side of Galloway.

Oakwood Hall: Decals are brown. Parking is permitted only in the lot on the west side of Oakwood Hall.

Pioneer Hall: Decals are green. Parking is permitted only in the lot between JSB and Pioneer Hall.

Redwood Hall: Decals are gray. Parking is permitted only in the lot directly in front of Redwood Hall.

Rosewood Apartments: Decals are red. Parking is permitted only in the lots north of Rosewood Apartments.

Spruce Apartments: Decals are red. Parking is permitted only in the lot directly to the east of Spruce Apartments.

Overflow Parking: Residential students are permitted to park in the North Chapel, Pioneer, or Oakwood lots in the evening only if regular lot is full due to a campus event. The vehicle must be moved back to the assigned lot by 8:00 a.m. the following day.

Commuter Students: Decals are blue. Parking is permitted only in the north or south Chapel Parking lots, or the parking lot on the East side of the Cougar Corner Bookstore. Parking is permitted in spaces outlined *in white lines only*. After 5:00 p.m., commuter students are allowed to park in the yellow spaced parking areas on the east side of the Hyson Campus Center.

Graduate and Graduate and Professional Studies Students: Decals are blue. Parking is permitted only where Commuter Students are permitted to park. (*see Commuter Parking Guidelines above*)

- Yellow lines are designated for faculty and staff only.
- A student must have a handicap decal to be permitted to park in a handicap parking spot. Temporary handicap passes are available by contacting Student Health Services office.
- Students are not permitted to park in the fire lanes in front of any building. This is a statewide law.
- Students are not permitted to park in the parking spots that are reserved for service vehicles.
- Students are not permitted to park in the Facilities Services lot while using the weight room.
- Students are not permitted to park or drive on the sidewalks or the grass for any reason.
- Parking in front of a trash/recycling area is prohibited at all times.
- Students may request a temporary parking pass for temporary change of vehicles at the Campus Safety office.
- Guest passes will be issued to visitors to the university during the duration of their visits upon request initiated by visitors or the person or the department to be visited. These passes, which must be displayed in the visitors' car's windshield, authorize parking for such time (temporary), as the visitor will be on campus.

Visitor Parking: Visitor parking spaces are available at the north and south ends of Founders Hall, the south end of Campus Center, and by the Administration Building.

Parking Permit: Since the person who registers the automobile is held responsible for the automobile bearing his or her permit, the person should, for his or her protection, when trading automobiles, return the old permit to the Campus Safety Department to receive a new permit. All permits remain the property of MVNU and may be removed as necessary to implement policies and regulations of the University.

In the case of a student's early withdrawal, the parking decal must be returned to the Campus Safety Department before the withdrawal process will be considered complete.

8. Violations

The violation of any of the motor vehicle regulations will result in disciplinary action, fines as outlined here, or both. These rules apply to all persons driving on campus, no exceptions, and will be enforced 24 hours a day, seven days a week.

Citations:

- Parking in a No Parking Zone: \$20
- Parking/Driving on the grass, sidewalks or courtyards: \$20

- Parking in lot other than designated on decal: \$20
- Failing to display or improper display of decal: \$20
- Parking in Faculty/Staff parking: \$20
- Failure to obey safety instruction of an officer: \$50
- Failing to register vehicle: \$100
- Failing to stop at a stop sign: \$50
- Fire lane violation: \$50
- Reckless driving/speeding: \$50
- Failing to stop for a Campus Safety Officer: \$50
- Wrong way on a one-way street: \$50
- Handicap parking violation: \$50
- Blocking trash/recycling access: \$50
- Unauthorized parking in Campus Center lot: \$50
- Boot removal \$75/plus violation fine

Vehicles will be **immobilized** after three of any of the following violations:

- Failing to register vehicle.
- Repeated failure to abide by regulations.

Immobilizations are the attachment of a device that inhibits the movement of a vehicle. Mount Vernon Nazarene University is not responsible for any damage incurred in applying the immobilizer and assumes no liability for damages to vehicles attempted to be driven while immobilized. Any damage to or loss of the immobilizer will be assessed in addition to the immobilization fee. Cost of the vehicle immobilizer will be assessed the permit to holder or vehicle owner.

Boot removal and violation fine(s) must be paid in full at Student Accounts accompanied with a receipt to Campus Safety before release of vehicle. Fines must be paid within 72 hours or vehicle will be towed at owners' expense.

A second offense of the same violation will result in fines being doubled. Citations may be appealed within three (3) school days. To submit an appeal go to www.mvnu.edu/cgi-bin/citationappeal.pl and click on Traffic Citation Appeal Form.

G. COMMUNITY POLICIES

1. Civil and Criminal Code

The University fully cooperates with appropriate law enforcement agencies for those found in violation of the civil and criminal code.

2. River and Pond Areas

These areas are off limits for swimming and boating, for health and safety

considerations. This includes the Kokosing Creek, which is a federally protected waterway, and any entry to the MVNU reflection pond.

3. **Unsupervised Children**
For safety reasons, unsupervised children are not permitted on campus.
4. **Promotion for Business by Off Campus Groups/Individuals (includes for profit and non-profit ventures)**
Off-campus groups or companies are not permitted to sell or promote on campus in any manner (includes bank or telephone credit card/sales promotions, vendors or sales parties, use of MVNU technology for promotion/solicitation).
5. **Promotion for Business by On Campus Groups/Individuals (includes for profit and non-profit ventures).** Students shall not establish or conduct business, including selling of goods/services, or promoting off campus ventures by use of voice mail, e-mail, posters, flyers, parties, sales meetings, mailings, etc. within the campus community. The use of any promotion outside of the campus community that associates a student business venture with the university is prohibited. This includes but is not limited to the use of the university name, logo, telephone number, e-mail and postal address.
6. **Solicitation of Funds by On Campus Groups**
Prior approval from the Office of Student Life must be obtained before soliciting funds and promoting of commerce on campus or in the community. An example includes asking businesses in the community for “free” gifts or coupons to use as door prizes for campus events. Approval requirements apply to individuals and all campus offices, groups or organizations. Unauthorized solicitations should be reported promptly to the Office of Student Life.
7. **Prank or Harassing Calls/E-mails**
The university will fully cooperate with all local, state, and federal authorities to insure the prosecution of individuals participating in prank phone calls on or off campus, or e-mails. Penalties may include (but not limited to) loss of services, civil fines, and imprisonment.
8. **Marriage**
Students desiring to get married are encouraged to seek counseling and advice from the University Chaplain or Counseling Center. Pre-marital counseling is recommended and can be scheduled in the Counseling and Career Center. Ideally, this should take place during the semester prior to marriage. If desired, this session should be scheduled no later than three months prior to the projected wedding date.
9. **Electronic Media Policy**

- a. MVNU is committed to the development of discernment and discretion in the personal and corporate uses of entertainment both on and off campus. All members of the MVNU community are expected to use Christian discernment and responsibility regarding the role and type of entertainment (e.g. television, movies, electronic games, music, literature) they utilize in their life, as well as to consider the impact on others who may be exposed to their entertainment choices. This discernment and responsibility should be guided by Scripture, the input of community members (e.g. roommates, resident assistants, spiritual life assistants, resident directors, etc.), and questions such as “What type of person am I becoming by engaging in this”?

Movies that are X-rated, NC-17-rated, unrated movies or inappropriate computer-transmitted movies are not permitted. See entertainment policy.

- b. All informal public viewing of a movie in residence halls lobbies or common areas must be approved by the residence life staff prior to viewing and in compliance with copyright law.
- c. All MVNU student organizations/groups may sponsor movies that foster intellectual, emotional, spiritual, or artistic growth and/or provide entertainment. The Office of Student Life must approve all movies that student organizations or groups want to sponsor and show on campus. Approval of a movie must be granted prior to placing an order with a movie company or announcing a showing.
- d. The U.S. Copyright Act places significant restrictions on the public use of recordings (rented or owned). No videos or DVDs are to be shown on campus in public lounges or to public audiences generally unless the proper license has been secured to do so.

10. MVNU Television Policy

Cable television is provided as a benefit for residential students of MVNU. This benefit can be revoked, at any time, for improper use or violation of other policies. This includes but is not limited to: Splitting or splicing cable, damaging MVNU common area electronic equipment, damaging room/apartment or other MVNU property.

MVNU is not obligated to compensate students when this privilege is revoked or for any disruption in service.

11. Policies to Keep in Mind When Planning Activities

- a. Should it be necessary to open buildings after normal closing hours for special events or group use, authorization should come from the office of the

- Provost/Chief Academic Officer or the Director of Student Life, using the **University's Facilities Use Form** advising time, date, group, building, etc. A copy should be sent to the Campus Safety Office.
- b. All event organizers are responsible for completion of the **MVNU Events Safety Form**. This form may be obtained from the Office of Student Life.
 - c. The agenda for coffeehouses, talent shows, etc. must be approved by the club/organization advisor, the Student Government Association VP of Social Life and the Director of Student Life.
 - d. Any on or off-campus concert or activity involving an off-campus performer must be approved by the Office of Student Life. Event planners must insure the completion of a Concert Performance Contract for all on and off-campus events.
 - e. All campus sponsored activities, both on and off-campus should reflect the values, standards and policies of the university, including no use of alcohol, tobacco, illegal drugs, and refraining from social dancing.
 - f. The sponsoring group of a social event is responsible for the conduct of all those in attendance (members and guests).
 - g. At least one faculty or staff advisor (or an approved employee substitute) must be present at any social activity.
 - h. When a student organization is to have a speaker from off campus, the arrangements must be cleared with the advisor of the organization. If there is a question, the advisor should consult with the Director of Student Life or Vice President for Student Life. It is a courtesy to notify the President of any off-campus speaker who may be invited to speak.
 - i. Finances
 - * No money will be forwarded by the university to an organization without the completion of the proper withdrawal form (available in the Office of Student Life or the Accounting Department). Check requests must be made at the Accounting Department on Monday or Wednesday in order to receive a check on Tuesday or Thursday. Money collected by an organization can be put in the college account for future use. Deposits are made in the Student Accounts Office.
 - j. When planning the decorations at any event, the committee responsible should be aware of the fire regulations and safety regulations, which would be required. Proper exits should be maintained at all times in the event of an emergency.
 - k. Planned university-wide activities Monday night through Thursday night of each week are not permitted without written approval from the Vice President for Student Life or Director of Student Life.
 - l. Any group desiring to stay overnight in a church or ministry organization facility must first have the event cleared through the University Relations Office or the President of the university.
 - m. All student-sponsored events must be coordinated for calendar purposes through the Office of Student Life.
 - n. During Wednesday evening and revival services, (generally 7:00 – 8:30 pm) only campus ministry sponsored events will be allowed.

12. Residential Lobbies

Residential lobbies on campus are public places much or all of the time. The goal at MVNU is that the treatment of furnishings and the interaction of individuals in each of these areas shall reflect a Christian community standard. A Resident Assistant, Resident Director or other supervisory person will be authorized to maintain the proper atmosphere by prohibiting the following:

- excessive noise from voices, TVs or stereos
- boisterous or disruptive activity
- littering
- moving furniture without permission
- putting feet on furniture
- reclining on the couches or floors
- inappropriate social behavior and public display of affection
- inappropriate dress
- gambling
- both genders sitting under blankets

13. Usage Policies for the Gym, Weight Room, Fitness Room, and Activity Room

Gym and Weight Room

- a. Faculty, staff (and their immediate families) and students will be allowed to use the gym facilities when there are no structured activities. The weight room can be utilized only during the time a monitor is present.
- b. Guests: faculty, staff and students are allowed to have one guest accompanying them while using the gym and weight room, as long as equipment/facilities are available and the use by the guest does not infringe on the use of faculty, staff or students. More than one guest is not allowed unless permission has been secured by the MVNU Athletic Director.
- c. Alumni: Are welcome to use the facilities when permission has been secured by the MVNU Athletic Director, contingent on their usage not infringing on the use of faculty, staff or students.
- d. All university policies apply during usage of these facilities, including guests and visitors. All schedule policies for use of the facilities must be observed.

Fitness and Activity Rooms

- a. Faculty, staff (and their immediate families when faculty/staff are present) and students will be allowed to use the fitness and activity rooms when there are no structured activities.
- b. Guests: Faculty, staff and students are allowed to have one guest accompanying them while using the fitness and activity rooms, as long as equipment/facilities are available and the use by the guest does not infringe on the use of faculty, staff or students.
- c. All university policies apply during usage of these facilities, including guests and visitors. All schedule policies for use of the facilities must be observed.

Usage Schedule for the Fitness and Activity Rooms

The Fitness and Activity Room will be open from 12:00 noon until curfew on Sundays. Monday – Saturday these facilities will be open from approximately 6:00 pm – curfew.

H. COMMUNITY OFFENSES

Each member of the university community is expected to live honorably, considerately, and peacefully with their neighbors. The standards of MVNU are those of the Church of the Nazarene. It is the goal of MVNU that the standard of conduct be Christian and that the atmosphere of the campus be such as to include responsibility to all the community in Christian fellowship.

Students may be sanctioned for conduct that constitutes a hazard to the health, safety, or well being of members of the university community or which is detrimental to the university's interest whether such conduct *occurs on campus, off campus or at University-sponsored events*. Additionally, the university may sanction its students for *on or off-campus misconduct* that is detrimental to the university's mission and interests. This will include behavior during weekends, semester breaks, Christmas, midterm, and summer breaks. In regard to our lifestyle guidelines, MVNU considers all individuals who have been accepted as students until such time as they graduate, withdraw, or are dismissed from the university.

1. Mission Related Offenses

- a. General
 - employment in businesses or commercial enterprises whose primary purpose violates the Manual of the Church of the Nazarene or the mission of the university.
 - disrespect for those in authority
 - persistent violation of chapel regulations and attendance

- gambling in any form
 - using profane or obscene language
- b. Personal Misconduct
- theft of university or personal property
 - sexual promiscuity and improprieties (including indecent exposure or exhibitionism). The possession of contraceptive devices (except birth control pills) shall be considered grounds for inquiry.
 - unauthorized voluntary overnight residence in the presence of the opposite sex or mixed company.
 - unauthorized residence living-area visitation. baseline policies apply to the one visiting and the one being visited. Others in the apartment being visited by a member of the opposite sex should ask the visitor to leave immediately and report it to the resident assistant or resident director.
 - sexual harassment; see “Sexual Discrimination, Sexual Harassment, and Sexual Violence.”
 - possessing pornographic materials. Pornography includes print, audio, digital, computer-transmitted, and visual materials that degrade the dignity of humankind and are contrary to the scriptural view of the sanctity of marriage and the wholesomeness of sex. Any visual or oral depiction of erotic behavior intended to cause sexual excitement is considered pornography.
- c. Harassment/Pranks
- ethnic jokes or any type of behavior demeaning to individuals of differing racial or ethnic origin
 - initiation of and participation in obscene or prank phone calls
 - participation in pranks
 - unauthorized access of another's Voice Mail or computer account
 - destroying or vandalizing property, or intent to destroy property
 - intimidation, (abusive behavior which injures, degrades, disgraces or threatens to do the same to any individual and/or their property)
 - hazing, as defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a group or organization.
 - harassment, or any form of initiation on or off-campus. This includes harassment by exacting unnecessary or disagreeable work; banter, ridicule or criticism; or playing abusive and humiliating tricks by way of initiation.
 - using voice mail, telecommunications, or computer technology for pranks, pornographic communications, or harassment.
- d. Alcohol/Drugs/Tobacco
- use, purchase, sale, possession of drugs, or being in the presence of drugs.

- use, purchase, or possession of intoxicating beverages, or being in the presence of same: MVNU students are individually responsible for not consuming, trafficking in, or being in the presence of alcoholic beverages or other unauthorized drugs. Students in the presence of alcohol in their homes will not be held accountable for their families' use of alcohol.
- Following are examples of what students should do if they find themselves in any of the above circumstances: 1) Ask the person(s) responsible to dispose of the same immediately; 2) Report it to the Resident Assistant, Resident Director, or Director of Residence Life; 3) Leave the area immediately. Failure to do any of the above indicates that the student(s) is a willing participant in this serious violation of University policy and is therefore subject to disciplinary action. The purchase, possession, use or distribution of alcohol or drugs may provide cause for immediate suspension or expulsion regardless of prior violation.
- use or possession of tobacco in any form

e. Entertainment

- social dancing, patronizing inappropriate places of entertainment; students are not to attend dances, discotheques, taverns, lounges, or nightclubs.
- gambling in any form
- participation in computer-generated pornography, games, or entertainment which violates the mission of MVNU

f. Deception

- purposeful deception of a responsible university official falsification, distortion, or misrepresentation of information to inquiries of a campus official or a judicial body.
- Institution of a judicial proceeding knowingly without cause.
- falsification of information with regard to university documents or inquiries.
- dishonesty with respect to course work, including such things as attendance fraud, cheating on examinations and class reports, and plagiarism.

2. General Campus Violations

a. General Conduct

- disruption of the normal pattern of campus life, either day or night
- failure to answer a summons by any university official
- failure to comply with directions of (university) officials or law enforcement officers acting in performance of their duties.
- participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction

which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

- failure to produce authentic university identification upon request by a Security Officer or identify oneself when requested to do so.
- disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public-service functions on or off campus, or other authorized university activities.

b. Residence Halls

- unauthorized overnight absence from the residence living area (authorized is defined as being with a parent or adult guardian supervision with all sign-out procedures followed).
- social behavior in residence living area lounges that is inappropriate.
- being at the residence living area window of the opposite sex.
- athletic activities in the residence areas and courtyards, (frisbee-throwing, throwing or bouncing balls, running in the residence areas, golf, wrestling, boxing, etc.).
- making excessive noise that infringes on the rights and needs of others.
- removing or destroying residence living area windows or screens.
- violating curfew, including staying out of the residence late (beyond the time allowed), sneaking in or out after hours.
- using windows for building entry and exit
- unlocking or propping open doors after hours.
- failure to follow all residence hall safety regulations, including participation in fire drills.

c. Campus Property/Services

- unauthorized access of another's voice mail or computer account
- destroying or vandalizing property, or intent to destroy property
- on-campus water fights (deliberate spillage is in the same category)
- The university expects student adherence to all computer and internet/host based policies contained in the MVNU Computer Regulations and Policies Manual.
- duplicating or possession of duplicated keys, computer access codes and other devices without proper authorization.
- unauthorized use of university property including vehicles, 800-numbers, cellular phones, credit cards, equipment, etc.
- stapling posters, signs or materials to doors, windows or trees.
- defacing campus property.

d. Safety

Although Ohio has passed legislation allowing individuals to obtain permits to carry concealed handguns (subject to restrictions), MVNU's position on firearms does not need to change and will remain as currently listed.

Any irresponsible behavior, which may jeopardize the safety of the MVNU campus community, will also be viewed as a serious offense. Some offenses listed below are criminal acts in Ohio and may be handled accordingly:

- possession or discharge of firearms or ammunition.
- possession or explosion of fireworks, including bottle and stink bombs.
- possession or use of BB guns, paintball guns, or water balloon launchers.
- possession or use of any lethal weapon.
- possession of and burning incense, candles, or smoking in rooms.
- tampering with fire extinguishing equipment (\$100 fine minimum).
- tampering with smoke detectors (\$100 fine minimum).
- failure to comply with evacuation procedures (\$50 fine minimum).
- failure to respond to a campus fire-drill.
- setting off a false fire alarm (\$100 fine minimum).
- damaging or destroying University property.
- rollerblading in campus buildings, in areas near public buildings or the chapel.
- using windows for building entry and/or exit.
- The possession or storage of any weapon(s) on campus property is strictly prohibited. This includes, but is not limited to any firearms, replica firearms, ammunition, air soft guns, pellet guns, paintball guns, swords, knives (other than pocket knives), bow and arrows, fireworks, firecrackers, explosives, pipe bombs, dry ice bombs, materials used to make bombs and other such homemade devices.
- Hitting golf balls (plastic or real) on campus near any buildings. You can hit golf balls out on the intramural softball fields.

Note: The unauthorized use of fireworks, giving false alarms and tampering with fire safety equipment are prohibited by the laws of the State of Ohio.

e. Vandalism

Any damage incurred to property, including defacing property, must be paid for. Intentional destruction, using safety equipment inappropriately (i.e. fire extinguishers), or damages incurred through negligence will involve disciplinary action and may result in fines in excess of actual damage, or more severe forms of discipline.

Theft/Unlawful Entry

- Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property.

DISCIPLINARY ACTION for the above offenses may include monetary penalties, limitation of privileges, selected community service, written assignments, counseling, community fines, enrollment contracts, social probation, loss of student leader or athletic appointment, suspension or expulsion. For additional information, see Item J--Discipline. See also, "Disciplinary Roles, Procedures, etc."

I. RESIDENCE LIFE AT MVNU

1. Philosophy

One of the benefits of the traditional side of our university is the development of an intentional Christian "community" which implies that our students live together responsibly and respectfully among their fellow students. The goal of MVNU is to purposefully develop this type of community through education and shared experience, to benefit our students in future endeavors. Each student adds their individual experiences, interests, strengths, talents, and traits to the benefits of the community; the challenge for the individual is to recognize the validity of other opinions, tastes, routines, cultures, and personalities. For this reason, MVNU offers the support of university administrators and staff to assist with the transition from living within a family unit, into living in a residential community.

The educational goals of MVNU's faculty, administration, and students should be consistent even though their roles and functions may differ. These goals are the very purpose for the formation of this educational community. The faculty exists to communicate knowledge, insight, values, experiences, and character. Students should recognize the benefit of classroom teaching and the successful development of student leadership through organizations and activities which result in the need for student organized government. Student Government Association allows students to join with the faculty and administration in the governance of the university within the framework of the guidelines established by the Board of Trustees.

MVNU's Student Life program is strengthened by the dedication of university faculty, administrators, and students. As a part of the Student Life Division, the Residence Life staff exists, not as a departure from the educational mission of the institution, but as an extension of its mission. Residence Life is a vital and integral part of the learning process, and for this reason all residence areas and Residence Life staff participate in creating educational programming to enhance student knowledge and campus involvement. The Residence Life staff plan a variety of activities and events grouped under four broad categories:

- 1.) Educational
- 2.) Social
- 3.) Service learning
- 4.) Leadership development

Some specific areas that have been addressed by Residence Life staff members include but are not limited to: sexual harassment and assault awareness, financial planning, self-defense, development of healthy relationships, career/graduate school planning, worship nights, and books reviews.

Residence Life staff are also available to assist individual students with social, spiritual, and character growth, community development, and MVNU policy enforcement. Spiritual development of MVNU residential students is accomplished through a variety of moral and ethical situations that arise from the residential experience of living with a diverse group of individuals. Students will be challenged by learning to develop respect for university property, abiding by campus policies, learning to share space, and being able to respect differing opinions and personalities. Students who successfully respond to these challenges will develop a strengthened character, a greater understanding of society, a broader knowledge of their faith, and a growing appreciation of education; resulting in a more self-disciplined life. Under these conditions, it is hoped that students will develop within the residential community and enhance the MVNU campus as a whole.

2. Objectives

General Objective:

The general objective of the residence living areas and their programs is to provide each student with a comfortable, safe, and adequate living space conducive to community development.

Specific Objectives:

- Provide comfortable rooms in which students may live.
- Create an atmosphere conducive to study.
- Engender a sense of community among students residing in the residence living areas.
- Develop the sensitivity of students to their social responsibilities in group life.
- Assure individual students of their worth as persons by being sensitive to their needs.
- Structure life in the residence living areas so that those who need to develop self-discipline may do so while recognizing the greater maturity of other students.
- Encourage habits of personal cleanliness.
- Assist students to keep their rooms neat by weekly room inspections.

- Provide recreational activities in the residence living areas as space and equipment are available.
- Make counseling services available through the Resident Directors and Resident Assistants or as referral warrants, through the professional services of the Counseling and Career Center.
- Expedite group living by developing standardized procedures for handling student needs.

3. Residence Hall Closings

The residence living areas' schedule for the 2011-2012 year is given below. Students must plan their schedules for coming to campus and leaving for home accordingly. Requests for exceptions to this schedule must be submitted by application to the Director of Residence Life (forms available in the Office of Student Life).

OPEN	Friday, August 26, 2011 @ 10:00 a.m. (for new students)
CLOSE	Tuesday, November 22, 2011 @ 5:30 p.m.
OPEN	Sunday, November 27, 2011 @ 2:00 p.m.
CLOSE	Friday, December 9, 2011 @ 7:00 p.m.
OPEN	Tuesday, January 3, 2012 @ 10:00 a.m.
CLOSE	Friday, March 16, 2012 @ 5:30 p.m.
OPEN	Sunday, March 25, 2012 @ 2:00 p.m.
CLOSE	Friday, May 18, 2012 @ 7:00 p.m.
CLOSE	Saturday, May 19, 2012 @ 5:00 p.m. (for graduating Seniors)

All residence living areas are closed during Thanksgiving, Christmas, Midterm, Easter breaks. Students who demonstrate a need for emergency housing during these periods must submit a completed emergency housing form in a timely fashion. Student room charges cover only the periods when the residence living areas are open, with the exception of those breaks in which a student has secured permission by having their emergency housing form pre-approved. Students must make other residential plans when the residence living areas are closed to allow for maintenance repairs and improvements and time off for staff.

Any students remaining in residence living areas during “closed periods” will be subject to serious disciplinary penalties for illegal and unauthorized entry into a building. Resident Directors will cooperate with Campus Safety to secure all buildings during the periods when residence living areas are closed. The university cannot assume any responsibility for personal possessions left in the rooms during breaks or after the final closing of the residence living areas.

In the event of prolonged power failure, natural disaster, or any other emergency situation in which housing is deemed unsafe, the university reserves the right to close campus housing without prior notice. Should classes remain in session; the university will provide temporary emergency housing through the assistance of the Red Cross and other local agencies.

4. Policies and Responsibilities

Your acceptance of a room assignment and registration constitutes a contractual agreement, which assumes that you are willing to abide by these guidelines and the university's housing contract.

a) Room assignments

b) Whenever possible, students are assigned rooms on the basis of their requests. It is hoped that each resident will take it upon himself/herself to behave in a mature way toward the other roommate. This means being considerate about such things as the lights, stereo, radio, etc.; respecting the needs for cooperation and healthy attitudes, working as a team in sharing, encouraging, and cleaning. Persons assigned to a room and/or roommate with whom they are not compatible must remain in their present location until the end of the first full week of classes. At the end of that time request for a change will be made to the Resident Director for consideration. The Resident Director has the authority to make changes in room assignments based on housing needs.

c) Housing access

d) MVNU has resolved that all students, regardless of race, sex, color, or disability, shall have equal opportunity and privilege in the residence living areas.

e) Room Care and Responsibility - you are expected to keep a neat, hygienic room at all times. This is subject to periodic inspection by authorized residence living area officials. Wash sheets frequently; make beds; get in the habit of hanging up clothes. The sanitation of apartment bathrooms and refrigerators must be maintained at all times. **LIVING IN CLEAN CONDITIONS ENHANCES YOUR ENTIRE UNIVERSITY PERSPECTIVE AND PROTECTS UNIVERSITY PROPERTY.** Upon moving out, your room should be left in the same condition it was when you moved in. Failure to keep the above policy will make you subject to disciplinary action and assessment of group and individual cleaning costs.

1) Keep your room or apartment **LOCKED** and personal items secured. The university does not bear responsibility for stolen items.

2) Please report all damage to property to the Resident Assistant or Resident Director when discovered, including screens and windows. Please refrain from using tape on walls. Any item hung on the wall must be hung on regular picture hangers. Doors that are painted must be cleaned, or a fee will be deducted from the room deposit for cleaning them. Damage to light fixtures, ceiling tiles, carpet, etc. in the residence living area will be charged to all the

occupants of the residence living area unless the individual responsible can be ascertained.

- 3) Pictures and other materials must be in good taste and reflect the Christian standards of this institution. Pornographic, indecent, or offensive pictures or literature are not permitted in the residence living areas. The ornamental use of bottles and cans identifiable as alcoholic beverage bottles or containers is not permitted. Possession of road or street signs is a violation of city, county, and state law, and is classified as a misdemeanor; they are not allowed in the residence living areas. "For Sale" or "For Rent" signs are not permitted. Inappropriate videos, posters, or publications will be removed and held by university personnel until the student can take the items home.
- 4) In no case may a student detach or move built-in or attached furniture or furnishings without approval from their Resident Director. No furniture may be moved out of the student's room/apartment. Placement of furniture or personal items must not hinder emergency exit or create a safety hazard. Lofts or the stacking of furniture in any manner other than for which it was designed is not permitted.
- 5) Water beds are not permitted in the residence living areas.
- 6) Windows and windowsills are to be kept clear of all objects.
- 7) Indoor open flame (including the burning of candles and incense) is prohibited. Outdoor open flame items, including tiki lights, grills (charcoal, gas, or electric), and bonfires, are not permitted unless supervised by a university official or unless authorized by Campus Community Life (SGA supervised). In the event that grilling pits are installed, any open flames will be limited to the grilling of food, and lighter fluid, matches, lighters, and other flammables will not be permitted for storage in the residential living areas (indoors or outdoors). Lava lamps are not permitted in the Residence Halls or apartments.
- 8) Furniture Policy-To assist in the prevention of any safety or fire hazard in the residence halls, the university mandates that:
 - All furniture must be clean and in good condition.
 - During the school year all furniture must be kept in apartment/dorm room in which it originated.
 - No furniture is to be stored in the closet areas of a room or apartment or in any lobby/common area of the residence hall.
 - All beds must be kept in their respective rooms/apartments. (In apartments, there should be no beds in the living room.

- At the end of the school year, students are responsible for returning all furniture within an apartment to the appropriate rooms.
 - All entryways and hallways should be clear of all furniture.
 - Foldable, inflatable, beanbag chairs, rattan, wicker or clean upholstered furniture are allowed.
 - Furniture Size: freshmen residence halls (Pioneer, Galloway, Oakwood)
2 chairs or 1 loveseat *not exceeding 60 inches in length.*
-Furniture Size: upper classmen residence
2 pieces of furniture per Redwood suite, 3 pieces of furniture per apartment.
All furniture provided by the University should be kept within its original apartment for the entire year.
- 9) Clean, neat and hygienic conditions are expected for all areas adjacent to a student's living assignment (all courtyards, entryways, hallways and exteriors). Public areas must remain a wholesome and attractive presentation. All exterior decorations (e.g. window decorations, lawn ornamentation) must be in good taste, consistent with university guidelines, and pre-approved by residential staff. Resident Directors are authorized to instruct removal of any non-approved item(s). In such instances, compliance must be immediate. All trash items must be removed immediately and not stored around residence area doors. Bikes should be stored in bike racks or bike sheds. Personal items (shoes, clothing, etc.) should be placed outside only on a temporary basis.
- 10) When moving from a residence hall, each student is responsible for proper disposal of all items they have brought into the residence hall. If a sofa or oversized piece of furniture is not disposed of properly (not allowed in trash/recycling areas) by the student, a \$100.00 fine will be assessed.
- f) Reporting Maintenance/Housekeeping Needs
Any problems requiring the assistance of maintenance/housekeeping in your room, floor, or apartment should be placed online through the '[Service Request for Facilities Management](#)'. Requests should be specific and descriptive. Emergency needs only should be reported directly to a Resident Assistant, Resident Director and/or phoned immediately to the Facilities Services office, ext. 4430, or after hours to Campus Safety, ext. 4000.
- g) Check-In/Check-Out Procedures
All students will be required to sign a check-list of items upon moving into their residence assignment for the purpose of reporting potential needed repairs or changes. This checklist will be used at the time of checkout to compare any potential damage during student use. All students are required to accept a key to their rooms/apartments at the time of check-in.

All students will be required to sign a checkout list at the time of their departure from campus. This list will be used to assess any potential damage to their living areas. Students may be assessed community fines and/or personal damage charges any time in the semester or after their departure from campus at the end of a semester. All resident keys must be returned to a Resident Assistant or Resident Director. Failure to consult a Resident Assistant or Resident Director for checkout will result in disciplinary fines. Failure to return a residence living area key will result in a minimum \$18 replacement charge.

CHECK OUT POLICY- When a student who is withdrawing from school, moving off campus during a term, or leaving at the end of a term, fails to check-out of their residence hall, he or she will be subject to a \$50.00 fine with the possibility of losing the \$150 housing deposit. “Check-out” procedure includes:

- Signing the room acceptance form after you have removed all items and a Resident Assistant or Resident Director has inspected your room, suite or apartment.
- Returning your room key to a Resident Assistant or Resident Director. Any student voluntarily withdrawing from school must vacate campus housing within 48 hours of their withdrawal from classes.

h) Residential Requirements

Mount Vernon Nazarene University’s traditional campus has existed from its beginning as a residential campus—a place where students come to both learn and live together in an environment of academic focus and biblical purpose. There is much value in living together in a Christian community, which is apparent in the social, spiritual, emotional and academic development of MVNU students. This is magnified by the development of lifelong relationships that are the product of community living. To demonstrate a commitment to the residential experience, MVNU requires traditional students to reside in campus housing for the duration of their studies at MVNU as defined below.

- 1) MVNU requires that all residential students (including PSEO students) be between the ages of 17 and 25 by August 31 of the current academic year (students who are younger than 17 and older than 25 are eligible to petition to stay on campus through the Office of Student Life).
- 2) To be eligible to reside anywhere other than MVNU campus housing, students are required to be:
 - Living in the primary residence of a parent (Maximum 60 miles from campus).
 - Taking 6 credit hours or less per semester
 - Legally married prior to living off campus
 - Be the parent of a child

- Age 23 or older prior to August 31 of any given school year.

Housing assignment is based on the determination that the student's background (e.g., criminal record/arrest record) or conduct will not be detrimental to the community life of a Christian university. The final decision on housing assignment will be made by the Vice President for Student Life and the Director of Residence Life in consultation with the Campus Life Committee. In such cases, the Office of Student Life may require documentation of rehabilitation or recovery prior to final housing assignment.

i) Resident Assistants

Each residence hall has four resident assistants. Each pair of apartment areas has five resident assistants. All residents are expected to comply with their requests, and assist them whenever possible. Whenever the Resident Assistant or the Resident Director makes reasonable requests to achieve order, he/she carries the full authority of the Vice President for Student Life.

If students persistently disregard, defy, or verbally abuse any member of the Student Life Staff (which includes RAs), Student Life and the Vice President for Student Life considers it a serious offense, and such behavior makes the student liable for severe disciplinary action.

Students may apply for the Resident Assistant positions by completing an application in the spring. Resident Assistant applications are available in February. To be eligible for a Resident Assistant position you must:

- 1) Live on-campus the semester prior to applying.
- 2) Have a 2.5 GPA.
- 3) Fill out an application and go through an individual and group interview.
- 4) Can not be a student teaching or in social work practicum during your senior year.

j) Weekends

First-time freshman students will not be permitted weekend and overnight sign-out passes during the *first three weeks* of the school year. We understand that there will be some rare instances when a student will be required to leave campus overnight (funeral, wedding, family emergency, etc.). In those situations, a student must complete a form requesting permission from their resident director.

k) Closing Hours and Curfew

Curfew for resident post-secondary, freshmen (not having completed two (2) semesters as an on-campus residential student) and transfers (who have not completed two (2) semesters at a previous school and are living in one of their residence areas):

Monday through Thursday nights: 12:00 am
Friday and Saturday nights: 1:30 am
Sunday night: 1:00 am

Curfew for all residential sophomores, juniors and seniors having lived on campus as residential students for two (2) semesters and transfer students having completed two (2) semesters at a previously attended school (not post-secondary courses):

Monday through Thursday: 1:00 am
Friday and Saturday nights: 2:30 am
Sunday night: 2:00 am

The disciplinary action for curfew violations for all residential students will be as follows:

1st offense: Verbal and/or written warning
2nd offense: One night early check-in (10:00 pm)
3rd offense: One weekend (Friday & Saturday early check-in at 12:00 am)
4th offense: One full week of early check-in (as listed above)
Beyond the 4th offense: Subject to continued early check-in, possible monetary fines, or community service.

The earliest time a student may leave the Residence Halls is 6:00 am unless permission is granted by the Resident Director 24 hours in advance, with the exception of an emergency situation. When permission is granted or if a student must leave the residence area due to an emergency, Safety must be notified by the student.

Requesting a Curfew Extension:

A one (1) hour curfew extension is permitted for residential post-secondary students and freshmen not having completed two (2) semesters as an on-campus residential student and transfers who have not completed two (2) semesters at a previous school (not postsecondary courses) and are living in one of the residence areas. The process and guidelines for obtaining a curfew extension is as follows:

1. Call designated voicemail extensions:
 - a. Pioneer RA office – 1261
 - b. Galloway RA office – 1263
 - c. Oakwood RA office – 1262
2. The student must submit all of the following information:

- a. Name
 - b. MVNU ID #
 - c. Room number
 - d. Location and general reason for the request
 - e. Contact number (Cell phone is preferred)
3. Extensions must be submitted via designated voicemail by 11:00 p.m.
 4. Students are limited to a total of ten (10) curfew extensions per semester and four (4) for January Term.
 5. Current disciplinary procedures will apply when a student fails to get a curfew extension or for returning to campus late with a curfew extension.
 6. Students should speak with a Resident Assistant on duty prior to curfew to cancel a curfew extension if not used.
 7. Students must contact their Resident Director at least 24 hours in advance to receive permission for an extension greater than an hour (1).

Summer and Break Curfew for Emergency Housing:

This curfew policy remains in effect throughout the summer and also during breaks for all residential students.

1) Residence Living Area Entry Policy

Entrance to student rooms in the residence living areas by university officials will be based on the need for: 1) cleanliness 2) safety, 3) essential maintenance, and 4) disciplinary action.

The following procedures will be used by duly authorized persons in entering student rooms:

1. Routine checks for cleanliness and for complying with closing hours and other university policies will be made according to methods developed for each residence living area by the Director of Residence Life, and the Vice President for Student Life.
2. In the process of normal maintenance, students who request repair or replacement or other maintenance activity are voluntarily submitting to having their room entered by maintenance personnel.
3. Students should be advised that periodically, routine checks of all rooms by maintenance personnel for security, necessary maintenance, and building control will be made.
4. In other room checks or entries, the following procedures will be used:
 - a.) A reasonable effort should be made to notify an occupant of the room prior to entry. After a reasonable effort, the room may be entered by the proper officials even if the student is not available, provided prior authorization for such entry and search has been obtained from the Director of Residence Life, the Director of Student Life, or the Vice President for Student Life.

- b.) No student property may be confiscated without either the student's permission or clearly demonstrated violation of specific health, safety, community, or disciplinary regulations.
- 5. The University reserves the right of the Vice President for Student Life to grant civil authorities search and seizure authorization in order to insure the health, safety, and welfare of students and the mission of the university.

- m) **Quiet and Study Hours**
The residential areas must be quiet enough for study from 10:00 p.m. to 10:00 a.m. and quiet enough for normal sleep from midnight until 8 a.m. the following morning. Excessively boisterous and disruptive activities will be the occasion for disciplinary action at all times. Please respect those around you.

- n) **Sign-Outs**
Overnight sign-out sheets must be completed prior to leaving campus both in residence areas and apartments. A monetary fine and/or a meeting with the residence hall judicial council should be expected for failure to do so. Penalty for false information will result in further disciplinary action. The university reserves the right to verify sign-out information.

- o) **Visitors**
The University does not permit opposite gender visitation in the men's and women's residence living areas, except for announced special open-house events, and approved guest pass visitation (see "I. Residential Life"). Visitation to residence hall lobbies and apartment living rooms (with appropriate guest pass) is limited to invited guests of residential students. All residence hall and apartment visitors staying overnight must be registered with the resident director. No guest, current student or off campus visitor, may stay overnight in the residence living areas more than three nights in a given month without special written permission from the resident director.

It is advised that these three nights be on weekends. Charges will be made for guests who stay in students' room longer than three nights. (Charges for residence living area rooms for off-campus guests, when available, are \$12 per person/per night. Child care or baby-sitting for pay or voluntary service is prohibited in all university areas.

POLICY GUIDELINES

1. Guest passes are permitted during the following guest pass times:

Sunday through Thursday	6:00 p.m. - 12:00 a.m.
Friday and Saturday	6:00 p.m. - 1:30 a.m.
2. Students taking advantage of guest pass times are required to visibly display their apartment's guest pass sign in their respective living room window.

3. All opposite gender visitors must be out of the apartment living rooms/Redwood rooms at the end of the Guest Pass hours listed above.
 4. A maximum number of 25 people are permitted in the apartment living rooms.
 5. Opposite gender visitors are NOT permitted in the apartment bedrooms or apartment bathrooms or Redwood student room bathrooms. Restrooms are available at public area lobbies. The ONLY exception for being in an apartment bedroom would be to assist with a computer problem or a related issue and then only with PREAPPROVED permission from the RD. If you can't secure permission in advance, then you cannot assume that permission will be given; you must wait to arrange for permission.
 6. In the apartments, living room curtains or blinds are to be fully opened and the Guest Pass must be displayed in the window. In Redwood, the door is to be open at least 90 degrees and the guest pass posted on the doorframe. Guest pass signs should be taken down at the conclusion of the visitation.
 7. At least one light must be on in the room (kitchenette or stairwell lights are not enough).
 8. Periodic checking by the RA and/or RD should be expected.
 9. MVNU is committed to the development of discernment and discretion in the personal and corporate uses of entertainment both on and off campus. All members of the MVNU community are expected to use Christian discernment and responsibility regarding the role and type of entertainment (e.g. television, movies, electronic games, music, literature) they utilize in their life, as well as to consider the impact on others who may be exposed to their entertainment choices. This discernment and responsibility should be guided by Scripture, the input of community members (e.g. roommates, resident assistants, spiritual life assistants, resident directors, etc.), and questions such as "What type of person am I becoming by engaging in this"?
All informal public viewing of a movie in residence halls lobbies or common areas must be approved by the residence life staff prior to viewing and in compliance with copyright law.
 10. Any display of affection must be appropriate and considerate of other residential students and visitors. There should not be any sharing of blankets, laying down, sitting on laps, etc.
 11. Guest passes are unlimited in number unless there is abuse of the guest pass guidelines.
- p) Telephones and voice mail
The telephone and voicemail system of Mount Vernon Nazarene University is the property of the university. Voicemail messages become the property of the recipient. However, the university reserves the right to delete voice mail greetings or voice mailboxes. Voicemail and telephone usage should reflect the mission, standards, and policies of Mount Vernon Nazarene University. Whenever voicemail messages or greetings do not meet the university's

standards, appropriate steps will be taken to delete such messages and greetings from the university's voicemail system.

The university telephone and voice mail system is not to be used in any way for solicitation. Mount Vernon Nazarene University's policy against solicitation is stated in the Student Handbook under "Campus Community Policies and Procedures, Section G, Number 4, Solicitation of Funds and Promotion of Commerce. ~~No personal answering machines are to be connected to the University phone system. They are not compatible and can cause program dysfunctions and added repair costs.~~

~~The University telephone system is designed to provide both local and long distance calling services for students. Long distance calling cards may be purchased at the MVNU Bookstore. Each residence hall or complex has a courtesy phone in common areas. All residence living areas are equipped with telephone line service in every room.~~

The Switchboard Department is located off the lobby of Pioneer Hall. During the school year there is an operator on duty Monday through Friday 7 a.m. to midnight and Saturday and Sunday 8 a.m. to midnight. Any problems regarding courtesy phones, office phones, or phone lines on campus should be directed to the switchboard operator. ~~The operator will then direct the problem to the technician. The Telephone Technician's office is located directly behind the switchboard office. The technician's hours are Monday through Friday, 8 a.m. to 4:30 p.m. In case of an emergency after regular hours, the technician may be reached by reporting the emergency to the operator on duty. The technician will then be contacted directly.~~

There is an operator on duty during the two term breaks. Switchboard closes during following holidays and breaks:

Thanksgiving--closes at 4:30 p.m. Tuesday before Thanksgiving and re-opens Sunday following at 2 p.m.

Christmas--closes 4:30 p.m. Friday of final exams. An operator is on duty Monday through Friday 8 a.m. to 4:30 p.m. switchboard closes when offices close for Christmas holiday and reopens when offices reopen.

Spring break--Monday through Friday 8 a.m. to 4:30 p.m.

Easter break--closes at midnight Thursday before Good Friday, re-opens Monday 8 a.m. after Easter.

Summer--Open Monday through Friday, 8 a.m. to midnight. Summer hours begin day after Commencement and school hours begin on Saturday before Fall Registration.

Any other special hours will be announced ahead of time, so that the campus is aware of when an operator is available. Students should notify their parents or friends that only emergency communication will be transferred when the Switchboard is closed. Campus Safety officers cannot transfer incoming phone calls from their mobile units.

~~Voicemail is a communications and community building service provided by the university. Students must record a voice mail greeting that clearly identifies the residents in their room. Greetings and outgoing messages must be clear and free of inappropriate words or offensive phrases, sounds or comments.~~

The following student information will be printed in the campus directory: e-mail address, campus box number, campus housing, and campus room extension. If students do not want this information printed, they are responsible for contacting the switchboard.

q) Laundry Facilities

Washers and Dryers are located in the residence areas throughout campus and are available to residential students during the school year. Residential student's room and board fees cover the expense of the coin-free system. During the school year, residential students have unlimited access to these facilities. During the summer months, the laundry facilities are available for summer students' use. The university is not responsible for any damages that occur to clothes being washed in campus facilities.

Please refrain from removing ironing boards from the residence living area pressing rooms. Irons are not furnished by the university. Irons must be kept in your room when not in use. All irons should be equipped with automatic shut-off.

r) Storage Space

It is requested that students bring only seasonal clothes to campus, due to the shortage of storage space.

s) Emergencies

In the event of any emergency such as fire, tornado, windstorm, power failure, etc., the Resident Director, with the help of the Resident Assistants, will be in complete charge. Residents should obey any command given by these persons if such emergency should occur. At times announced for emergency drills, all residents are required to participate and follow evacuation procedures. Failure to evacuate any campus building may be considered a civil offense. Due to possible unexpected power outages, students are strongly encouraged to maintain an operative flashlight with fresh batteries.

t) Change Machine

A change machine is located in the lower level of the Central Complex.

Items Not Allowed Inside the Residence Living Areas:

1. Hot plates, electric skillets, toasters, ovens, microwaves, gas grills, or any other cooking equipment or appliances with open coils. (Microwaves are permitted in the apartment living areas, one per apartment and must be approved by resident director).
2. Air conditioners (unless a medically-documented necessity approved by Student Health Services, and then only until October 31 and after March 31).
3. Fireworks of any kind.
4. Pornographic, indecent, offensive pictures and literature.
5. Bicycles, mopeds, motorcycles, vehicles and like machines, or parts of vehicles.
6. Harmful drugs, alcoholic beverages, and tobacco products.
7. Firearms of any kind (includes air rifles, paintball guns, pellet guns, etc.).
8. Gasoline, propane, or other combustible materials.
9. Candles or incense. The possession of devices for burning incense and candles is prohibited. These items will be immediately confiscated.
10. Halogen lamps
11. Pets (except small, non-poisonous aquatic animals – fish, underwater turtles or underwater frogs - contained in a clean tank no larger than 30 gallons. Seeing-eye dogs approved by the Vice President for Student Life with specific stipulations set forth by the university).
12. Any lethal weapon not permitted.
13. Movies/videos NC-17, and X-rated. Un-rated, Not Rated (NR) need expressed permission from a student's Resident Director.
14. Christmas lights/white lights (indoor or outdoor) except during the Christmas season (approximately November 1 - January 1).
15. Live Christmas trees.
16. Any item not in harmony with the standards of the Church of the Nazarene.
17. Space heaters.
18. Satellite reception equipment.
19. Fitness equipment must be approved by resident director.
20. Extension wiring cannot be hooked up from room to room.
21. Irons without automatic shut-off systems.

Irons are to be used on an ironing board only.

Refrigerators and television sets are allowed if they meet the specifications outlined in the Housing Contract. (2.9 cubic feet)

NOTE: Exterior antennae are not permitted.

5. Housing Registration Day

Sign-ups take place in the spring semester (check university Calendar). It is important that all returning students sign up for housing on that day, to guarantee housing for fall semester. Pioneer and Oakwood Halls are reserved for incoming freshman students. Galloway is reserved for freshman and sophomore females. Apartments are open to some sophomores, juniors and seniors that are eligible to live

on campus. Students are required to sign up for housing in even numbered groups of 2, 4, or 6. Odd numbered groups will not be accepted.

Housing assignments are based on a point system directly connected to student academic credits. Group points are determined based on the average number of academic credits earned by each student in the group. If a student has less than ten credits earned, they are automatically given ten points for this process. Groups with the highest total points, based on academic credits earned by March of the current year, will be assigned first.

Transfer and Re-admit students can be considered for room rush, however transfers will only be allotted the ten (10) minimum number of credits, and Re-admits will only be allotted the number of credits they have on file with MVNU by March of that year. Other requirements to be completed by the date of room rush are:

- a. \$150 housing deposit is on file with Student Accounts
- b. Completed Campus Housing Application through Admissions.
- c. Medical History Record on file with University Health Services.

Falsification of any documentation for housing sign-ups will result in loss of housing assignment.

Final assignment in all housing rests with the director of residence life and the Residence Life staff, with an attempt to make all assignments and changes on an equitable basis. If a student does not return to campus housing in the fall, the director or residence life or the residence life staff has the option to move the remaining residents to another room or apartment assignment. Reassignment can also take place at any time during the school term.

Apartment living is a privilege established for residents whose development will benefit from a decentralized housing arrangement. Any resident whose behavior indicates immaturity or no demonstrated personal growth from apartment living will be transferred to another residence area at the discretion of the Vice President for Student Life.

Returning students who sign up for campus housing will forfeit their housing deposit if the university does not receive written electronic notification of their decision not to live on campus by May 31 prior to the upcoming academic year.

6. Housing assignment changes (apartment, hall, and within apartment)
A student requesting a change in room assignment must secure permission from the Resident Director prior to the move. Room re-assignment cannot be approved until a completed room assignment change form has been submitted to the student's resident

director.

An administrative fee of \$10 payable at the Student Accounts Office will be assessed for each room change initiated after move-in day.

Students who change rooms prior to obtaining approval from the Resident Director, completion of the room assignment change form, and payment of the \$10 fee will be assessed up to a \$50 fine and/or will lose permission for a room change.

Students may receive a revised housing assignment within campus housing at the discretion of the Vice President for Student Life. Such action is not considered a disciplinary matter.

7. Emergency Housing

Students who need emergency housing during periods when residence halls are officially closed must complete an emergency housing application and may have an interview with the Office of Student Life staff. Charges for housing during breaks will be assessed by the Student Accounts Office.

Students who have been placed on social probation or suspension may not be eligible for emergency housing. Students who use emergency housing without proper authorization or sign-up are subject to penalties and additional charges. (See residence hall closings). Charges for emergency housing are as follows: \$12 per night or \$52 per week. These charges apply to official university breaks, including summer break. Residence halls close at 5 p.m. on the last day of spring semester finals. Exemption to stay beyond this date through graduation must be secured in advance at the Office of Student Life by completing the “Exemption to Remain in Residential Housing” form by the established deadline, with approval being secured through the resident director of the student's living area. All residential students officially participating in graduation ceremonies will be required to move off campus no later than spring commencement day at 5 p.m. Students not moving out by these deadlines may forfeit their housing deposit.

8. Summer Housing

Only students who are employed by the college or taking summer school classes at MVNU will be eligible to live on campus during the summer. A student must have been in university housing the preceding semester and be enrolled in housing for the fall semester to be eligible to live on campus.

Students who have been placed on social probation or suspension will be subject to review before becoming eligible for summer housing. Students taking summer school classes are only permitted to live on campus during the specific dates of their

classes. Summer school students must be moved out of their room 24 hours after their last class if they do not have a job working on campus. Graduates or students working off-campus are not eligible for summer housing. All students must sign a health insurance waiver and complete a summer housing application before being approved to live in summer housing.

9. Petitioning to Live Off-Campus

All students are required to live on campus, unless they are married or they have children. Petitions to live off campus may be granted to students for the following reasons:

- a. Students living in the home of their parent or legal guardian.
- b. Students taking 6 credit hours or less (January term not included).
- c. Students 23 years of age or older by the following dates:
 - Fall Semester by August 31st
 - January Term by December 31st
 - Spring Semester by January 31st

Petitions can be requested in the Office of Student Life and must be submitted by May 31st prior to the upcoming school year (November 30 for January term and Spring semester) to receive a housing deposit refund. To petition with a forfeited deposit the petition must be completed and submitted to the Office of Student Life at least **30 days** prior to the beginning of a new term to be considered.

Intercollegiate student athletes, who meet the above requirements, must receive approval from the Athletic Staff Committee to retain athlete status as an off-campus student.

In order to be considered for off-campus approval, students that meet the above requirements will not have been on suspension or expulsion in the semester prior to moving off campus. Final approval for off-campus living remains with the Office of Student Life.

Full-time students under 23 who are granted their off-campus housing petition will not be permitted to petition out of chapel requirements, regardless of their class and/or work schedule.

They will also be required to submit petition updates at the Office of Student Life at the beginning of each subsequent academic year in order to confirm off-campus housing arrangements for as long as the student is under 23.

10. Meal Plan

All students who live on campus are required to be on the school meal plan.

J. DISCIPLINE & ACCOUNTABILITY

In the event of offenses, the university strives to create disciplinary actions that are developmental and restorative within the framework of the university community. It is imperative that students involved meet this effort with honesty and openness. The ultimate result of any action is dependent on the student's willingness to cooperate and evaluate his/her behavior. Therefore, it is the individual who determines the value of any disciplinary procedure. Each disciplinary action is taken on an individual basis, since all violations of policy are not the same in nature and magnitude. In discipline cases involving conflict between community members, efforts will be made to seek closure to both the discipline and interpersonal issues. Opportunities will be given for all persons to participate in mediated conversations with MVNU personnel to bring about this resolution.

The student who desires to utilize all the potential within self and the MVNU community need have no fear at this point, although all should be aware of potential actions in the event of irresponsible behavior:

1. Monetary penalties
2. Counseling
3. Loss of privileges and/or leadership appointments
4. Written assignments
5. Community service
6. Loss of chapel exemption and off-campus living privileges
7. Social Probation
8. Voluntary Withdrawal--A student may be asked to withdraw in his or her best interest.
9. Suspension from academic and residential privileges
10. Dismissal
11. Expulsion
12. Review of re-enrollment privilege. An appeal of disciplinary action must be submitted in writing within three academic/working days of notification to the appropriate person.

All fines (e.g., chapel, traffic, damage, disciplinary, etc.) will be posted to the student's account.

Expelled, dismissed or suspended students, or students who have withdrawn voluntarily for disciplinary reasons are not permitted on campus. Permission to visit the campus must be secured from the Vice President for Student Life or the Director of Residence Life prior to the visit.

These actions may vary in degree and may be used individually, or in combination, depending upon the specific situation and past violations of University policy. All discipline is intended to help the individual develop self-control, to preserve the rights of others and the harmony of the community. All disciplinary infractions will be considered

cumulative across the entire period of a student's enrollment at Mount Vernon Nazarene University.

BASELINE LEVELS OF DISCIPLINARY RESPONSES

Mount Vernon Nazarene 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 University policy.

"Cohabitation" is defined as students found in potentially compromising sexual situations. This includes, but is not limited to all unauthorized visitation in opposite gender bedrooms. "Inappropriate visitation" refers to opposite gender visitation without authorization and/or following all university policies for such visitation.

"Being in the presence of" refers to being in the presence of friends and acquaintances [other than parent or guardian] who are participating in the use or possession of alcohol, with failure to follow student handbook guidelines including asking the persons to dispose of the substance, reporting information to the appropriate MVNU authority, and leaving the area immediately.

"Mission related" refers to all issues of misconduct that are detrimental to the University's mission and interests.

"Harassment/Pranks/Misuse" refers to any activity causing harm or damage [including emotional], or disruption to the campus community.

"Excessive Chapel Absences" refers to official records of the Office of Campus Ministries.)

ALCOHOL

Being in the Presence of Alcohol

First Offense: Social Probation (minimum 8 weeks)
Mandatory Counseling
1-6 Academic Day Suspension

Second + Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling
2 Academic Day Suspension - Dismissal
Immediate Expulsion for further mission related violations

Use/Possession/Purchase of Alcohol

First Offense: Social Probation (minimum 8 weeks)
Mandatory Assessment/Counseling with MVNU or Alcohol Freedom Center
(payment required by student)
3 Academic Day Suspension - Dismissal
Immediate Expulsion for further mission related violations

Second Offense: Immediate Dismissal
Prior to re-enrollment: Documentation of Counseling
Re-enrollment: Social Probation for first semester

Immediate Expulsion for further mission related violations

TOBACCO

Smoking, Chewing, Possession, Purchasing

First Offense: Social Probation (minimum 8 weeks)
Mandatory Counseling

Second Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling with MVNU
or Freedom Center (payment required by student)
1-3 Academic Day Suspension

Third Offense: Dismissal

DRUGS

Unlawful Use, Possession, Selling or Providing of Prescription and/or Non-Prescription Drugs

First Offense: Dismissal
Prior to re-enrollment: Documentation of Counseling
Re-enrollment: Social Probation for first semester
Immediate Expulsion for further mission related violations

PERSONAL MISCONDUCT

Human Sexuality Policies

First Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling
Suspension to Dismissal

Second Offense: Dismissal

Immediate Expulsion for further mission related violation

Cohabitation

First Offense: Social Probation (minimum 8 weeks)
Mandatory Counseling
Suspension to Dismissal

Second Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling
Residence Hall Visitation Restrictions
3 Day Academic Suspension - Dismissal

Third Offense: Dismissal

Immediate Expulsion for further mission related violations

Inappropriate Visitation

First Offense: Warning – Social Probation (1-8 weeks)
Possible Counseling
Residence Hall Visitation Restrictions

Second Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling
Residence Hall Visitation Restrictions
Suspension to Dismissal

Third Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling
Residence Hall Visitation Restrictions
3 Academic Day Suspensions - Dismissal

Sexual Harassment

First Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling
Suspension - Dismissal

Second Offense: Dismissal

Immediate Expulsion for further mission related violations

CAMPUS DISRUPTIONS

Pranks (Prank activity that is public in nature or creates a campus disruption)

First Offense: Social Probation (4-8 weeks) or Community Service
(5-10 hours)

Written apology to the offended party(s)

Second Offense: Social Probation (8-20 weeks)

Written apology to the offended party(s)

Mandatory Counseling

Multiple offenses may warrant dismissal.

Prank activity

- 1) causing injury or damage to involved party(s) or property, or
- 2) committed in the R.R. Hodges Auditorium during and/or affecting the chapel/convocation hour.)

First Offense: Social Probation (minimum 8 weeks)

Mandatory Counseling

Fine for all damages incurred

Suspension – Dismissal

Second Offense: Extended Social Probation (13-20 weeks)

Mandatory Counseling

Fine for all damages incurred

Five-Day Academic Suspension – Dismissal

Third Offense: Dismissal – Expulsion

Immediate Expulsion for further mission related violations

Fine for all damages incurred

Pranks causing severe injury or damage to persons or property may merit immediate dismissal or expulsion.

Harassment /*Misuse of Campus Technology

(Any mission related activity causing harm or damage [including emotional], or disruption to the campus community.)

First Offense: Social Probation (minimum 8 weeks)

Mandatory Counseling

Suspension – Dismissal

Second Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling
Five Day Academic Suspension - Dismissal

Third Offense: Dismissal

Immediate Expulsion for further mission related violations
*Technology privileges may be revoked for misuse violation.

CHAPEL ATTENDANCE

Excessive Absences from Mandatory Chapel

[See V. CAMPUS POLICIES AND PROCEDURES, C. CHAPEL ATTENDANCE section.](#)

MVNU DISCIPLINE DEFINITIONS

All disciplinary infractions will be considered cumulative across the entire period of a student's enrollment at Mount Vernon Nazarene University.

SOCIAL PROBATION: A period of self-reflection and institutional evaluation for the purpose of determining the student's ability to benefit from an MVNU educational experience. During this assessment period, various privileges (i.e., no late-passes/curfew restrictions, overnight sign-outs to home only, chapel exemptions, off-campus living) may be withdrawn. Students on social probation will be required to have freshman curfew hours, as well as be required to physically check-in every night with the resident assistant on duty in their living area. The period of social probation will be established in the student's written schedule of discipline.

A student may be placed on social probation during the first semester of attendance when such intervention is deemed appropriate by the Director of Residence Life. This action may be based on information provided by the student's application, references, transfer documentation, or interview results. Admission is contingent upon acceptance of social probation conditions.

Student leaders (RA's, RHA's, S.G.A., intercollegiate athletes, cheerleaders, Music and Ministry groups, etc.) will be issued additional baselines responses by their immediate supervisors.

SUSPENSION: Temporary immediate removal* from position, appointment, academic status, campus residence, and other privileges for a period of designated day(s) for the purpose of concentrated institutional and personal assessment of the student's ability to benefit from an MVNU educational experience. During this assessment period, the

student is not allowed on campus.** Participation in any school function is prohibited. A condition of the suspension may be parental notification. All academic absences and all chapel absences during suspension are unexcused. (The completion of coursework missed is left to the individual discretion of faculty members.)

DISMISSAL: Involuntary separation from the university without the privilege of re-application for at least one calendar year. Enrollment will be terminated with immediate cessation of participation in university programs and services. Departure from the campus will be immediate*, and the student will not be allowed to return to campus.** A condition of the dismissal may be parental notification.

EXPULSION: Permanent removal from school and immediate cessation of participation in the university's programs and services. Enrollment will be terminated with immediate departure from campus*. The student will not be allowed to return to campus.** A condition of the expulsion may be parental notification.

The University reserves the right to refuse re-entry when it is determined by the Director of Residence Life that denial of re-entry is in the best interest of the student or the university.

The university reserves the right to remove a student from campus housing, or change the location of housing for any reason deemed appropriate and in the best interest of the student or the university.

For additional information regarding student discipline or disciplinary appeals, please refer to the Disciplinary Roles, Procedures, and Appeals Processes section in the Student Handbook (www.mvnu.edu).

* The student will be required to return to their parent's home or the location of their permanent address unless otherwise designated by the Director of Residence Life.

**Following suspension, dismissal, and through the period of expulsion, students (present and former) are not allowed on campus without the approval of the Vice President for Student Life or the Director of Residence Life. In special circumstances, suspension may be issued as "on-campus." On-campus designation restricts students from classroom attendance. Chapel attendance continues to be mandatory.

VI. MISCELLANEOUS INFORMATION

A. KEY UNIVERSITY PERSONNEL

B. WHERE TO FIND . . .

C. STUDENT GOVERNMENT CONSTITUTION

VI. MISCELLANEOUS INFORMATION

A. KEY UNIVERSITY PERSONNEL

President of the University	Dr. Dan Martin
Provost/Chief Academic Officer	Dr. Henry Spaulding
Vice President for Finance	Mr. Jeff Spear
Chaplain, Campus Ministries	Rev. Scott Peterson
Director of Institutional Research and Compliance	Dr. Margie Bennett
Vice President for Student Life	Dr. Lanette Sessink
Director, Student Life	Mr. Travis Keller
University Registrar	Mr. Mel Severns
Director, Financial Planning	Mrs. Mary Cannon
Director, Academic Support Services	Dr. Carol Matthews
Assistant Director, Student Accounts	Mrs. Judy DeVold
Vice President for Enrollment Management	Mr. Doug Banbury
Director, Residence Life	Mr. Rick Engstrom
Director, Intercultural Affairs and Student Recruitment	Mr. Jim Singletary
Director, Facilities Services & Campus Safety	Mr. Denny Taylor
Director, Counseling & Wellness	Mr. Eric Browning
Director, Student Success	Mr. John Ballenger

VI. MISCELLANEOUS INFORMATION

B. WHERE TO FIND...

WHEN IN NEED OF GO TO ...

A snack or a place to have a chat	The PSU/library
A safe place to keep extra cash	Student Accounts
Cashing a check/obtaining change	Student Accounts/Accounting
Paying your bill	Student Accounts
Replacing a lost or damaged ID card	Campus Safety Office
A chapel petition	Chaplain's Office
A change in schedule	Records & Registration
A change in major	Associate Vice President for Academic Administration
A change of academic advisor	Associate Vice President for Academic Administration
First Aid	Student Health Services
New books or supplies	Cougar Corner Bookstore
Selling or buying used books	Cougar Corner Bookstore
Part-time work	Human Resources
Advice/conversation with student leaders	SGA office, RA or SLA
A student's address or phone number	Campus Directory
Scheduling an extra-curricular event	Student Life
Scheduling campus activities	Student Life
Permission to use a building	Finance/Administrative Services
Lost and Found	Student Life
A place to pray	24-hour Prayer Room (Birch F Lounge)
Help with a spiritual problem	University Chaplain, Resident Director,

	Resident Assistant, Vice President for Student Life, Director of Counseling, Director of Student Life or any faculty or administration.
Posting notices on any campus bulletin board	Student Life
Information about Selective Service	Records & Registration
Information about Veteran's Affairs	Records & Registration
Permission to be out of the residence area overnight	Resident Director
Information about financial aid	Financial Planning
Intercultural Affairs	Student Life
A ride to Wal-Mart	MOTA 392-7433
A ride to the Columbus Airport	1-800-476-3004

**MOUNT VERNON NAZARENE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

Preamble

We, the student body of Mount Vernon Nazarene University, in order to form a functional and meaningful student government, to maintain an effective relationship between students and administration, to promote academic excellence through a realization of the intellectual purpose upon which the University was founded, to uphold the Christian principles for which it stands, and to fulfill the University motto, “To seek to learn is to seek to serve,” do ordain and establish this Constitution of the Student Government Association of Mount Vernon Nazarene University.

Article I. Name and Purpose

Section 1. Name

This organization shall be called the Student Government Association (SGA) of Mount Vernon Nazarene University.

Section 2. Purpose

The purpose of this organization shall be to foster and maintain the aims, ideals and principles of Mount Vernon Nazarene University by:

- A. Encouraging academic excellence in accordance with the highest ideals of Christian commitment.
- B. Representing itself and the Student Body to the Board of Trustees, Administration, Faculty, and Staff of the University through a democratic form of Student Government.
- C. Providing and supporting student leadership through an active Student Government.
- D. Developing and maintaining school spirit by encouraging co-curricular activities and supporting all campus chartered clubs and organizations, social and cultural events, and service projects.
- E. Promoting responsible citizenship on the campus through the discussion and consideration of other significant issues, and in a broader community, by thoughtful, discriminative attitudes and actions.
- F. Manifesting a responsible and cooperative attitude toward the policies and purposes of our University and the Church of the Nazarene.

Article II. Membership

Section 1. Student Body

The Student Body of Mount Vernon Nazarene University shall consist of every duly registered student seeking to obtain an associate and/or bachelor degree within the traditional undergraduate program.

Section 2. Administrative Branch

The administrative branch of the student body shall be the Student Government Association.

Section 3. Membership

The membership of SGA shall consist of the following:

- A. President
- B. Vice President of Community Life
- C. Vice President of Christian Life
- D. Vice President of Academic Life
- E. Vice President of Social Life
- F. Vice President of Finance
- G. Vice President of Marketing
- H. Executive Secretary
- I. Assistant to the Vice President of Social Life
- J. Concert Chairperson
- K. Intramural Chairperson
- L. Multi-Cultural Chairperson
- M. Assistant to the Vice President of Christian Life
- N. Senior Class President
- O. Junior Class President
- P. Sophomore Class President
- Q. Freshman Class President

Section 4. Executive Cabinet

The Executive Cabinet of SGA shall consist of the following:

- A. President
- B. Vice President of Community Life
- C. Vice President of Christian Life
- D. Vice President of Academic Life
- E. Vice President of Social Life
- F. Vice President of Finance
- G. Vice President of Marketing
- H. Executive Secretary

Section 5. Advisors

The members of the SGA shall recommend two advisors from the Faculty or Staff of the University to be approved by the President of the University.

Section 6. Term of Office

- A. The term of office of all members of the SGA shall extend from the date twenty-eight days prior to the closing of the academic school year in which they were elected, until the closing of the following academic school year.
- B. The term of office of all members of the SGA elected in the fall shall extend from the date of their election until the closing date of that academic school year.

- C. During the twenty-eight days that the two successive governments overlap, each government shall have jurisdiction and responsibility for all matters pertaining to the year for which it is elected.
- D. No member of the SGA Council may hold more than one council vote at the same time.

Section 7. Business

- A. After the first SGA meeting of the year, each sub-council must meet/communicate at least monthly.
- B. All sub-council members shall be expected to attend all meetings or breach their responsibility.
- C. The President of the SGA may sit in on all sub-councils as an ex-officio, non-voting member.

Section 8. Committees

Special Committees

Student Government Association may form ad hoc or special committees to better carry out its duties at any time.

Community Life Committees

Subcommittees

Commuter Students Committee

Vice President of Community Life (Chairperson)

At least five commuter students

Intramural Athletic Committee

Coordinator of Intramurals (Chairperson)

Intramural Chairperson

At least five students

Director of Campus Life

Meetings

These committees will meet on an as-needed basis.

Christian Life Committee

Membership

Vice President of Christian Life (Chairperson)

Assistant to the Vice President of Christian Life

Assistant to the University Chaplain

Presidents of all SGA chartered Christian organizations

Class Ministries Directors

Meetings

This committee will meet monthly.

Academic Life Committee

Membership

Vice President of Academic Life (Chairperson)

President of Alpha Chi

Presidents of all the academically-oriented chartered clubs

Meetings

This committee will be in communication once a month.

Social Life Committee

Membership

Vice President of Social Life (Chairperson)
Assistant to the Vice President of Social Life
Class Presidents
Concert Chairperson
Vice President of Marketing
Additional members as needed, by the approval and appointment of the Executive Cabinet of SGA

Meetings

This committee will meet bi-monthly.

Subcommittees

Campus Events Committee
Assistant to the VP of Social Life (Chairperson)
Class Representative of each Class Council
Two students nominated by the Executive Cabinet of SGA

Concert Committee

Concert Chairperson (Chairperson)
Vice Presidents of each Class Council
Concert Promoter
Three students (at-large) of the Concert Chairperson's choice
Additional students to serve as needed, at any and /or all times

Marketing Committee

Vice President of Marketing
Social Chairpersons of each Class Council
Six students (at-large) chosen by the Vice President of Marketing.
Additional students to serve as needed, such as the Flux Club, at any and/or all times.

Finance Committee

Membership

- a. Vice President of Finance
- b. Treasurers from each Class Council

Meetings

- a. This committee will meet on an as-needed basis

Article III. Meetings

Section 1. Attendance

- A. During the course of a semester attendance is expected at all meetings, both SGA and Executive Cabinet.
- B. One unexcused absence will be allowed.
- C. An absence may be excused if notification is given to the secretary and/or President in advance.

- D. After a second unexcused absence, a letter of concern will be sent. This letter should encourage the member to consider his/her position as a member of SGA.
- E. If a third unexpected absence occurs, resignation of the member may be requested. Extenuating circumstances will be taken into consideration, with the final decision to be made by the President of SGA following consultation with the members of SGA Executive Cabinet.

Section 2. SGA Full Cabinet

- A. SGA shall hold bi-monthly meetings at a time and place agreed upon by its members.
- B. Special meetings may be called with prior notice at the discretion of the President of SGA.
- C. A two-thirds majority of members present is needed to pass an issue voted upon.

Section 3. SGA Executive Cabinet

- A. The Executive Cabinet of SGA shall hold weekly meetings at a time and place agreed upon by its members.
- B. Special meetings may be called with prior notice at the discretion of the President of SGA.
- C. All members of the Executive Cabinet will vote on all issues with a simple majority ruling. In the event of a tie, the President member ex-officio of the Executive Cabinet has the power to break the tie or table the issue.
- D. If tabled, the issue will go before the entire SGA for further discussion and a vote.
- E. Executive Cabinet will have voting privileges in Executive Cabinet and Full Cabinet meetings.

Article IV. Duties

Section 1. President

- A. Serve as a member ex-officio of the SGA Executive Cabinet.
- B. Call and preside over weekly SGA Executive Cabinet meetings as well as other SGA meetings.
- C. Prepare agendas bimonthly for SGA Full Cabinet meetings to be sent out to all SGA members at least one day prior to the scheduled meeting.
- D. Call and preside at the meetings of the Student Government Association..
- E. Appoint Student Government committees except those that require election and present these selections to SGA in the first business meeting of SLC.
- F. Represent the Student Body at all campus functions and on-campus committees as requested.
- G. Preside at all elections of SGA.
- H. Authorize check requests and disbursements of SGA funds.
- I. Serve as a delegate to two NSLA Conferences, and to the NSLA Steering Committee.

- J. Serve as member of the President’s Advisory Committee, the Committee on Calendar and Programs and other committees, as appointed.
- K. Guide and give supervision to all election procedures, including balloting for special events.
- L. Provide inspiration and vision for the direction and action taken by the Student Government.
- M. Strive at all times for improvement at MVNU.
- N. Advise any part of SGA of unnecessary or unwise spending of funds and have the authority to veto such expenditures.
- O. Meet weekly with the SGA Executive Secretary to discuss agendas, review minutes, and conduct whatever other business in necessary.
- P. Meet weekly with the Director of Student Life.
- Q. Know and observe parliamentary procedure.
- R. Serve as the student representative to the NYI Regional Council.
- S. Serve as the student representative to the Board of Trustees, and appoint other representatives as requested.
- T. Support by regular attendance the various activities sponsored by the SGA.
- U. Be familiar with and follow the SGA Constitution and by-laws.
- V. Keep a notebook of all activity planning that shall be passed on to next year’s officer.
- W. Be in the office a minimum of five hours per week, three of which must be posted.

Section 2. Vice President of Community Life

- A. Serve as a member of the SGA Executive Cabinet.
- B. Meet weekly with the Director of Student Life.
- C. Act as SGA President in his/her absence.
- D. Coordinate and oversee club carnival.
- E. Coordinate “Gratitudes & Grievances.”
- F. Serve as a member of the Campus Life Committee, the Calendar and Program Committee, the Food Services Committee, and the Intercultural Committee.
- G. Coordinate and advertise club/organization information.
- H. Visit student organizations to advise and inform them of SGA activities and policies.
- I. Complete within the first month of the semester:
 - 1. Compile a list of all active campus clubs/organizations.
 - 2. Receive and review the constitutions of the above clubs/organizations.
 - 3. Receive the membership list of the above clubs/organizations.
 Receive and review the semester plans of the above clubs/organizations for petitioning purposes.
- J. Organize and oversee a day of club training.
- K. Organize and attend the Freshmen Class Retreat.
- L. Conduct any surveys designed by SGA in conjunction with the SGA Vice President of Academic Life.
- M. Maintain communication with commuter students, including announcements, new services, etc.

- N. Serve as liaison with college administration to represent needs of commuter students.
- O. Develop rapport with faculty, staff and on-campus students to insure that the voice of commuter students is heard.
- P. Develop innovative ways to encourage commuter-student involvement with campus activities.
- Q. Chair the Commuter Students Committee.
- R. Support by regular attendance the various activities sponsored by the SGA.
- S. Be familiar with and follow the SGA Constitution and by-laws.
- T. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- U. Be in the office a minimum of five hours per week, three of which must be posted.
- V. Work in conjunction with the MVNU Alumni Office to plan and facilitate Parent/Student events.

Section 3. Vice President of Christian Life

- A. Serve as a member of the SGA Executive Cabinet.
- B. Work in conjunction with the University Chaplain and the University Worship Leader.
- C. Schedule speakers, people to lead prayer, etc. and make all other arrangements in student-sponsored services.
- D. Serve as liaison between the Executive Cabinet and Christian Life Committee.
- E. Coordinate and communicate all student-initiated on-campus religious activities as well as communicate with all outreach organizations.
- F. Serve as member of the Campus Life Committee, the Chapel Curriculum Committee, and the Committee on Calendar and Programs.
- G. Support by regular attendance the various activities sponsored by the SGA.
- H. Be familiar with and follow the SGA Constitution and by-laws.
- I. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- J. Be in the office a minimum of five hours per week, three of which must be posted.

Section 4. Vice President of Academic Life

- A. Serve as a member of the SGA Executive Cabinet.
- B. Work in conjunction with the Academic Dean of the University.
- C. Have a cumulative GPA no less than 3.3, on a 4.0 scale.
- D. Coordinate on-campus student-initiated academic activities.
- E. Serve as Chairperson of the Academic Life Committee, which is to correspond once each month.
- F. Serve as a liaison between the Executive Cabinet and the Academic Life Committee.
- G. Serve as a member of the Academic Council, the Library Committee, the Calendar and Programs Committee, and the General Education Council.
- H. Coordinate Faculty and Staff Appreciation Week at least once a year.
- I. Organize a book exchange within the first two weeks of each semester.

- J. Be responsible for verifying the GPA of all SGA members at mid-term and end-of-semester according to Constitutional requirements as well as all SGA candidates at election times.
- K. Serve as co-chair of the election board.
- L. Support by regular attendance the various activities sponsored by the SGA.
- M. Be familiar with and follow the SGA Constitution and by-laws.
- N. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- O. Be in the office a minimum of five hours per week, three of which must be posted.

Section 5. Vice President of Social Life

- A. Serve as a member of the SGA Executive Cabinet.
- B. Meet weekly with the Director of Campus Life.
- C. Plan and direct University Games, Homecoming Pageant/Festivities, Mr. MVNU and Luau activities.
- D. Serve as Chairperson of the Social Life Committee, which meets bi-monthly.
- E. Serve as a liaison between the Executive Cabinet and the Social Life Committee.
- F. Serve as a resource person and communicate expectations for class activities.
- G. Sponsor TWIRP and MOP weeks and co-ordinate an all-campus related activities.
- H. Approve dates through the Director of Student Life for all on-campus events (beyond those already on the calendar).
- I. Serve as a member of the Committee on Calendar and Programs, Concert Programs Advisory Committee and other committees as appointed.
- J. Support by regular attendance the various activities sponsored by the SGA.
- K. Be familiar with and follow the SGA Constitution and by-laws.
- D. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- E. Be in the office a minimum of five hours per week, three of which must be posted.

Section 6. Vice President of Finance

- A. Serve as a member of the SGA Executive Cabinet.
- B. Serve as Chair of the Finance committee
- C. Keep careful and authentic financial records (i.e., obtaining receipts of all transactions and checking inventories from the Accounting Office).
- D. Make all deposits, submit all check requests and complete purchase orders/requisitions.
- E. Submit a monthly treasurer's report to the executive cabinet
- F. Assist class council, organization and club treasurers with accounts, finance recording and reporting as needed.
- G. Provide monthly reports to inform SGA of their financial standing.
- H. Maintain accurate budget records by means of SGA computer and files.
- I. Provide the SGA President with records of unnecessary and unwise spending of all accounts; including classes and clubs.

- J. Serve as a member of the Campus Life Committee and the Student Assessment Committee.
- K. Support by regular attendance the various activities sponsored by the SGA.
- L. Be familiar with and follow the SGA Constitution and by-laws.
- M. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- N. Be in the office a minimum of five hours per week, three of which must be posted.

Section 7. Vice President of Marketing

- A. Serve as a voting member of SGA.
- B. Serve as a voting member of the SGA Executive Cabinet
- C. Be responsible for all promotion of activities sponsored by SGA. Ideally, full information should be submitted at least 8 days before the promotion begins (at least two weeks before the event).
- D. Be responsible for using creative and innovative measures to advertise all SGA related events.
- E. Be responsible for working in conjunction with Campus Newspaper Editor to supply information for the Lakeholm Viewer.
- F. Be a liaison between SGA and the University Web Publicist for the SGA web pages that are provided by the college (which, among other things, are to be used to promote SGA events). The pages are to be updated regularly.
- G. Work in conjunction with all SGA members.
- H. Serve as a member of the Lecture Artist Committee.
- I. Serve as the Chair of the Marketing Subcommittee.
- J. Support by regular attendance the various activities sponsored by the SGA.
- K. Be familiar with and follow the SGA Constitution and by-laws.
- L. Keep a notebook of all activity planning that shall be passed on to next year's officer.

Section 8. Executive Secretary

- A. Serve as a member of the SGA Executive Cabinet.
- B. Serve as a voting member of SGA Full Cabinet.
- C. Attend and take minutes at all scheduled SGA meetings with the exception of Committee meetings.
- D. Call/keep roll at meetings.
- E. Preserve documents of the organization, such as the constitution, petitions, minutes, etc.
- F. Keep careful and authentic records for the organization.
- G. Send minutes for every SGA meeting to SGA members and SGA advisors. The secretary shall display the minutes for the student body in a conspicuous place. At the end of the school year, the secretary should send an electronic version of the past year's minutes to the archives of the MVNU Library.
- H. Provide for the general correspondence for SGA (not specific correspondence such as concerts, weekend events, etc.).

- I. Meet weekly with the SGA President and prepare agendas.
- J. Serve as a member of the Food Services Committee.
- K. Post office hours for all Executive Cabinet Officers.
- L. Serve as co-chair of the Election Board.
- M. Support by regular attendance the various activities sponsored by the SGA.
- N. Be familiar with and follow the SGA Constitution and by-laws.
- O. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- P. Be in the office a minimum of five hours per week, three of which must be posted.

Section 9. Intramural Chairperson

- A. Serve as a voting member of SGA.
- B. Serve as a member of the Committee on Intramural Athletics and the Athletic Committee.
- C. Serve as Chairperson of the Intramural Athletic Committee.
- D. Coordinate all intramural sporting events according to the procedures adopted by the Committee on Intramural Athletics in conjunction with the Intramural Coordinator.
- E. Work in conjunction with the Intramural Coordinator to provide supervision for all intramural events.
- F. Work in conjunction with the Athletic Director and the Intramural Coordinator on scheduling gym time for events.
- G. Schedule officials for all events for which an official is needed.
- H. Act as a substitute during emergency situations such as scorekeeping, refereeing, etc.
- I. Accept responsibility for any athletic event sponsored by SGA unless otherwise informed.
- J. Support by regular attendance the various activities sponsored by the SGA.
- K. Be familiar with and follow the SGA Constitution and by-laws.
- L. Keep a notebook of all activity planning that shall be passed on to next year's officer.

Section 10. Assistant to the Vice President of Social Life

- A. Serve as a voting member of SGA.
- B. Serve as a member of the Social Life Committee, the Calendar and Programs Committee, and the Campus Life Committee.
- C. Work with the Vice President of Social Life in planning and coordinating campus wide activities.
- D. Be responsible for planning weekly events on campus.
- E. Be responsible for planning (or having someone else plan) two weekend activities a month.
- F. Work in conjunction with the Vice President of Community Life to assign/organize event dates for organizational/club activities.
- G. Strive to have an active weekend social life for students of the University.
- H. Coordinate and oversee the Luau.
- I. Coordinate and direct all activities held in The Prince Student Union (PSU).

- J. Serve as Chairperson of the Campus Events Committee and submit minutes to the Vice President of Social Life.
- K. Support by regular attendance the various activities sponsored by the SGA.
- L. Be familiar with and follow the SGA Constitution and by-laws.
- M. Keep a notebook of all activity planning that shall be passed on to next year's officer.

Section 11. Campus Events Chairperson

- A. Serve as a voting member of SGA.
- B. Work in conjunction with the Concert Promoter (Staff personnel) in selecting groups, scheduling concerts and planning SonFest.
- C. Work in conjunction with the Assistant to VP of Social Life to plan monthly concerts on campus.
- D. Serve as the Co-Chair of the Concert Committee.
- E. Serve as a member of the SonFest Committee.
- F. Be responsible for all ticket sales (under the direction of the Concert Promoter).
- G. Be responsible for all on-campus promotions and give-aways (in conjunction with the Vice President of Marketing and the Concert Promoter).
- H. Serve as a member of the Calendar and Programs Committee.
- I. Support by regular attendance the various activities sponsored by the SGA.
- J. Be familiar with and follow the SGA Constitution and by-laws.
- K. Keep a notebook of all activity planning that shall be passed on to next year's officer.

Section 12. Intercultural Chairperson

- A. Serve as a voting member of SGA.
- B. Serve as a voting member of SGA.
- C. Serve as a liaison with College Administration to represent needs of multicultural students.
- D. Develop rapport with faculty, staff and students to insure that the voice of multi-cultural students is heard.
- E. Meet weekly with the Director of Intercultural Affairs for the University.
- F. Coordinate and direct all activities held on campus exclusively for multi-cultural students.
- G. Serve as member of the Intercultural Committee.
- H. Develop innovative ways to encourage multi-cultural students to involvement with campus activities.
- I. Serve as a resource guide for multi-cultural organizations and clubs.
- J. Support by regular attendance the various activities sponsored by the SGA.
- K. Be familiar with and follow the SGA Constitution and by-laws.
- L. Keep a notebook of all activity planning that shall be passed on to next year's officer.

Section 13. Class Presidents

See Article VI. Class Councils

Section 14. Assistant to the Vice President of Christian Life

- A. Serve as a voting member of SGA.
- B. Serve as a member of the Christian Life Committee.
- C. Work with the Vice President of Christian Life in planning and coordinating student sponsored events.
- D. Oversee all SGA chartered ministry/outreach student organizations.
- E. Serve as a liaison between the ministry/outreach student organizations and the University Chaplain's Office.
- F. Support by regular attendance the various activities sponsored by the SGA.
- G. Be familiar with and follow the SGA Constitution and by-laws.
- H. Keep a notebook of all activity planning that shall be passed on to next year's officer.

Article V. Election Procedures

Section 1. Election Board

- A. Purpose
The Election Board shall be responsible for implementing and conducting all SGA sponsored elections.
- B. Membership
 1. The Election Board shall be composed of the Vice President of Academic Life, the Executive Secretary, and each class secretary.
 2. The Election Board shall serve for the entire academic year.
 3. Any member of the Election Board being considered for office in an SGA sponsored election shall be declared an inactive member of the Board for the duration of the election. The Election Board co-chairpersons shall select a temporary member for the time of the election only.
- C. Co-Chairpersons
The Election Board shall have co-chairpersons: the SGA Vice President of Academic Life, and the SGA Executive Secretary.
- D. Duties of the Election Board
 1. The Election Board shall abide by the rules set forth in the SGA Constitution and by-laws regarding elections. Any changes in these procedures must have the prior approval of the Executive Cabinet of SGA.
 2. The Election Board shall supervise all SGA sponsored elections.
 3. The Election Board shall be responsible for all online voting.
- E. Duties of the Election Board Co-Chairpersons
It shall be the duties of the Election Board co-chairpersons to:
 1. Schedule all elections with the approval of the SGA President.
 2. Call and preside at Election Board meetings.
 3. Follow all guidelines, procedures, and rules given in the SGA Constitution and by-laws, and any additional guidelines established by SGA.

4. Review and approve all speeches and submitted to be made at the SGA Election Convocation.
5. Supervise the balloting, counting, and posting of election results.
6. Publicize all elections and application periods.
7. Confirm the qualifications of the candidates academically with the Registrar, and socially with the Office of Student Life.
8. Present to the candidates and additional guidelines established by the Election Board and SGA that are in harmony with the SGA Constitution and by-laws.
9. Prepare the official ballots necessary.
10. Reserve all equipment needed for elections.
11. File a written copy of the results with SGA to be recorded in the SGA minutes.
12. Forward a compiled copy of all minutes and activities to the SGA Executive Secretary at the close of the academic year to be maintained in the SGA files.

Section 2. Election Code

- A. In order to provide a procedure of election, to protect the rights of voters and candidates, the following election code is established. The election code shall apply to all elections sponsored by SGA.
- B. All SGA sponsored elections shall be publicly held at such a time as may be designated by SGA and shall be supervised by the Election Board.
- C. An official ballot shall be prepared by the Election Board co-chairpersons by the following stipulations:
 1. Candidacy for all positions shall be open for self-nomination.
 2. The names of candidates of each office shall appear on the ballot in alphabetical order.
 3. The name of no person can appear on a ballot more than once for more than one office.
- D. The election shall be held on the designated days established by the Election Board co-chairpersons.
- E. A student is eligible to vote in the election if his/her name appears on the current student computer master list obtained from the registrar of the University.
- F. Upon closing of the election, the Election Board shall canvass the valid balloting and declare the results.
- G. It is necessary for the candidate to have a majority of valid ballots for an election to be declared. In the event of no election, there shall be a run-off election between the two candidates having the highest votes.
- H. The run-off election shall be held within ten days following the regular election and shall be governed in the provisions in this by-law.
- I. SGA shall have the power to make such additional regulations for the holding of the elections as it may deem necessary and in proper harmony with the SGA Constitution and by-laws.

Section 3. Qualifications

- A. Each candidate must be supportive of the mission, purposes and lifestyle guidelines of the University.
- B. Each candidate must be a full-time student.
- C. Each candidate must have had three semester's previous attendance at Mount Vernon Nazarene University completed before running for office, with the exception of all Class Councils, Assistant to the Vice President of Social Life, Assistant to the Vice President of Christian Life.
- D. Each candidate must be reviewed for eligibility through Student Life and the Registrar.
- E. Each SGA and Class Council candidate must submit a resume by the deadline set by the Election Board.
- F. Each SGA and Class Council candidate must have at least a cumulative 2.3 GPA on a 4.0 scale or at least an average 2.3 GPA, on a 4.0 scale, for two consecutive semesters prior to running for office, which must be maintained during their tenure.
- G. Candidates running for any of the Executive Cabinet positions must have at least a cumulative 2.5 GPA on the 4.0 scale for two consecutive semesters prior to running for office, which must be maintained during their tenure.
- H. The Vice President of Academic Life must have a cumulative GPA of no less than 3.3 on the 4.0 scale.
- I. Members of the SGA Executive Cabinet must live on campus during their term of office.

Section 4. SGA Election Times

- A. The election for officers shall be conducted during the spring semester and must be completed by the end of March before the Nazarene Student Leadership Conference (NSLC). It shall include the election of all SGA members and all Sophomore, Junior and Senior class officers with the exception of the Vice President of Finance, Executive Secretary, Vice President of Marketing, Campus Events Chairperson, Intramural Chairperson, Intercultural Representative, and the Commuter Representative.
- B. Freshman Class officers shall be elected during the third week of the first semester. All elections require a seven day advance notice.

Section 5. Appointed Positions

- A. Nominees for the Vice President of Finance, the Executive Secretary, the Vice President of Marketing, and the Assistant to VP of Social Life, Assistant to VP of Christian Life, Intercultural Representative, Intramural Chairperson and Campus Events Chairperson shall be selected by the retiring and incoming members of the SGA Executive Cabinet at a joint meeting before the end of March before NSLC.
- B. The members of the Intramural Athletic Committee shall select the Intramural Chairperson, no later than the third week of April.
- C. The members of the Concert Advisory Committee shall select the Concert Chairperson, no later than the third week of April.

Section 6. Primaries

If there are more than two candidates for any office, a primary election shall be held to reduce the number of candidates to two.

Section 7. Pre-Election Meeting

- A. All candidates for office shall attend an organizational meeting organized by the SGA President and the Election Board to discuss election procedures.
- B. Advance notice of the meeting shall be publicized by email to all candidates by the Executive Secretary.
- C. Any candidate absent from this meeting shall be removed from the ballot unless just cause of the absence is presented to the Executive Secretary.
- D. All SGA members shall be at this meeting with their notebooks of activity planning to meet with those running for his/her position in order to inform the candidates of job responsibilities.

Section 8. Balloting

- A. The place, time, and duration of the election shall be publicized at least one week prior to the time of balloting.
- B. The duration of balloting shall run two days with the hours of balloting set by SGA.
- C. All off-campus students wishing to vote must use an on-campus computer connected to MVNU's server in order to access the online ballot.

Section 9. Tabulation

- A. The final election shall be held no fewer than four days and no more than seven days after the primary election.
- B. This election shall be conducted by secret ballot.
- C. Any person whose name appears on the ballot may not be present during tabulation of votes.
- D. Tabulation of the ballots is done automatically by the computer election software..

Section 10. Majority Rules

A candidate receiving a simple majority of the votes cast by the Student Body shall be elected. In the event of a tie, notification shall be given to the Student Body and balloting shall continue for the following school day with the election times set by SGA.

Section 11. Election Results

The President of SGA shall declare the results of all elections, which makes them final. If SGA subsequently decides that there has been a direct violation of this Constitution in the election procedures, the results may be revoked and a new ballot will be issued.

Section 12. Vacancy

- A. If a vacancy occurs in an SGA position during the first semester and January interim of a regular school year, it shall be filled at the earliest possible date by a special

election of the Student Body in compliance with election qualifications (Article V, Section 1).

- B. If there are no applicants to fill the vacancy, then it shall be filled by an appointment of the SGA.
- C. If a vacancy occurs during the second semester, the office shall be filled by appointment of the SGA.

Article VI. Class Councils

Section 1. Responsibilities

- A. To oversee, direct and operate all of the functions of the class.
- B. To hold regular bi-monthly meetings to discuss and plan activities and current issues in and for their class.
- C. To abide by the same attendance policies as the rest of SGA (See Article III, Section 1)
- D. To prepare the required activities, for each class, mentioned in the class president's duties.
- E. Provide a voice for its constituency on SGA.
- F. Keep a journal of the minutes, financial ledger, and the year's activities. This is to be passed onto the next year's council and the SGA Executive Secretary (to be filed in the SGA archives).
- G. Plan and execute at least one spiritual and one social activity per semester for their respective class.
- H. To attend Student Leadership Conference in August and work in conjunction with SGA to help plan opening week activities.

Section 2. Positions

Each Class Council will consist of a Class President, Vice President, Secretary, Treasurer, Class Representative, Social Chairperson and Class Ministries Director.

Section 3. Class President

- A. Serve as a member of the Social Life Committee and report plans, activities and decisions to the Vice President of Social Life. All Class Presidents serve as members of Food Services Committee.
- B. Serve as chairperson of the respective Class Council.
- C. Be responsible for all class activities.
- D. Be responsible for one campus wide activity per month, two campus wide weekend activities per semester, and one class activity per semester.
- E. Make appointments on the council in the event of vacancy, with the approval of the SGA Executive Cabinet.
- F. Authorize class transactions along with the Treasurer and Class Advisor.
- G. Report monthly to the SGA Council on the progress of their Class Council.

Section 4. Vice President

- A. Attend all meetings as scheduled unless excused by the President.

- B. Be responsible for conducting meetings and/or attending SGA meetings in the absence of the President.
- C. Accept and carry out responsibilities as assigned by the Class Council.
- D. Serve as a member of the Concert Committee.
- E. Serve as a member of the Food Services Committee.

Section 5. Class Secretary

- A. Attend all meetings as scheduled unless excused by the President.
- B. Keep records and minutes of all meetings, to be distributed as requested by the President, to all members of the council.
- C. Accept and carry out responsibilities as assigned by the Class Council.
- D. Serve as a member of SGA Election Board

Section 6. Class Treasurer

- A. Attend all meetings as scheduled unless excused by the President.
- B. Keep accounting records of class budget and submit regular reports of financial condition.
- C. Accept and carry out responsibilities as assigned by the Class Council.
- D. Serve as a member of the Finance Committee.

Section 7. Class Representative

- A. Attend all meetings as scheduled unless excused by the President.
- B. Work in conjunction with the Class Social Chairperson.
- C. Accept and carry out responsibilities as assigned by the Class Council.
- D. Serve as a voice for the class he/she is representing.
- E. Serve as a member of Campus Events Committee.

Section 8. Class Social Chairperson

- A. Attend all meetings as scheduled unless excused by the President.
- B. Promote and publicize all events sponsored by the class.
- C. Accept and carry out responsibilities as assigned by the Class Council.
- D. Serve as a member of the Marketing Committee.

Section 9. Class Ministries Director.

- A. Attend all meetings as scheduled unless excused by the President.
- B. Plan and direct the ministry activities of the class.
- C. Serve as chaplain to the respective Class Council.
- D. Work in conjunction with the Class Council and SGA Vice President of Christian Life to plan class chapels, class retreat, and service projects.
- E. Serve as a member of the Christian Life Committee.
- F. Accept and carry out responsibilities as assigned by the Class Council.

Article VII. Campus Organizations

Section 1. Student Organizations

Every student group to be recognized as an official student organization of the Student Body of Mount Vernon Nazarene University shall be chartered by the SGA.

Section 2. Applications

Applications for charters shall contain pertinent information about the organization's officers and functions. These applications shall be reviewed and accepted or rejected by the entire voting membership of the SGA.

Section 3. Charter Criteria

Charters shall be issued after consideration of the following criteria:

- A. The organization must have a constitution, which has been accepted or rejected by the SGA.
- B. The organization shall have a minimum of any combination of at least three meetings or organized activities before applying for a charter.
- C. The organization must have a minimum of one Faculty or Staff advisor and elected officers for the organization.
- D. The organization must be consistent with the mission and core values of MVNU.

Section 4. Funds

All chartered clubs are eligible to apply for funds distributed by the SGA. Club/organization funds shall be received and accounted for by the respective treasurer in conjunction with the Vice President of Finance and the University Accounting Office.

Section 5. Accountability for Clubs

- A. All chartered clubs/organizations are accountable to SGA. All other clubs/organizations report concerns or requests to the SGA Vice President of Community Life.
 1. All religious clubs/organizations must report concerns or requests relating to ministry or mission to the SGA Vice President of Christian Life or the Assistant to the VP of Christian Life.
 2. All academic clubs/organizations must report concerns or requests to the Vice President of Academic Life.
 3. The Vice President of Community Life shall approve all other clubs/organizational activities/events.
- B. An annual financial report shall be submitted to the Director of Campus Life. An updated Constitution, list of officers, and activities of the organization shall be submitted to and retained by the Director of Campus Life and he/she shall work in conjunction with the Secretary of SGA to insure this requirement is fulfilled.

Section 6. Disciplinary Action for Clubs/Organizations

Failure to abide by guidelines set forth by the constitution and SGA will result in disciplinary action taken by the SGA Executive Cabinet. Disciplinary action may result

in probation, suspension, or termination of a charter. The charter, constitution, and any other information of the suspended club/organization will be placed in an inactive club/organization file in the SGA office. The club/organization may be reactivated if it receives a favorable vote from the Executive Cabinet and approval from the Office of Student Life. A terminated charter may be founded again by following the guidelines for the establishment of a club/organization on campus.

Article VIII. Jurisdiction and Power

Section 1. Functions and Powers of the SGA.

The SGA shall:

- A. Have general oversight of all activities and elections of various clubs/organizations.
- B. Establish and adopt by majority vote each year by the SGA, its own rules of written procedure within the framework of the Constitution.
- C. Have the power to make any other regulations necessary for the execution of this Constitution.
- D. Reconsider any decision upon provision for and validation of petition documents (responsibility of the SGA Executive Secretary) of fifteen percent of the Student Body.

Section 2. Checks and Balances

- A. All SGA decisions shall be made within the boundaries of the Student Government Association Constitution as well as the University's Rules and Standards. The Office of Student Life is the first to insure this requirement. If a conflict of interpretation exists, it will be appealed to the Campus Life Committee for a final decision.
- B. If any Executive Cabinet decision, which has been made, does not meet the approval of other SGA members, a petition bearing the signatures of four members of SGA will table the issue until a meeting can be scheduled for further discussion. The issue then will be resolved with a vote of the entire SGA membership, with a two-thirds majority needed to pass.

Section 3. Removal from Office

- A. A proposal for the removal of any SGA member may originate with a petition:
 1. By a student from the group the SGA member in question it represents. The petition must bear reasons for removal and the names of ten percent of the students whom that Student Government member is presently representing; or
 2. By a Student Government member with a petition bearing reasons for removal and signed by at least five other Student Government members.
- B. The petition must then be presented to the Student Government members in question no less than one week prior to the formal submission of the petition at any SGA meeting in which all SGA members are involved.
- C. The petition must be read at an SGA meeting in which all SGA members are involved and the Student Government members in question shall be given an opportunity to defend himself/herself.

Section 4. Special Exceptions for Removal

- A. In the event that any SGA member is placed on full social probation or falls below the required GPA for his/her position in accordance with the provisions of Article V, Section 3. Qualifications, the Office of Student Life shall decide if dismissal is necessary and will notify the SGA President of any action.
- B. If a member of SGA fails to fulfill the obligations and duties of his/her position as stated in Article IV, Duties, the issue will be taken up by the Executive Cabinet of SGA who will make a ruling for either the dismissal or continuation of the member in his/her position.
- C. These removal decisions can be appealed to the entire SGA membership for further discussion and a vote. A two-thirds majority is necessary to override the Executive Cabinet's decision.

Article IX. Amendments

Section 1. Constitution

This Constitution shall become effective when approved by the SGA and ratified by a two-thirds majority of those voting in an announced election for the Student Body.

Amending the Constitution:

- A. Amendments may be proposed by a two-thirds vote of the SGA or a petition bearing the names of fifteen percent of the Student Body.
- B. The proposed amendment and time of voting shall be read and posted in a central on-campus place no later than one week prior to voting.
- C. Ratification of an amendment shall require a two-thirds vote of those voting, providing that no less than fifty percent of the student body votes.
- D. All amendments are subject to the approval of the Campus Life Committee.

BYLAWS

Article I. Limitations on Officers

Section 1. Classification of Officers

- A. "A" Officers: Any student holding an "A" office shall not be eligible to hold any "B" office, and no more than one other "C" or "D" office concurrently. "A" Officers include:
 - 1. President
 - 2. Vice President of Community Life
 - 3. Vice President of Christian Life
 - 4. Vice President of Academic Life
 - 5. Vice President of Social Life
 - 6. Vice President of Finance
 - 7. Secretary

- B. “B” Officers: Any student holding a “B” office shall not be eligible to hold more than one “B” office and shall hold no more than one “C” or “D” office concurrently. “B” Officers include:
1. Intramural Chairperson
 2. Intercultural Representative
 3. Assistant to the VP of Christian Life
 4. Assistant to the VP of Social Life
 5. Class Presidents (Freshmen, Sophomore, Junior and Senior)
Concert Chairperson
Vice President of Marketing
- C. “C” Officers: Any student holding a “C” office shall not be eligible to hold more than one “C” office and no more than two “D” offices concurrently. “C” Officers include:
1. Presidents of all clubs and organizations
 2. All subordinate officers of the class councils
- E. “D” Officers: Any student holding a “D” office shall not be eligible to hold more than three “D” offices concurrently. “D” Officers include:
1. All subordinate club and organization officers

Section 2. Review

This article shall be reviewed by the Vice President of Community Life and the SGA President and shall be enforced by the SGA Executive Cabinet.

Article II. Amendments

Section 1. Ratification

These Bylaws shall become effective when ratified by a two-thirds majority vote of SGA and approved by the Campus Life Committee.

Section 2. Amendment

These Bylaws may be amended by a two-thirds majority vote of the SGA and approval by the Campus Life Committee.

This document was written and recommended by the 1993-1994 Student Council, and affirmed by a vote of the Student Body of Mount Vernon Nazarene College.

Updated 10/14/10

VII. THE DRUG-FREE CAMPUS

Preface

In keeping with the religious heritage of the Church of the Nazarene and in keeping with applicable federal, state and local statutes, it is the policy of MVNU that abstaining from the use of alcohol, tobacco, and non-medical uses of controlled substances is the positive ideal for persons and communities.

Standards of Conduct

The unlawful manufacture, distribution, dispensation, purchase, possession, or use of a controlled substance, alcohol, or tobacco is prohibited on university premises and off-campus. Students must abide by this policy as a condition for continued enrollment. Violation of the policy may be cause for suspension or dismissal from the university.

Students are required to report any personal conviction listed under a criminal drug statute while employed or enrolled no later than five days after the conviction, to the Director of Residence Life.

The **Drug Free Schools and Communities Act Amendments of 1989** (amends the Higher Education Act):

<http://counsel.cua.edu/FEDLAW/Dfsca.cfm>

The term “controlled substance” is any drug or substance defined by the Drug-Free Workplace Act of 1988 or applicable sections of the Ohio Revised Code (chapters 2925.01 and 3719.01). The Drug Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act):

<http://counsel.cua.edu/FEDLAW/Dfsca.cfm>

Description of Legal Sanctions

Local legal counsel indicates that legal penalties are most likely to be pursued under applicable sections of the Ohio Revised Code. Under Ohio law, most alcohol-related offenses are considered to be misdemeanor offenses; misdemeanor convictions carry jail sentences from thirty days to six months and/or fines from \$250 to \$1,000, depending upon the seriousness of the offense and past convictions.

Controlled substance offenses are classified as misdemeanors or felony offenses, depending upon the substance in possession, its amount, intent to traffic, and past convictions. Felony convictions under State of Ohio statutes carry jail sentences from six months to ten years and/or fines from \$2,500 to \$20,000. Trafficking in controlled substances is also subject to federal jurisdiction.

Description of Health Risks

Psycho-active drugs, including alcohol and controlled substances, carry even with their casual use, pronounced and long-lasting health risks to persons and their children.

Alcohol--Alcohol enters the blood stream and affects the nervous system almost immediately with its depressant effects, as it depresses the central nervous system, slows thought processes, reflexes and other physical skills. In small amounts, alcohol appears to be a stimulant as it depresses anxiety and other inhibitions. It significantly impairs judgment and coordination necessary for safe automobile operation and significantly increases the likelihood of traffic accidents, injuries and deaths. In larger amounts, it produces confusion, moodiness, unhappiness and anger. It increases the incidence of aggressive actions, including spouse and child abuse. Large doses or chronic use can result in marked impairments to higher mental functions, including the ability to learn and remember. Very high doses of alcohol may produce respiratory depression, unconsciousness, or death.

Alcohol is addicting, and repeated use leads to dependence. Sudden cessation of alcohol consumption may produce withdrawal effects, including convulsions, hallucinations, severe anxiety and tremors. Alcohol use when combined with poor nutrition produces damage to the brain, liver, and other internal organs. Alcohol use may produce fetal alcohol syndrome in infants born to mothers using alcohol during pregnancy. Alcohol use intensifies the effects of other depressants, thus increasing the risk of overdose and suicide.

Depressants--Depressants (including barbiturates, tranquilizers like Librium and Valium, and sedative-hypnotics) slow down the central nervous system. In small amounts, they relax muscles, slow breathing, and lower blood pressure. In larger doses, they produce slurred speech, drowsiness, confusion, lack of coordination, and deficits in judgment, motivation, concentration, and memory. Most depressants are addictive, producing psychological and physical dependence. Continued use can produce damage to the brain and other organs, cause severe health problems for infants of dependent mothers, overdose, comas, and death. Withdrawal from depressant dependence may lead to anxiety attacks, insomnia, tremors, delirium, and convulsions.

Hallucinogens--Hallucinogens are natural or synthetic substances, which alter moods and brain processes of thinking and awareness. They have no known medical use. This class of drugs includes LSD, PCP, STP, mescaline and psilocybin, etc. Their major effects include illusions, hallucinations, and distortions in the perception of time and distance. The hallucinogens increase the pulse rate, blood pressure, and temperature. They may also produce nausea, chills, and convulsions. Mentally, the effects of hallucinogens are difficult to anticipate, because their effects on perceptions and moods are unpredictable. Long-term use can lead to heart, lung, and brain damage, and possibly overdose and death.

Marijuana and its cannabis cousin (hashish) are sometimes classified as hallucinogens, as their effect upon moods and perceptions is unpredictable. Their use may produce feelings of excitement and happiness, or anxiety and panic, and lead to mild psychological dependence.

In small doses, these may produce increased alertness, euphoria, and relaxed inhibitions. Larger doses or prolonged use produces drowsiness, unresponsiveness, paranoia, and fatigue. The physical effects include increased heart rate, lowered temperature, increased appetite, and sensations of dry throat and mouth. They retard coordination and reflex reactions. Long-term use can affect the reproductive systems of females and males, especially when used during in adolescence. They can produce chest pain from accelerated heart rate. If smoked, they can damage lungs in the same way cigarette smoke does. They impair short-term memory, motivation, and concentration. Withdrawal effects include insomnia, hyperactivity, and decreased appetite.

Narcotic and Opiate Derivatives--Heroin, opium, morphine, and codeine are addictive, analgesic drugs of the narcotic family, which lead to both physical and psychological dependence. Man-made medications like Demerol are also considered to be narcotics. In general, narcotics retard breathing, relax muscles, produce nausea, and reduce pain and hunger, thirst, and sex drives. Physical health risks include addiction, damage to the brain and other organs, and severe health problems for infants born to mothers using narcotics during pregnancy. Narcotics may cover up other health symptoms. Heroin users risk contacting AIDS through sharing contaminated needles. Overdoses are known to produce slow and shallow breathing, clammy skin, convulsions, coma, or death. Withdrawal effects include watery eyes, runny noses, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Stimulants--Stimulants are natural and synthetic drugs which speed up the activity of the nervous system and thereby increase activity and alertness levels. For this reason, stimulants are commonly termed "uppers." Stimulant use can produce mild physical dependence and high psychological dependence. Stimulants include amphetamines, diet pills, cocaine, caffeine, and nicotine. Stimulants accelerate heart and respiration rates, raise blood pressure, and decrease appetite. Overdose symptoms include sleeplessness, dizziness, anxiety, hallucinations, depression, agitation, convulsions, and possible death. Stimulant use can lead to dependence, permanent brain and organ damage from chronic, long-term use, risk of AIDS infection, and death.

Mixing drugs from the different classifications can produce unpredictable and deadly reactions. Their effects are exaggerated by mixing. The human body develops a tolerance for most drugs, which necessitates that the person take a higher dose each time to produce the same effect.

Description of Mission Commitment

Mount Vernon Nazarene University views itself as an institution with a redemptive mission. To the extent and within the means of institutional resources, and based on the professional judgment of Student Life personnel, the first line response of the institution will be toward maintenance of the institutional mission and community standards

The university maintains no drug or alcohol rehabilitation facility or organized program on campus; limited institutional resources do not permit it. But to the degree possible, affected individuals will be referred to appropriate community agencies and organizations such as the Freedom Center (106 E. Gambier St. 397-1952), Moundbuilders Guidance Center (8402 Blackjack Rd. 397-0442), Knox Community Hospital (1330 Coshocton Rd. 393-9000).

Description of Institutional Sanctions

The university will cooperate with federal, state, and local law enforcement agencies, to the fullest extent possible, when individuals in the campus community are under investigation or suspicion.

Students agree to abide by these drug-free policies when they sign the admission application. Students convicted of drug or alcohol statute violations may be dismissed from the university in accord with the Student Life Handbook section on serious offenses. The refund policy for those under dismissal is noted in the University Catalog. Also, any conviction under federal or state law regarding possession or sale of a controlled substance has a penalty schedule for loss of eligibility for grant, loan, or work assistance.

Students found in possession of or under the influence of alcohol may be suspended or dismissed for a designated period of time placed on social probation, or fined. Students found to be *using, possessing, selling or providing illegal drugs will be subject to immediate dismissal or expulsion, according to university disciplinary baselines.*

If, in the view of the Vice President for Student Life, the student can be rehabilitated while remaining a student, sanctions may include suspension, mandatory counseling, medical treatment, etc., in accordance with the provisions of the relevant health insurance carrier(s) and/or family resources. (This policy is subject to review and change through the regular institutional policy change procedures).

VIII. STATEMENT OF POLICY REGARDING STUDENTS PRESENTING MEDICAL, EMOTIONAL, PSYCHIATRIC OR DISCIPLINARY PROBLEMS

Student Life

Counseling, Career, Student Health Services & Student Life

We want every student on our campus to be medically, emotionally, physically and mentally healthy. However, complete wellness cannot be assured. While it is not our desire to withhold information from concerned and caring parents, we are obligated by laws and professional licensure requirements to keep certain student information confidential.

Any student attending a post-secondary school receiving federal funds is protected by the Family Educational Rights and Privacy Act of 1974. Additionally, MVNU's counseling personnel subscribe to the American Counseling Association's Code of Ethics and Standards of Practice. This means that the student's right to privacy can only be relinquished by the student who, for the purpose of this statute, is considered a self-determining adult.

Any student seeking counseling or medical services for any reason in MVNU's counseling center or Student Health Services office must be assured of a safe and confidential environment. All information obtained in counseling, testing or medical consultation is confidential. Information regarding medication, hospitalization or therapy will be withheld unless released according to procedure or exceptions as stated below.

Students wanting their parents, or others, to know of their work in the counseling setting or medical treatment must sign a specific release form stating that such is their desire, indicating the persons to whom they want to receive this information. For emergency medical purposes, the Medical History form may be referenced for emergency notification.

There are exceptions to the consent policy: MVNU reserves the right, as allowed under FERPA, to disclose, without written consent, to appropriate persons in a health or safety emergency, so long as:

1. there is a serious threat to the student or others,
2. the knowledge of the information is necessary to meet the emergency,
3. time is of the essence, and
4. the professionals or family members to whom the information is disclosed are in a position to deal with the emergency.

Most information related to disciplinary matters is considered confidential. Such information may only be presented or discussed when the student authorizes communication through a signed Information Release Form available in the office of Counseling and Wellness. This process complies with the Family Educational Rights and Privacy Act of 1974.

In all situations, MVNU personnel will strongly encourage students experiencing medical or emotional trauma requiring hospitalization to contact their parents and the university chaplain or their pastor. MVNU will make every possible effort (e.g. financial assistance) to facilitate and encourage from a Christian and professional perspective communication between student and parent.

Parents are encouraged to maintain a strong and open relationship with their student while recognizing the challenges and difficulties university students sometimes encounter.

Any questions regarding a student's right to privacy may be referred to Mr. Eric Browning, Director of Counseling and Wellness (ext. 4610), Mrs. Denise Smith, Student Health Services Coordinator (ext. 4632), or Ms. Lanette Sessink, Vice President for Student Life (ext. 4601).

IX. CONFIDENTIALITY OF STUDENT RECORDS

Mount Vernon Nazarene University is the custodian of many types of student records and recognizes a duty to protect the confidentiality of the information contained therein. The university reserves the right to withhold or notify the general public of general information about its students, such as address, e-mail address, photographs, telephone number, college major, classification, and graduation date, if applicable. Student records are available for official use to authorized personnel who demonstrate a need to have access to such records in compliance with federal and state laws. Students or formerly-enrolled students have access at reasonable times and under reasonable conditions to their university records.

The designated school attorney and university physician are considered school officials who have access to University information. The university will release information to other academic institutions to facilitate student transfers. Additionally, the Office of Student Life will provide information to university departments or agencies responsible for licensure, certification, honors and scholarship awards, and campus employment.

X. SEXUAL DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE

Please click the link below for the complete policy and grievance form located online.

<http://www.mvnu.edu/policies/Sexual-Discrimination-Sexual-Harassment-and-Sexual-Violence.pdf>

Please click the link below for the Sexual Discrimination, Sexual Harassment, and Sexual Violence Consultation and Grievance Contacts poster located online.

<http://www.mvnu.edu/policies/Consultation%20and%20Grievance%20Contacts.pdf>

XI. MVNU DRUG-SCREENING POLICY

When credible evidence of drug or alcohol possession or use is presented to the Director of Residence Life, this University official may request that a student suspected of such university policy violation verify their compliance with university alcohol and drug guidelines through university-approved drug or alcohol screening.

The drug or alcohol screening will be done at the Knox Community Hospital laboratory in conjunction with Mid-Ohio Corporate Care or through a breathalyzer test administered by university officials. A consent form will be signed by the student in question signifying permission for the Director of Residence Life to receive a copy of the test results. The cost of this assessment will be assumed by the university. Students who refuse to comply with a reasonable request for drug or alcohol assessment by the Director of Residence Life may receive university discipline, including suspension or immediate withdraw.

XII. CAMPUS SAFETY AND CRIME REPORT

A. INSTITUTIONAL BACKGROUND

B. INSTITUTIONAL OBJECTIVES

C. CAMPUS SECURITY GOALS

D. CAMPUS SAFETY REPORT

XII. CAMPUS SAFETY AND CRIME REPORT

A. INSTITUTIONAL BACKGROUND

Mount Vernon Nazarene College was founded in 1964 by the General Assembly of the Church of the Nazarene. A Board of Trustees was organized in the spring of 1966. The first president was elected in May, 1966. The trustees voted to locate the university in Mount Vernon, Ohio on the Lakeholm farm. Mount Vernon Nazarene College officially became Mount Vernon Nazarene University on August 1, 2002. Mount Vernon Nazarene University is the official university of the East Central Educational Zone of the Church of the Nazarene.

B. INSTITUTIONAL OBJECTIVES

The institutional objectives of Mount Vernon Nazarene University grow out of a philosophy of education that has its roots in a distinctively Christian understanding of life. Mount Vernon Nazarene University, therefore, strives for the education of the whole person -- the enlightenment of the mind through the acquisition of factual knowledge and the moral and spiritual transformation of the individual through a personal encounter with God in Christ.

C. CAMPUS SAFETY GOALS

The Campus Safety Department has established and achieved four protection/safety goals. The implementation strategies for these goals are:

1. Offer protection for the physical well-being of the students, faculty, and staff.
 - a) Provide campus-wide observation and protection.

Uniformed safety officers are provided on a 24-hour basis (X-4000) to respond to activities that could threaten the safety of students, faculty, staff, and guests. Persons can use the campus telephone system to contact Campus Safety on their portable phones carried in vehicles and by officers on foot. They also have the responsibility for securing/protecting buildings and property during curfew hours.
 - b) Enforce traffic regulations:

The 20 mph speed limits are necessary because of the many pedestrians in the campus area.
 - c) Enforce auto registration:

Campus Safety manages all campus parking. In order to enable Campus Safety to quickly recognize vehicles that are not a part of the campus community, parking decals are required to be visibly displayed.
 - d) Enforce curfew:

Curfew commences at midnight, Monday through Thursday night; at 1:30 a.m.

- on Saturday and Sunday mornings; and at 1:00 a.m. on Monday morning. All persons moving about after these hours are questioned.
- e) Maintain an escort service from dusk until curfew:
Any student requesting this service will be accompanied by an officer when walking from classrooms to residence halls or automobiles.
 - f) Make emergency contacts of parents, University nurse, University officials, etc.
 - g) Provide assistance with stalled automobiles.
 - h) Work with the Mount Vernon Police Department and the Knox County Sheriff's Department. Campus Safety enjoys a working relationship of cooperation and communication with the Mount Vernon Police Department and the Knox County Sheriff's Department. The telephone radios enable Campus Safety to make immediate contact with the Police and Sheriff's Departments. This is an important service because the greatest threats to our campus generally originate from off-campus locations.
2. Enforce the community policies that pertain to the safety of all members of the campus community.
- a) The Campus Safety Department works closely with the Facilities Services office to identify any violations of the community guidelines that would hinder the Campus Safety of the students.
 - b) The Campus Safety Department works closely with the Office of the Vice President for Finance to identify any violations of the community guidelines that would hinder the Campus Safety of the faculty and staff.
 - c) The Campus Safety Department monitors and enforces the campus policy of a smoke-, alcohol-, and drug-free environment.
3. Provide physical protection of the campus facilities.
The constant patrol of the buildings is to provide a routine check for electrical, heating, or plumbing malfunctions and assure that all doors are locked on or before curfew. The patrol is increased during hours when the buildings are not occupied. Building patrol also protects from breaking and entering.
4. Regularly publish information about campus safety.
Publish relevant safety information in the Student Handbook and have safety "spots" on WNZR. Posters around campus remind the MVNU community that campus safety is everyone's responsibility. A safety manual of policies and procedures (gas leak, explosion, severe storms, etc.) has been published by the Campus Safety Committee and is available to all campus students.

Mount Vernon Nazarene University
Crime Statistics 2005-2008

- D. CAMPUS SAFETY REPORT may be viewed at:
<http://www.mvnu.edu/services/safety/annualcrimerept.asp>

XIII. ACCOUNTABILITY ROLES, PROCEDURES, AND APPEALS PROCESSES

1. The Director of Residence Life shall have the primary role in conjunction with the Vice President for Student Life, Campus Safety personnel, the University Judicial Council, and residence hall staff of investigation and documentation of facts related to disciplinary matters.

This role shall include the following:

- a. Investigation, collection and documentation of facts related to policy infractions and disciplinary/accountability process. Such assessment shall include a review of student behavior and past violations of school policy.
 - b. Investigate infractions not within the jurisdiction of residence hall staff and judicial councils, and disciplinary referrals, assigning discipline within parameters outlined in the Student Handbook.
 - c. Review of student disciplinary appeals and the issuance of a recommendation regarding the disposition of an appeal, which has been presented to the Vice-President for Student Life.
 - d. Issuance of documentation to the Vice President for Student Life when suspension or expulsion is a component of the disciplinary response including facts of the matter and the reasons for the recommendation.
 - e. Presentation of the case including facts to the University Judicial Council for review of the disciplinary action.
 - f. Formulation and presentation of plans for housing, parent notification, university personnel notification for disciplinary schedules, including suspension, dismissal and/or expulsion.
2. The Vice President for Student Life shall have the ultimate decision-making authority in all matters of discipline, particularly those that impact the mission of the university. This role shall include the following:
 - a. Provide students with the highest level of appeal for disciplinary responses for suspension or expulsion.
 3. Students receiving discipline shall follow a process of appeal which assures fairness and accuracy. The following outlines the levels of responsibility for review and appeal:
 - a. Review by the Residence Council and/or Resident Director (for disciplinary matters implemented by the Resident Assistants).
 - b. Review by the Director of Residence Life and/or the University Judicial Council (for disciplinary matters implemented and reviewed by Resident Directors or Residence Hall Judicial Councils).
 - c. Review by the Vice-President for Student Life (for disciplinary matters involving suspension, dismissal or expulsion implemented by the Director of Residence Life and/or the University Judicial Council).*

4. In preparation for an appeal, the student shall be guided by procedures included in the Student Handbook and presented below. The following are general guidelines for all appeals of student discipline:
 - a. An appeal of disciplinary action must be submitted in writing within three academic/working days of notification to the appropriate person or appellate body.
 - b. An appeal must include the student's detailed description and perspective of the incident(s).
 - c. An appeal must address one or more of the following:
 1. procedural error,
 2. misapplication or misinterpretation of the rules,
 3. discovery of substantial new facts, or
 4. finding of facts not supported by the evidence.
 - d. Individuals considered external to the appeal (e.g., parents, relatives, attorneys, media representatives, guests, etc.) are not permitted to participate in the appeals process or attend appeals hearings. A student may receive permission from the appropriate judicial chairperson for one friend or a University Judicial Advisor to attend a judicial hearing in the role of a support person. Support persons will not be allowed to verbally or non-verbally participate in the judicial hearing. Parents, relatives of the student, attorneys, and individuals external to an appeal should not expect interaction with current or prospective judicial committee members or hearing officers during the disciplinary or appeals process.
 - e. Character witnesses will not be allowed in the appeal process since the presentation of the witnesses, as permitted by the judicial chairperson, should focus on pertinent, factual information regarding the judicial case.
 - f. A judicial appeals advisor may provide student(s) with procedural information and assistance when appealing a decision of the Director of Residence Life to the University Judicial Council, or a suspension/expulsion decision of the University Judicial Council to the Vice President for Student Life. A student may use this assistance if he/she so desires.

5. Guidelines for appeals of the University Judicial Council presented to the Vice President for Student Life.
 - a. A student appeal of University Judicial Council action of suspension, dismissal or expulsion* to the Vice-President for Student Life must be submitted in writing within three academic/working days from the date of delivery of the Council's written decision to the student.
 - b. An appeal to the Vice President for Student Life shall focus on a review of facts as presented in written form by the University Judicial Council documentation, and a letter of appeal written by the student responding to the stated appeal criteria. A judicial advisor may provide the student with procedural information and assistance. The student may use this assistance if he/she so desires.

- c. The Vice President for Student Life shall review a student appeal of action by the University Judicial Council to assure that student handbook policies and procedures were followed and that the council represented the goals of the university in light of the evidence that was presented.
- d. During the appeal, parents, relatives of the student, attorneys, and individuals external to the review shall not intervene or make personal contact with the President of the university or members of the University's Board of Trustees. Parents, relatives of the student, attorneys, and individuals external to the review should not expect interaction with the Vice President for Student Life during the disciplinary process.
- e. The Vice President for Student Life shall issue a written decision regarding an appeal of University Judicial Council action to the student. The Vice President for Student Life's decision shall be final.

XIV. JUDICIAL PROCESS

A. Director of Residence Life

The Director of Residence Life will be responsible for disciplinary decisions regarding MVNU mission related issues (e.g., alcohol, tobacco, drugs, sexual misconduct, harassment, etc.), cases involving non-residence issues and incidents, (including off-campus students), and all situations involving suspension, dismissal or expulsion. (Students with previous disciplinary action and/or situations deemed appropriate for referral may be reviewed directly by the University Judicial Council.) The Director of Residence Life will, in these decisions, follow all guidelines as outlined in the MVNU Student Handbook, including discipline baselines, descriptions, and the MVNU Judicial Procedures Handbook. A Student Life Review Committee (Director of Residence Life, Director of Campus Safety, and appointed Resident Director) may be consulted for non-routine items.

B. University Judicial Council (UJC)

*Members:

- Faculty Chair, appointed by the MVNU President
- Three MVNU faculty representatives
- Two R.D.'s, rotation basis among eight Resident Directors
- Two student representatives from Residence Hall Judicial Councils, rotation basis
- Two Resident Assistant representatives, rotation basis

*Judicial processes training is required and a confidentiality contract must be signed by each member.

The main function of this body is to hear disciplinary appeals or referrals of the Director of Residence Life. In all appeal hearings the council will decide to either 1) uphold the decision of the Director of Residence Life, or 2) accept the appeal with recommended conditions referred back to the Director of Residence Life. Situations of a very serious nature, or those of repeat offenders, may be heard by the council, either at the recommendation of the Vice President for Student Life, for initial disciplinary decisions. A quorum for UJC meetings is 50% of the membership.

C. University Judicial Executive Committee

The Executive Committee of the University Judicial Council (chair, faculty members, and Student Life representative) will confer prior to appeal hearings to determine if MVNU Student Life Handbook appeal criteria have been met, and to determine time lines for appeal review by the University Judicial Council. In addition, this committee will meet periodically to review judicial procedures and disciplinary baselines for recommended changes to the Campus Life Committee.

D. Judicial Appeals Advisor

The University President will appoint a Judicial Appeals Advisor. The advisor may provide student(s) with procedural information and assistance when appealing a decision

of the Director of Residence Life to the university Judicial Council, or a decision of the University Judicial Council to the Vice President for Student Life. A student may use this assistance if he/she so desires. A current list of Judicial Appeals Advisors can be found by contacting the Office of Student Life.

E. The Vice President for Student Life

Final appeals for suspension, dismissal and expulsion can be made to the Vice President for Student Life.* In addition to securing a thorough understanding of a situation, this appeal will focus on whether university judicial processes have been violated. Decisions from these appeals will be final.

F. Violation of Council Policy

Serious violations, which impact the mission of the university community, may be immediately referred to the Vice President for Student Life for immediate resolution.

JUDICIAL COUNCIL HEARINGS

Student Life staff will initiate the process of judicial council hearings. Each student involved should be advised by written notice (campus mail or e-mail) or receipted voice-mail of the time and place of the council hearing. Those who chair the meetings should establish the parameters within which the council should work (i.e. MVNU guidelines, precedents, purpose of the particular council).

In all disciplinary circumstances the student should be reminded that the development of self and personal integrity are primary goals. Also, the corrective measures are intended to help each student become a responsible and contributing member of the community, whenever possible.

Because “all disciplinary infractions will be considered cumulative across the entire period of a student's enrollment” (see “Discipline Definitions, MVNU Student Life Handbook), and because baseline discipline responses are established on an incremental system, all previous incidents of discipline will be reviewed at the Director of Residence Life, University Judicial Council, and Vice President for Student Life levels.

The agenda for council hearings should be as follows, although exceptions may be made depending on the nature of the situation:

1. Prayer
2. Presentation of charges by the chairperson
3. Presentation of evidence by the chairperson
4. Presentation by student (no more than 10 minutes, excluding questions)
5. Questioning and response of student
6. Deliberation and decision (student not present)
7. Concluding prayer

Written documentation of the council's decision should be given to the student within 48 hours. The Vice President for Student Life will be responsible for communicating the decision of the University Judicial Council to the student and will explain the remaining appeal options.

APPEAL PROCESS

1. The Student Life staff person who notifies a student(s) of the disciplinary decision should also make them aware of the right to an appeal of the decision reached and any restrictions that will apply to the decision.
2. Following the rendering of a disciplinary decision, the student has the right of appeal (unless otherwise stated in the Student Handbook). A written appeal that follows the guidelines of the appeal process as outlined in the Student Handbook must be submitted within three academic days of notification to the student.
3. Should a student want to appeal the decision of an Resident Director (fine, restriction, etc.), the appeal will be to the Director of Residence Life.
4. A decision rendered by the Director of Residence Life can be appealed to the University Judicial Council.
5. If the hearing was with the University Judicial Council, the appeal will be to the Vice President for Student Life (for suspension/dismissal/expulsion only).*
6. If no discipline decision has been rendered at any level of the discipline process due to lack of documented evidence, and a student(s) feels that their case needs to be reviewed, an appeal may be made to the next appropriate judicial level.

*The University Judicial Council shall serve as a panel of final review and appeal for all cases of alleged student sexual harassment. (See [X. Sexual Discrimination, Sexual Harassment, and Sexual Assault](#))

**In cases of alleged sexual harassment/assault, or at the discretion of the judicial chairperson, a maximum of two witnesses may be present for the purpose of presenting pertinent, factual information in the case. (Character witnesses will not be allowed to present during a judicial hearing.)

NOTE: Judicial proceedings are designed to assist in the enforcement of university community discipline. These hearings are not formal court procedures, as state and federal rules of procedure and laws do not apply. Students may not have legal counsel or parent(s)/guardian(s) present at any of the proceedings. Students who wish to have a support person (either friend or Judicial Advisor) attend a discipline hearing may do so with prior approval by the appropriate judicial hearing chairperson. The support person will not be allowed to participate verbally in the judicial process.