



# **STUDENT HANDBOOK**

2022/2023

*Updated Publication: 5/30/23*



## WELCOME FROM STUDENT LIFE

MVNU Students,

I am excited to enter this year with you and look forward to experiencing what God has planned for us! MVNU has a history and reputation of being committed to its mission and taking seriously the call of shaping lives through educating the whole person. Here you join people from across the globe who represent different stories that come together to form a community of intention.

You will be challenged academically by faithful educators and scholars, your relationship with Christ will continue to deepen through Campus Ministries experiences, and you will make lasting friendships and experience personal growth by participating in exceptional out-of-class programs and opportunities.

We are committed to providing you with opportunities to develop as a person and image bearer of the Creator and encourage you to take advantage of these opportunities. Campus Ministries, Health Services, Counseling and Wellness, Academic Support, Intercultural Life, Residence Life, Commuter Life and Career Services are available to help you reach your goals.

The years that you spend in college will be transformative, exciting, and challenging. You will not be isolated from the realities of the world, but you will experience these moments surrounded by faculty, staff, administrators, and peers that will navigate them prayerfully with you.

This Student Handbook will provide you with important policies and information to help you along your journey as an MVNU Cougar. You will learn more about who we are, helpful resources, as well as our community policies and expectations.

I challenge you to take full advantage of all that MVNU has to offer and be prepared to grow. We are here for you throughout your journey as you seek out new experiences, healthy relationships, and opportunities to lead and serve.

Grace and Peace,



Matt Spraker  
Vice President for Student Life

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## STUDENT LIFE STAFF

**The Office of Student Life exists to create and maintain a positive living and learning experience for the holistic development and formation of students.**

VP for Student Life	<a href="#">Matthew Spraker</a>
Asst VP of Intercultural Life	<a href="#">Tavaris Taylor</a>
Director of Campus Life	<a href="#">Tiffany Van Dame</a>
Administrative Asst. for Student Life	<a href="#">Wendi Lahmon</a>
Student Life Coordinator	<a href="#">Trinia Huddleston</a>
Director of Residence Life and Student Accountability	TBD
Resident Director, Birch, Redwood, Rosewood	<a href="#">Michaela Bruce</a>
Resident Director, Cedar & Asst Director of RL	<a href="#">Sarah Mowry</a>
Resident Director, Elmwood & Maplewood	<a href="#">Travis Porter</a>
Resident Director, Galloway Hall	<a href="#">Cara Boyd</a>
Resident Director, Oakwood Hall	<a href="#">David Calvarese</a>
Resident Director, Pioneer Hall	<a href="#">Haley Conrad</a>
Resident Director, Spruce & Asst Dir of Student Housing	<a href="#">Elijah Arns</a>
Director of Counseling and Wellness	<a href="#">Eric Browning</a>
Counselors	<a href="#">Jennifer Gotschall</a>
	<a href="#">Candice Krabill</a>
	<a href="#">Kyle Meyers</a>
Coordinator of Student Health Services	<a href="#">JoLee Carrier</a>
SHS Receptionist/Insurance Clerk	<a href="#">Jodi Seavolt-Kreager</a>
Counseling/SHS Receptionist	<a href="#">Gina Stevens</a>
Athletic Director	<a href="#">Chip Wilson</a>
Baseball Coach	<a href="#">Keith Veale</a>
Basketball Coach (M)	<a href="#">Jared Ronai</a>
Basketball Coach (W)	<a href="#">Amanda Short</a>
Bowling Coach	<a href="#">Ron Garlinger</a>
Competitive Cheer Coach	<a href="#">Melissa Nowicki</a>
Cross Country Coach	<a href="#">Simon Taylor</a>
Esports Coach	<a href="#">Kyler Curtis</a>
Golf Coach	<a href="#">Mike King</a>
Soccer Coach (M)	<a href="#">Zach Ganzberg</a>
Soccer Coach (W)	<a href="#">Sarah Maracani</a>
Softball Coach	<a href="#">Jeana Howald</a>
Tennis Coach	<a href="#">Jeff Bane</a>
Track Coach	<a href="#">Ellis Gallion</a>
Volleyball Coach (M)	<a href="#">Doug Sherer</a>
Volleyball Coach (W)	<a href="#">Kendra Mosher</a>
Lacrosse Coach (M)	<a href="#">Ryan Farr</a>
Lacrosse Coach (W-Club)	<a href="#">Ryan Farr</a>
Athletic Trainer	<a href="#">Brian Humphrey</a>
Assistant Athletic Trainer	<a href="#">Madison DePolo</a>
Coordinator of Athletic Department	<a href="#">Paul McNeal</a>
Athletic Administrative Assistant	<a href="#">Natalie Oswalt</a>
Sports Information Director	<a href="#">Alex Stewart</a>
Coordinator of Intramural Athletics	<a href="#">Simon Taylor</a>

**Student Life Office**, Hyson Campus Center, 2<sup>nd</sup> Floor (Open M-F, 8:00am-4:30 pm)

**Residence Life Office**, Barn, lower level (Open M-F, 10:00 am-4:30 pm)

**Athletic Office** Ariel Arena, 1<sup>st</sup> Floor

## COMMITMENT TO COMMUNITY

We believe that Christ-centered educational preparation is part of the transformational experience for which MVNU is known. Many graduates often express their time at MVNU was life changing. We seek to cultivate Christlikeness through every part of our life together. We believe that some of the best learning, growth, and development is due to our intentional pursuit of life in community. As a community, we agree to live in such a way that our behaviors and attitudes are informed by a common set of beliefs and values reflecting our educational mission, our commitment to service, and our unity in Christ. Our Commitment to Community allows us to bring out the best in each other and when practiced, helps shape the Christ-like character towards which we strive.

### Affirmations

1. WE LOVE GOD
2. WE RESPECT OTHERS
3. WE BELIEVE IN PERSONAL RESPONSIBILITY

These affirmations invite us to understand ourselves as stewards of our lives and our bodies and to humbly submit to the invitation of God to be holy as He is holy. As our University President, Dr. Henry Spaulding, reminds us: *"These affirmations reflect MVNU's conviction that the biblical mandate for the holy life, to which God calls all believers, is summarized in the scriptural commands to 'love the Lord thy God with all thy heart, soul, mind, and strength and thy neighbor as thyself'...In times like these, when Judeo- Christian values are no longer the moral centerpiece of our culture, we believe the need for a university that practices these standards is greater than ever..."*

While we recognize that diversity exists within our community, we also understand that the differences in ability, backgrounds, beliefs, and interests have the potential to bring richness to the student experience when lived out in Christian love and support. Individual diversity must come within the bounds by which the community defines itself. Individuals who join the community must also be willing to live with integrity within the boundaries if the community is to function.

MVNU is committed to living in Christian community. We recognize that each student is at a different place on their faith journey. Everyone, regardless of

faith background, is invited to join MVNU's commitment to community. Students who enroll at MVNU have indicated their agreement with MVNU's commitment to community on the admissions application.

These are the things our community stands for:

1. Commitment to spiritual growth and character formation
2. Expression of Christian values through responsible decisions and actions
3. Honesty and integrity in our academic, personal, and social lives
4. Pursuit of habits that promote self-control
5. Healthy interpersonal, sexual, and romantic relationships
6. Expressing love for neighbor through personal responsibility in decision-making
7. Transformation through engagement and collaboration

## **BACKGROUND, PHILOSOPHY, AND MISSION**

University Mission  
University Motto  
Missional Context  
Civility Statement  
Student Responsibility  
Notice of Non-Discriminatory Policy  
Diversity Statement  
Retention of Right to Amend

### **University Mission**

The mission of the University designates the framework in which University policies are developed and upheld. Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christlikeness for lifelong learning and service.

### **University Motto**

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

### **Missional 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. Field. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio as well as at multiple regional campuses.

The educational philosophy and purpose of Mount Vernon Nazarene University are shaped by its Wesleyan-Armenian holiness theological roots, informed by the Bible, focused on Christlikeness, 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’s 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.

## Statement on Christian Civility

Christian civility at MVNU is grounded in the conviction that human beings are created in the image of God. The love of God locates our humanity in loving God and neighbor in the power of our Creator. This frames Christian civility in the richness of life afforded us by the Holy Spirit. The Covenant of Christian Conduct affirms this truth, "The people of God are marked by holy love. We affirm that, above all the virtues, the people of God are to clothe themselves with love" (*Church of the Nazarene Manual*, 58). We seek to be a community defined by civility and reconciliation (2 Corinthians 5:11-15). This allows us to celebrate human difference as an expression of the plenitude of God.

MVNU students, faculty, and staff come from a wide array of backgrounds, cultures, and experiences. Those backgrounds and experiences shape our worldview and, often, our interactions. Though we understand that everyone's journey to MVNU is different, we strive in our interactions within our community to reflect Christian civility. Christian civility can be seen clearly in Paul's letter to the Colossians. He informs the church that there were no differences among them despite their background because they were in Christ. He continues to remind them to "clothe yourselves with compassion, kindness, humility, gentleness, and patience." We ask that members of our community embody Christian civility in the following ways:

- Demonstrating **compassion** by acknowledging others' suffering and misfortunes and actively work and listen to develop an empathetic relationship with our fellow brothers and sisters in Christ.
- Exhibiting **kindness** in our conversations, actions, and attitudes towards our neighbor.
- Practicing **humility** that displays the very nature of Christ. Humility in conversations opens the door to thoughts, opinions, and rationale that we would not have gained if we did not operate in humility.
- Engaging others with **gentleness** so that sensible dialogue will prevail, even amid hard conversations.
- Interacting with others in an attitude of **patience** will provide space for understanding and shows true love.

Invoking each of these virtues in our conversations, discussions, and interactions, even when dialogue becomes uncomfortable or intensified, will shine the light of grace on our relationships. Our campus mission centers around Christlikeness, and it will be the constant practice and standard for the MVNU community. We ask members of our community to reject uncivil actions

and conversations on and off the MVNU campus, as they are not a reflection of Christ's character and nature.

We trust that our community will take seriously this call to civility and Christ-like behavior. Campus community members will be approached if their words or actions are in clear violation of the spirit of civility and will be reminded of their responsibility to other community members. MVNU reserves the right to refer students to the disciplinary process if negative words or actions persist or are hurtful to other community members.

We cannot prescribe all words and actions that are deemed to be uncivil. Any symbol that dehumanizes, demeans, reflects a dismissive attitude, or divides people is unacceptable and subject to disciplinary action. In a campus modeling Christian civility, we must strive to subject to disciplinary action. In a campus modeling Christian civility, we must strive to reflect upon the effect of our words and actions toward our brothers and sisters in Christ.

### **Student Responsibility**

MVNU students are expected to become familiar with and abide by the community values, policies, and expectations outlined in this publication which includes but is not limited to these areas.

- Practicing honesty in academic pursuits, and social relationships and living in our community
- Abstaining from the use and or trafficking of alcoholic beverages, all forms of tobacco and cigarettes (including e-cigarettes), illegal drugs and narcotics and any other substance abuse.
- Avoiding entertainment which compromises Christian values, including the viewing of pornographic or promiscuous films or videos, profanity or vulgarity in speech and action and gambling in any form.
- Refraining from sexual activity with someone other than one's spouse.
- Completing the university expectations set forth for spiritual formation.

### **Non-Discrimination 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, gender, age, disability, military service, 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.

The University has protocols for handling complaints of discrimination that can include voluntary informal resolution or, if needed or desired, processing a complaint through a more formal process. Details on these protocols are included in the University's Title VI and Title VII policy and its Title IX policy, which are available on the University website. There will be no retaliation against any person who brings a complaint of discrimination or assists in a discrimination investigation in good faith.

### **Diversity Statement**

Mount Vernon Nazarene University (MVNU) respects and significantly benefits from diversity of students, staff, and faculty. The University endeavors to model a diverse community of individuals who seek what is best for each other consistent with its mission, vision, and values. Diversity is expressed through racial, ethnic, age, ability, geographic, gender, cultural, and socioeconomic differences among the campus community. MVNU takes seriously its responsibility to offer educational and professional opportunities equitably to all qualified persons it can reasonably accommodate. The University, through its curriculum, programs, and services, seeks to provide understanding and supportive interaction among diverse population groups, respecting individuals' personal values and ideals.

### **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.

## STUDENT SERVICES

Counseling and Wellness  
Dining Commons  
Lost and Found  
Motherboard Technical Support  
Post Office  
Student Financial Services  
Student Health Services

### Counseling and Wellness

Counseling services are available to traditional undergraduate students. Due to student demand, services are not available for those enrolled through College Credit Plus (CCP) and Graduate and Professional (GPS) programs. Services include, but are not limited to personal, emotional, and relational counseling.

#### Personal Counseling

Personal counseling is offered to both individuals and groups through the Counseling Office. Examples of what students may seek help for include things 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 licensed male and female counselors are available. A holistic approach is followed and consideration is given to the areas of physical, emotional, spiritual, intellectual, and social wellness.

#### Support Groups

Support groups may be offered on a variety of subjects depending on students' needs and counselor availability.

#### Resources

The Counseling and Wellness Office can provide a variety of resources to students to help them learn about and deal with many of the issues they may face during their time as students.

#### Policy for Students presenting Medical, Emotional, Psychiatric, or Disciplinary Problems

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 (FERPA). 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 and Wellness Office 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 kept confidential 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.

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 Campus Life, Director of Residence Life, the appropriate Resident Director(s), Student Health Services Coordinator, the Athletic Director, the Director of Intercultural Life, 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.

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 (FERPA).

In all situations, MVNU personnel will strongly encourage students experiencing medical or emotional trauma requiring hospitalization to contact their parents and the University Campus Pastor or their personal pastor. MVNU will make every possible effort 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 Director of Counseling and Wellness, Student Health Services Coordinator, or the Vice President for Student Life.

## **Dining Commons**

Traditional, residential students who live on campus are required to be on the meal plan. Commuter students may purchase a commuter meal plan or purchase meals at a la carte prices. Guests and nontraditional students may purchase meals at a la carte prices. The Food Service Director and Managers are present to help students in any way possible. The Food Service Staff is authorized to enforce any rule relating to the Dining Commons. Inappropriate behavior may be cause for disciplinary action through Pioneer College Caterers or the Office of Student Life. The following procedures are in effect in the Dining Commons:

### Identification

A student 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.

### Dress Policy

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.

### Dietary Needs

Pioneer College Caterers is devoted to providing many common alternative options for students with dietary restrictions. For more information, pick up a dietary brochure at the cafeteria. If additional or specific dietary accommodations are needed for a disability (allergies or food related medical conditions), please visit [www.mvnu.edu/accessibilityservices](http://www.mvnu.edu/accessibilityservices) to learn about requesting individualized dietary accommodations.

### Food Consumption

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. Food must be eaten in the Dining Commons. The only exceptions are when the nurse or the Resident Director gives written permission for taking a meal to an ill student in the residence living area or as part of the sack lunch program. Students will be charged for any food or utensils taken from the Dining Commons.



### Exchange Meals

Resident student meal plans now include up to 15 Exchange Meals per semester. In lieu of eating your lunch or dinner in the dining hall, you can exchange that meal in The 586 during exchange meal hours (12pm-2pm, 8pm-10pm). Lunch exchanges include a cold sandwich or entrée salad option and dinner exchanges include a hot flatbread pizza, chicken tenders or sandwich special. Exchange meals include sides, dessert, and beverage.

### The 586

The 586 is located in the Prince Student Union and provides a variety of reasonably priced foods for the student 'on the go.' Don't miss the 586's specialty, 'Weird Bread.'" Hours of Operation are Monday-Friday 8:00 p.m. to Midnight.

### Road Bucks

Road Bucks are tracked on Student's ID cards. Each residential student is given \$30.00 in Road Bucks per semester. For commuter students, Road Bucks are available at the Student Accounts office in increments of \$25, \$50, and \$100 with discounts of 10%, 15% and 20% respectively. Road Bucks can be used at the 586 and are accepted in the Dining Commons. All Road Bucks expire at the end of the Spring term.

### Sack Lunches

A sack lunch is provided to those who cannot be present for a meal due to a conflict in class schedule, work, most organized school functions, or student teaching and other internship experiences. Students may sign up for this service by completing a Sack Lunch Program Form and submitting it to the Dining Commons office. Sack lunches are prepared Monday-Friday from 6:15 a.m. to 9:00 a.m. and will include items from the sub-station plus pudding, fruit, chips, yogurt, and/or cookies and a variety of breads, a limited salad bar, and soda or water. 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.

Grab-n-Go meals will be available at Hunter Hall 211.

### Green On-The-Go

Green-on-the-Go boxes allow students on the meal plan to take food from the cafeteria. The process is outlined below:

1. Ask the cashier for a Green on the Go kit or exchange card.
2. Pay a deposit of \$5 for your Green on the Go kit or exchange card.
3. Return your kit to the cashier for washing and you will be given a fresh Green on the Go kit (if you are dining to go) or a Green on the Go exchange card to be used later (if you are dining in).
4. Lost kit or exchange card will result in the loss of deposit and new deposit must be paid in order to continue the program.
5. Your deposit will be refunded at the end of the year by turning in either your Green on the Go kit or exchange card.

Meal Provisions

- *Hot Breakfast* (7:00 a.m. – 9:30 a.m.): Features a ‘made to order’ line, main entrée hot line, Belgian waffles, cereal, pastries and more. The deli bar will also be available from 6:15 am- 9:00 am for students who need to pack a lunch.
- *Continental Breakfast* (9:30 a.m. – 10:00 a.m.): Includes cereal, pastries and more plus our made to order line and Belgian waffles.
- *Light Lunch* (10:00 a.m. – 11:00 a.m.): Features deli bar, soup, salad bar, fresh baked desserts, ice cream and toppings along with cereal, bread and bagels, and fresh baked subs made to order.
- *Full Lunch* (11:00 a.m. – 2:30 p.m.): Available with all light lunch items plus a grill station, burritos made to order, pizza, demo station, dietary section (aka “cooked without”), smoked meats, and rotisserie program.
- *Light Lunch* (3:30 pm – 4:30 pm): Features freshly made to order subs, pizza, soup, salad bar, fresh baked desserts, cereal, bread and bagels, and ice cream and toppings.
- *Dinner* (4:30 p.m. – 8:00 p.m.): Features traditional line with all the specialty bars featured at lunch plus carved roasted meat. Once a week “premium night” selections.

Cafeteria Hours of Operation

Monday – Friday: 7:00 am -- 8:00 pm

Saturday & Sunday: Breakfast, 8:30 – 9:30 am; Lunch, 11:30 am – 1:15 pm;  
Dinner, 5:00 – 6:30 pm

*\*For weather-related University closures, the cafeteria will follow weekend hours of operation.*

**Food Service Calendar**

Date	Day	Meal	Notes
August 26, 2022	Friday	Breakfast	Begin board feeding for semester
August 29, 2022	Monday	Breakfast	Begin continuous feeding schedule @ 7:00 AM
November 22, 2022	Tuesday	Lunch	Close for break at 1:30 pm
November 27, 2022	Sunday	Dinner	Open Dinner 5-6:30pm
December 8, 2022	Thursday	Lunch	End of Semester/Close @ 1:30 pm
January 11, 2023	Wednesday	Dinner	Begin board feeding for second semester from 5:00 to 6:30 pm
February 24, 2023	Friday	Lunch	Close for Spring Break @ 1:30 pm
March 12, 2023	Sunday	Dinner	Re-open @ 5:00-6:30PM
April 6, 2023	Thursday	Lunch	Close for Easter break @ 1:30 pm
April 10, 2023	Monday	Dinner	Re-open @ 5:00 pm
May 6, 2023	Saturday	Breakfast	Board Calendar ends the year with breakfast.

**Lost and Found**



The Lost and Found Service is located in the Office of Student Life in Hyson Campus Center. When an article is reported lost, 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 or 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 until the end of the semester.

Items of lesser value, such as clothing and umbrellas, will be kept for 30 days. For health and safety reasons, some items will not be accepted including but not limited to prescription drugs, toiletries, clothing of a personal nature, etc. 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.

### **MotherBoard Technical Support**



The Information Technology Services department provides technical support for faculty, staff, and students under the pseudonym "MotherBoard" identified with a distinctive shield symbol. Any technical notices, warnings, or messaging from the ITS department include the symbol above as an easily discernible identifier validating information provided.

ITS is responsible not only for providing campus services like wifi, email, portal, and Moodle, but also the computer equipment for campus including classrooms, labs, and general use & on-loan technology.

Comprised primarily of students, the helpdesk is always accepting applications and provides jobs for a wide selection of skill sets: Graphic Design, Videography, Tech Support, Wi-Fi Support, Campus Printing, VR Lab, Network Infrastructure, Programming, etc.

For students, the helpdesk offers a variety of services, free of charge, during regular business hours to include:

- Hardware Diagnostics
- Software Training
- Software Repair
- Malware Scanning & Remediation
- Technical Education & Training
- MVNU Accounts & access troubleshooting (portal, email, Moodle)
- ID Card Reprinting
- ID Card/Access Control troubleshooting

Having a problem with Technology?



We WANT to help



740.397.9000  
x5555



320.634.6626



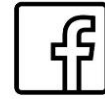
helpdesk@mvnu.edu



Lower Level  
of Library



@MVNUMoBo



@MVNUMoBo

### The Hub

The Hub is a central office/number that MVNU students, staff, and faculty can walk in or contact remotely for any need. The Hub is located in the lower level of the library.

This is a place where all initial contact is routed for issues/questions that have anything to do with MotherBoard Helpdesk, Switchboard, electronic resources available for check out, and questions or an explanation about facilities, admissions, financial aid, etc. Support tickets, telephone calls, emails, and text messages ideally come to this central location for either resolution, further delegation, or escalation.

Items available at the Hub for short-term checkout to students include laptops, chargers, cameras, camcorders, projectors, Go-Pros, headphones, iPads, and more!

### Post Office

The Campus Post Office, located on the lower level of Hyson Campus Center is open Monday – Friday, 9:30 a.m. to 4:30 p.m. Postal service is offered for all incoming/outgoing mail and for internal MVNU communications. The Post Office receives and sends all USPS packages. UPS and FedEx Packages are delivered to the Receiving Department each day and students will receive an email & text message when packages are available for pick-up. Students must present their student ID to claim their package.

All full-time students are assigned a campus box and should check the assigned box regularly. Student mail is processed every day. The sender must have his/her return name and address or box number on mail. On-campus mail does not require postage.

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

## **Student Financial Services**

The Student Financial Services Office exists to assist students and parents in financing an education at MVNU. Resources consist of grants, scholarships, employment, and loans, all of which come from a variety of federal, state, local, and institutional sources. Mount Vernon Nazarene University adheres to all federal and state regulations in administering student aid programs. Inquiries and requests should be directed to the Student Financial Services office.

### Office Information

The Student Financial Services Office is located on the first floor of Founders Hall. Office hours are Monday - Friday from 8:00 am - 4:30 pm. The telephone number is (740) 397-9000 ext. 4520 (Financial Aid) and ext. 4540 (Student Accounts). The Mount Vernon Nazarene University Student Financial Services website is located at <https://www.mvnu.edu/undergraduate/financialaid>

### Applying for Financial Aid

All students are encouraged to apply for financial aid. The application process consists of the initial MVNU Application for Admission and the Free Application for Federal Student Aid (FAFSA). The FAFSA determines eligibility for need-based aid from a variety of sources. It is completed online at [www.FAFSA.ed.gov](http://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 Direct Subsidized and Unsubsidized and Parent PLUS loans. The MVNU school code is 007085.

### Financial Aid Notifications

Financial Aid Notifications will be mailed to incoming students who have been accepted and completed all necessary paperwork. For returning students, the Financial Aid Award Notifications are available on the MVNU Portal at [portal.mvnu.edu](http://portal.mvnu.edu) or by visiting [myaward.mvnu.edu](http://myaward.mvnu.edu).

### 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 Student Financial Services 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, maintain a minimum cumulative grade point average of 2.0 and not exceed over 1.5 times the total credit hours required for his/her degree program. Academic progress is monitored at the end of each semester. A student's eligibility for financial aid may be in jeopardy if these standards are not met. See the complete policy on the MVNU website for more details.

Student Costs 2022-2023:

<https://www.mvnu.edu/undergraduate/financialaid/tuitionandcosts>

## Student Health Services

The Student Health Services Office is located adjacent to Campus Center, between the Barn and Academic Services Building. A registered nurse is available during the day for consultation, referral, triage, and treatment on Monday through Friday, during the academic year when the residential areas are open. Peer Residential Health Advisors (RHAs) are available to assist students after hours and on weekends. Students access RHAs by calling 740-358-0345 after clinic hours.

Information regarding and visits to local medical providers and the hospital emergency room can be arranged through the Student Health Services staff, with non-emergency transportation available at no cost.

Students should contact faculty members when missing class due to illness, according to the policy for each class. Students may be seen in Student Health Services and request verification of visit for absence due to illness.

Office Hours: **MWF 8am to 4pm; TTH 7am to 6 pm**

### Medical History Form

The Medical History form (<https://forms.mvnu.edu/Health>) must be completed in full and returned to Mount Vernon Nazarene University before students move into campus housing. 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.

### Student Responsibility and Reporting

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

### Air Conditioning Requests

Students can request an A/C unit for medical purposes by providing a doctor's note describing the medical necessity of the A/C. Students will need to bring a physical copy of their doctor's note and submit that to Residence Life staff on Move-In Day. If a student is approved to have a unit for medical reasons, the \$50 Utilities Fee per semester will be refunded. If renting an A/C, the Rental Fee will not be refunded even for approved medical use. A doctor's note is required each year a student requests an A/C for medical purposes.

### Medications and Special Treatments

Students who require special medications should make appropriate arrangements with the nurse. Students with diabetes 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 allergy injection policy and procedure.

### Health-Related Class or Chapel Absence

Students are expected to contact their professors to make arrangements for missed coursework prior to missing class for illness or the Campus Ministries Office Administrator for missed chapel. A student who is unable to attend class or chapel for medical reasons may contact the nurse. Verification of contact or visit related to illness, not an excuse, will be sent to faculty or the Director of Discipleship Ministries. For extended health related absences, written documentation from a health care provider is required.

### Health Care Equipment

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

### Medical Insurance Policy

MVNU has determined that providing student health insurance does not offer clear or significant value to either the student or the university. Students are encouraged to obtain their own health insurance. International students are required to obtain medical insurance upon arrival to the US or have proof of coverage from a family insurance carrier. This is reported to Human Resources and Student Health Services.

### 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 Campus 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.

Contagious and Infectious Disease Policy adopted by the President's Administrative Cabinet on August 17, 1994. Committee members' titles and responsibilities revised on May 16, 2008, September 4, 2008, and January 16, 2012.



## **CAMPUS MINISTRIES**

Spiritual Formation Program Policies  
Spiritual Formation Opportunities  
Spiritual Formation Credit Petition Process  
Chapel Absences  
Other Chapel Policies and Information

### **Spiritual Formation Program Policies**

One of the elements of the mission of MVNU is the cultivation of Christlikeness. Your formation as a student at MVNU is a vital part of what is known as “the MVNU experience”. We seek to foster an environment that encourages growth in grace, and to provide opportunities that address spiritual formation from a holistic perspective.

Spiritual formation can happen through many avenues. It is our goal to provide you with the opportunity to practice a variety of spiritual disciplines throughout your time at MVNU, recognizing that each person encounters God in different ways. As a part of our corporate commitment to cultivate Christlikeness, we require every student participate in MVNU’s Spiritual Formation Program. It is our hope that through active, consistent participation, you will mature in body, soul, mind, and spirit.

Students have the opportunity to earn required Spiritual Formation Credits through a variety of disciplines that include corporate worship (chapel services), small group participation, Justice Talks, mentoring relationships, community service, and wellness initiatives.

The most common method students use to earn spiritual formation credits is through corporate worship in chapel services. Our corporate gathering is an integral part of our spiritual formation. When we gather together, we are reminded that we are a part of something bigger than ourselves: the body of Christ. As we focus our attention on God, we are renewed in love and called forward into a renewed commitment to follow the way of Jesus in every part of our lives. Chapel services can also be a time for renewed unity and strength as it is the only time the majority of the campus community gathers together.

Chapel services for fall and spring semesters are held on Mondays, Wednesdays, and Fridays (10:20 a.m. – 11:10 a.m.). Starting in mid-September and early February, the Wednesday chapel hour will be used for small groups. The Office of Campus Ministries occasionally sponsors special evening chapel services as well, including occasional Wednesday Worship nights, which carry a 2-spiritual formation credit weight.

As highly as we value chapel services, it is not intended to replace participation in a local church. We encourage every student to find a local church where they feel at home and to attend consistently.

All undergraduate students (commuter and residential) are required to engage



in formative opportunities located in the Spiritual Formation curriculum as outlined below. We use a credit system to track student engagement. The information below will assist you in developing your plan and will guide you in tracking your progress each semester. As you will see, there are many opportunities to choose from that are scheduled at a variety of times each week.

### **Spiritual Formation Opportunities**

For the purpose of the Spiritual Formation Policy, first time in college (FTIC) refers to a student who is entering college directly following high school, regardless of the number of college credits they have earned or their experience with a College Credit Plus (CCP) or another dual enrollment program. Students will remain FTIC classification until they complete spring semester. Requirements listed below are for all commuter and residential students. With the exception of FTICs, the number of credit hours earned determines a student's academic classification.

- *FTICs, residential CCP students, and transfer freshmen who have 0 – 25 academic hours completed* need to earn 30 Spiritual Formation credits per semester.
- *Sophomores (26 – 55 academic hours completed)* need to earn 26 Spiritual Formation credits per semester.
- *Juniors (56 – 89 academic hours completed)* need to earn 22 Spiritual Formation credits per semester.
- *Seniors (90+ academic hours completed)* need to earn 22 Spiritual Formation credits per semester.

**FTICs, residential CCP students, and transfer freshmen** will be required to earn **30 credits** per semester, regardless of academic hours earned. Credits can be earned through the following experiences.

- *Corporate Experiences* (1-2 credit per experience – morning and evening opportunities are listed on the MVNU portal and the Spiritual Formation App)
- *Freshman Small Group ("Belong-Groups")* - guided and sponsored by the Campus Ministries Office (up to 10 credits)
- *Community Service* guided and sponsored by the Campus Ministries Office (up to 10 credits)
- *Wellness Initiative* (up to 5 credits).

**Sophomores** will be required to earn **26 credits** per semester. Credits can be earned through the following experiences.

- *Corporate Experiences* (1-2 credit per experience – morning and evening opportunities are listed on the MVNU portal and the Spiritual Formation App)
- *Community Service via CoSMO group*- guided and sponsored by Campus Ministries (up to 10 credits)
- *Discipleship Programs* – students may choose ONE of the programs to participate in and earn up to 10 credits:
  - Upperclassmen Small Groups ("Life Groups") -guided and sponsored by Campus Ministries.

- Campus Ministries Mentoring Program – students can earn up to 10 credits by meeting with a mentor faculty/staff or approved off campus adult) during the semester. Mentoring program documents can be found on the MVNU portal under the Campus Ministries Mentoring Program link.
- *Wellness Initiative* (up to 5 credits).

**Juniors and Seniors** will be required to earn **22 credits**. Credits can be earned through the following experiences.

- *Corporate Experiences* (1-2 credit per experience – morning and evening opportunities are listed on the MVNU portal and the Spiritual Formation App)
- *Community Service via CoSMO group*- guided and sponsored by Campus Ministries (up to 10 credits)
- *Discipleship Programs* – students may choose ONE of the programs to participate in and earn up to 10 credits:
  - Upperclassmen Small Groups (“Life Groups”) -guided and sponsored by Campus Ministries.
  - Campus Ministries Mentoring Program – students can earn up to 10 credits by meeting with a mentor faculty/staff or approved off campus adult) during the semester. Mentoring program documents can be found on the MVNU portal under the Campus Ministries Mentoring Program link.
- *Wellness Initiative* (up to 5 credits).

For seniors whose academic program requires them to be away from campus (i.e. Senior nursing, Social Work, and Education majors in Student teaching), you will have a reduced requirement of 10 Spiritual Formation Credits, which you may earn via traditional Spiritual Formation activities or via a personalized Spiritual Formation Plan. Your School Dean will notify our office and the Campus Ministries Staff of your academic status so we can set the correct credit requirement.

#### Change in academic classification

If a student’s academic hours change at any time of the semester it is their responsibility to notify the Campus Ministries Office so that their Spiritual Formation requirements can be reviewed. A residential student reducing their academic hours during any given semester enrolled to part-time status will need to complete their Spiritual Formation requirements. A commuter student changing their academic hours during any given semester enrolled to part-time status will be exempt from their Spiritual Formation requirements for the remainder of the semester.

If a student is administratively withdrawn from one or more classes during a semester that would require them to be below 11 academic hours, they will still need to earn their required credits according to their classification within that semester.

**iAttended App**

At the beginning of the semester, students must download the iAttended App on their smart phones. If a student does not have a smart phone, they must contact the Campus Ministries Office to set up an alternative way of tracking credits. Students will scan a QR code or enter a 4-digit code at the beginning and ending of all Spiritual Formation events. Failure to scan both codes will result in the student not receiving credit. A brief video will be sent out to all students' MVNU emails to provide specifics on correctly setting up the app. ***It is the students' responsibility to read these emails.***

**Spiritual Formation Petition Process**

Students who are taking 11 or fewer academic hours (part-time status) are automatically exempt from Spiritual Formation requirement except in the events of the exceptions listed above.

Non-residential CCP students are exempt from the Spiritual Formation credit requirement.

Commuters who do not have any classes on MWF need to fill out a Spiritual Formation petition (online in the Spiritual Formation Moodle course in which every student is enrolled) to be exempt from Spiritual Formation credit requirements.

Commuter students who are 23 years and older with special circumstances may submit an online Spiritual Formation credit petition and it will be reviewed **each semester**. Upon approval of a Spiritual Formation credit petition a commuter will have a reduction in their requirement of credits and the remaining credits will need to be earned via the various venues offered for credit according to the student's classification. Each Spiritual Formation Credit petition submitted by a commuter student will be reviewed on a case-by-case basis as petitions are not approved automatically.

**Chapel Absences**

The only circumstances that will be considered for an exemption will fall under the below categories during the morning chapel services on M/F:

- Family emergency with verification (student must email the Office Coordinator of Campus Ministries)
- Medical issue with documentation from the university nurse or physician
- Military leave with documentation from their Unit Officer with the dates they are serving

Documentation of absences must be presented to the Campus Ministries Office *no later than 5 business days following the absence.*

Credits short of requirement	Monetary Fine
1	\$20
2	\$40

3	\$60
4	\$80
5	\$100
6	\$120
7	\$140
8	\$160
9	\$180
10	\$200
11	\$220
12	\$240
13+	\$260

Spiritual Formation Sanctions

- Students who are 13 credits short of their requirement during a semester will be placed on notice for the following semester and must meet their SFC requirement *in full* the following semester.
- Students who fail to meet their requirement *in full* during their semester of notice will receive a monetary fine and be assessed 2 disciplinary steps from the Student Life Office and will be placed on probation.
- A student who fails to meet their requirement in full during probation will receive a monetary fine and be assessed 4 disciplinary steps from the Student Life Office, which results in dismissal from the University.

**Other Chapel Policies and Information**

Attendance Checks

Students should check their chapel attendance through the iAttended App on a regular basis during the semester. Students have **five business days** from the date of absence to appeal the accuracy of chapel attendance records.

Spiritual Formation Probation

- Students who are 13 credits short of their requirement during a semester will be placed on Spiritual Formation Probation for the following semester.
- Students who fail to meet their requirement during their semester of probation will begin the following semester with 2 Disciplinary Steps from the Student Life Office and remain on probation.
- A student who fails to meet their requirement during their second semester on probation will be suspended for one semester.

Graduation Requirements

All graduating seniors failing to meet minimum baseline requirements will result in a hold being placed on their account and their transcript held until additional work assigned by the Campus Ministries Office is completed and the Spiritual Formation Credit fine is paid.

All Spiritual Formation Credit fines must be paid before transcripts or diplomas will be released to a student.

### Spiritual Formation Appeal Process

Each student will be responsible for keeping track of their Spiritual Formation credits. A student's spiritual formation record can be found on the iAttended App. Ignorance of the Spiritual Formation policies or failure to meet Spiritual Formation credit requirements does not excuse assessment of a monetary fine. Students will have 5 business days following the last chapel of each semester to appeal any Spiritual Formation credit penalties. All Spiritual Formation credit fines must be paid before transcripts or diplomas are released.

A Spiritual Formation credit fine can be paid at the Student Accounts Office in Founders Hall.

### Late Policy

The chapel hour begins at 10:20 a.m. Students who arrive after 10:30 a.m. will be scanned in the Chapel lobby and marked as absent. Attendance will be taken via the Spiritual Formation phone app. However, if you do not have a smart phone or forgot it, you must work with the Campus Ministries Office to work out a solution. It is your responsibility to set up this conversation.

### 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. Being disruptive will result in you being asked to leave and credit will not be given. Laptop and tablet usage are not permitted. Refusal to comply may result in dismissal from the chapel service with no credit given.

Students may not use another student's iAttended App to scan for chapel attendance. Students who attempt to falsify chapel attendance for any reason will not receive credit for that event and will have 2 credits deducted. Students who falsify their chapel attendance more than one time will also receive a fine of \$50 and be subject to the Student Discipline deception policy, which could result in up to 2 disciplinary steps to be assigned. Students may not leave early from chapel unless prior approval from the Campus Ministries Office has been granted.

## ACADEMIC LIFE

### Academics

Thorne Library/Learning Resource Center

Center for Student Success

The MVNU Testing Center

Career Development Center

### Academics

MVNU encourages personal integrity and maturity in its students. To that end the University adheres to the principle of unquestioned honesty in its expectations of students, faculty, and staff. This standard should govern relationships and behavior in MVNU residence halls, classrooms, chapel, and other campus entities. As a Christian community, faculty, staff, and students have a moral and ethical responsibility to refrain from any activities or behaviors that would suggest academic dishonesty and lack of personal integrity. Academic dishonesty may involve attendance fraud, cheating, plagiarism, laboratory fraud, fabrication, or electronic media fraud.

See the University Catalog regarding academic procedures and integrity at <https://www.mvnu.edu/catalog>.

### Thorne Library/Learning Resource Center

Thorne Library exists to provide access to information, ideas, and knowledge for our community, while creating an environment for lifelong learning, educating the whole person, and cultivating Christ-likeness.

#### Thorne Library Hours:

Monday–Thursday 7:30 am – 11:00 pm

Friday 7:30 am – 8:00 pm

Saturday 11:00 am – 6:00 pm

Sunday 3:00 pm – 11:00 pm

Library hours will vary during breaks, holidays and summer terms. Check the library's webpage or social media channels for current library hours.

#### Library Resources

The Thorne Library is the central hub of research and study resources for all MVNU students. The library houses approximately 164,000 items in a variety of resource types, including books, periodicals, CDs, DVDs and much more. Beyond that, the library provides access to an extensive electronic resource collection including over 200,000 eBooks and over 200 online databases. In addition, access to 50 million library items is available through OhioLINK, the statewide academic library network. The library also offers access to electronic resources, including 140+ subscription databases, 20 million journal articles, and over 200,000 eBooks. The library's print book collections, reference collection,

periodicals, media (DVD, CD, Vinyl records, VHS, Cassettes) are all located on the upper floor. The Educational Resource Center (ERC), located in the lower floor, houses the children's literature collection, curriculum materials, and the graphics lab.

Study areas are located throughout the building. Students can also check out study rooms, located on the upper floor, for individual and group study.

The circulation desk is located on the main floor. Library items and keys to study rooms may be checked out or returned to the circulation desk. Items on reserve and OhioLINK requested items may be picked up at the circulation desk. An after-hours drop box for returning library items is located outside the main entrance. Do not put laptops or AV equipment in the drop box.

#### Extended Hours Study Room

The Extended Hours Study Room is available whenever the library is closed. The room is equipped with Wi-Fi, PC and Apple computers and a printer. Enter the study room by using your MVNU student ID at the door near the west corner of Thorne Library.

#### Circulation Policies

A current MVNU ID is required for all material circulation. Books are circulated for three weeks and may be renewed up to four times. Periodicals, videos, DVDs, and CDs circulate for seven days and may also be renewed once. Renewals may be made by phone or online. Items not returned when due are subject to fines. Reference books do not circulate outside the Library. Students may use scanner/copiers located within the library to scan or make copies of resources within the parameters of United States copyright law.

- Laptops: Laptops (both Macs and PCs) may be checked out at the Hub and circulate for one week.
- AV Equipment: AV equipment (camcorders, cameras, etc.) is available through the Hub for MVNU educational use/purposes only. Reservations may be made 24 hours in advance of desired pick-up time. Circulation period is determined at the time of booking.
- 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 or online. OhioLINK media (videos, CDs, DVDs, etc.) circulate for one week and cannot be renewed.

#### Overdue Fines

- Overdue two-hour reserve books: \$1.00 per hour
- Overdue two-day reserve books: \$1.00 per day
- Overdue one-week reserves: \$1.00 per day
- Overdue regular circulating books: 50 cents per day
- Overdue videos/DVDs: \$1.00 per day



- Overdue A-V equipment: \$10.00 per hour, per piece; replacement costs and billing charges are billed after the 3<sup>rd</sup> overdue hour
- Overdue ERC curriculum materials: 50 cents per day
- Recalled items: \$2.00 per day for OhioLINK items, .90 per day for MVNU items
- Overdue laptops (daily): \$50.00 per day if not returned at library closing; replacement cost: \$1,000.00 billed on second day after due date
- 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
- OhioLINK: an overdue item will incur a charge of \$.50 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.

Overdue books/items should be returned to the Circulation Desk. Books may be returned via the book drop at the Library at times when the Library is closed. Do not put laptops or AV equipment in the drop box. 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.

Contact information

**Error! Hyperlink reference not valid.**(web page)  
740-397-9000 x4240 (Main circulation desk)  
[library@mvnu.edu](mailto:library@mvnu.edu) (email)

**Center for Student Success**

The Center for Student Success seeks to equip students for independent, effective, and life-long learning through programs and services tailored to assist them in achieving their personal and educational goals. The resources provided through the Center for Student Success include:

One-on-One Tutoring: One-on-one tutoring is offered in the Center for Student Success during most hours that the Thorne Library and Learning Resource Center is open so that academic enrichment is easily accessible for all traditional students on campus. Tutors are student employees trained to teach students individually to master content and develop transferable study skills. Students may schedule tutoring appointments online.

Supplemental Instruction (Help Sessions): Supplemental Instruction (SI) is an academic enrichment program providing regularly scheduled, peer-led study sessions outside of class time for select courses. These sessions are proactive, participatory, and designed to help students organize and improve the ways they prepare for class. As peers who have already demonstrated success in these courses, SI leaders model successful study practices. Studies across the United States suggest that students attending sessions regularly score up to one letter grade higher than those who do not attend.

Academic Peer Mentors: Academic Peer Mentors (APM) are upper-level students



trained to assist with time management, organization, study strategies, and other forms of academic or personal support. APMs typically meet with their assigned students weekly to provide individualized academic assistance, encouragement, and accountability.

Center for Student Success Courses: The Center for Student Success offers courses that equip first-time freshman students to meet the academic demands of higher education, offering students tools necessary to excel in their academic work. These courses are CSS-1001 College Success Strategies, HUM-1013 Discipleship of the Christian Mind with Lab and CSS-1012 Advanced College Success Strategies. Any student may choose to enroll in these beneficial courses, and they are required for students conditionally admitted to the university.

Writing Lab: The MVNU Writing Lab exists to create a safe and friendly space for all writers at all levels to share their work and receive thorough, considerate feedback from attentive peer tutors empowering student writers to become more confident, self-sufficient, and effective critical thinkers and communicators. The Writing Lab assists any student pursuing help with any writing assignment at any stage of the writing process; provides face-to-face, one-on-one support for students within a community of well-trained peer tutors; asks questions and listens to students to help them explore, clarify, and articulate their ideas; and supports and guides students as they develop their writing process and style.

Accessibility Services for Students with Disabilities: It is the policy of MVNU that no qualified persons with disabilities shall be excluded based on disability from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities. Any qualified student who has a physical or mental impairment substantially limiting one or more of major life activities such as walking, seeing, hearing, speaking, breathing, learning and/or working can receive assistance at MVNU as provided in Section 504 of the Rehabilitation Act of 1973 and the applicable provisions of the Americans with Disabilities Act of 1990.

Accessibility Services within the Center for Student Success serves as the campus contact for disability-related needs that a student may have. Its mission is to facilitate equal access to all institutional opportunities for students who self-disclose documented disabilities and to foster a campus environment that is accessible, inclusive, and regulatorily compliant.

- Transition from High School: Unlike secondary school, students must self-disclose their disability to Accessibility Services to receive accommodations, and services are not provided automatically. All students must meet the defined learning outcomes for their courses and programs, and accommodations do not guarantee academic success, but do provide equal access and opportunity for pursuing those outcomes.
- The MVNU Accommodations Process:

The student completes a Request for Accommodations form to begin the completion of the process; forms and/or email notifications are provided by Accessibility Services to students and faculty verifying the approved, reasonable accommodation(s). We highly recommend that students communicate with each professor regarding accessibility-related issues in their respective courses, preferably prior to the beginning of each semester. Students who request accommodations for disabilities must personally meet with the Coordinator of Accessibility Services to complete the accessibility registration process. Students in online courses may discuss needs by telephone, if preferred.

Determining accommodations is not a “one size fits all” practice. The process of developing individualized letters of accommodation at MVNU includes information provided by students regarding barriers they encounter due to their disability, accommodations that have benefited them in the past, and any adaptive strategies and devices used previously. Documentation from an evaluation team report or 504 plan is helpful in the development of the accommodation plan. Relevant documentation includes the following:

- Date(s) of Evaluation
- Diagnosis
- Reference to the types of evaluation procedures utilized
- Evaluation results and/or test scores (as appropriate)
- Limitations of student functioning (especially as related to the higher education environment).
- Recommendations for accommodations, which are helpful in assisting institutional personnel in determining appropriate and necessary support
- An accurate and current picture of how the disability impacts the student at the present time, and in most cases, the documentation should be less than three years old

**Common Accommodations:** The most frequent types of accommodations students receive at MVNU are extended time on testing in a non-distracting environment, a note taker in class, textbooks in audible format, priority seating, and priority registration.

Students can access the forms to begin the accommodations request process at [www.mvnu.edu/accessibilityservices](http://www.mvnu.edu/accessibilityservices). For more information about Accessibility Services, please email [accessibilityservices@mvnu.edu](mailto:accessibilityservices@mvnu.edu) or stop by the Center for Student Success and ask to speak to Deanna Shira-Tackett, Accessibility Services Coordinator, or Katie Rhodes, Student Success and Accessibilities Coach.

**The MVNU Test Center:** The MVNU Test Center, located on the top floor of the Thorne Library and Learning Resource Center, provides a quiet, classroom-like testing environment for students with approved accommodations and for limited

make-up exams for students with university approved absences.

The Test Center also provides some university placement exams, selected PearsonVue exams, and residual ACT testing on selected dates.

Appointments are required for all exams and testing. For more information, please contact Mindy Ziegler, Test Center Coordinator, at 740-397-9000 ext. 4230 or email [testcenter@mvnu.edu](mailto:testcenter@mvnu.edu) to contact the Test Center.

For more information about the Center for Student Success, contact Dr. Lee Chambers, Director of the Center for Student Success at (740) 397-9000, ext. 4612.

### **Career Development Center**

The Career Development Center is housed in Thorne Library, and provides services and resources to help students identify suitable majors, plan their careers, and obtain jobs and internships. Points of assistance include career advising and assessments, career exploration resources, job and internship postings, and guidance on topics including resumes, interviewing, job searching and graduate school.

Students at all levels (freshmen to senior) and in all degree programs should utilize Career Center resources to help them navigate changes in major, explore career paths, locate internship opportunities, and carry out their job searches.

The Career Development Center also offers periodic career preparation programs, employer recruiting events and office walk-in hours. Students will be alerted to these opportunities via email. More detailed information is available on the Career Development Center website:

[www.mvnu.edu/careerdevelopment](http://www.mvnu.edu/careerdevelopment). Updates and events may also be found on the department Facebook page at: [www.facebook.com/MVNUCareerDev/](https://www.facebook.com/MVNUCareerDev/).

For an appointment or additional information about career assistance and resources contact the Director of Career Development, Gary Swisher, at 740-397-9000, ext. 4618, or email [gary.swisher@mvnu.edu](mailto:gary.swisher@mvnu.edu).

## **INTERCULTURAL LIFE**

Mission

Core Values

Programs

Diversity Leadership Scholar's Program

The Dwelling

Woven

### **Mission**

Intercultural Life exists to fulfill God's multicultural mission to 'love one another as I have loved you' (John 13:34) by promoting and engaging in an intellectually vibrant and socially just community. Our mission is to facilitate the inclusive shared learning experiences of students where all can engage in dialogue, challenge barriers, and build collaborative relationships.

### **Core Values**

- Curiosity and Courage: Personal responsibility for getting to know one another and to be understood.
- Openness and Otherness: Holding multiple perspectives simultaneously and valuing them all.
- Respect and Reciprocity: Recognition of personal diversity and a willingness to admit that all peoples have equal value and merit.
- Equity and Empathy: Dispersion of power and equality of opportunity

### **Programs**

Under the leadership of the Director of Intercultural Life, the Office of Intercultural Life serves A.I.M. students (American students of color, International students, and Missionary kids) and supports a variety of A.I.M. Student Organizations and all campus cultural events.

- Mentoring and Advocacy Program
- Alliance for Black Student Leadership
- African/American History Month
- Festival Latino
- International Fashion Show
- Martin Luther King Celebration Breakfast
- Soul Festival
- Women's History Month
- Social Justice Week and Small Group
- Special guests and speakers
- Interactive discussions and workshops
- The Dwelling Multicultural Resource Room
- Black Student Union
- LEAP Dance Ministry

### **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.

Our scholars program selects two student scholar ambassador yearly. Scholar ambassadors promote the Diversity Scholars program in outreach, strategic planning, and events. Additionally, scholar's ambassadors host gatherings, meet with new students and speak on behalf of the Diversity Scholars Program at university-related events.

#### 2021-2022 Scholar Ambassadors

Genesis Cruz  
Caden Donaldson

### **The Dwelling**

The Dwelling is located basement of Central Complex. It is designed to provide a safe space to celebrate the cultural diversity of MVNU students and to foster intercultural learning and dialogue. The Dwelling is a safe space for, but not limited to, AIM students of MVNU.

Students are welcomed to host events, small groups, discussions, and bible studies in the Dwelling as long as they align with the purpose of the space. Those who wish to host gatherings of some sort in the Dwelling must email [intercultural.life@mvnu.edu](mailto:intercultural.life@mvnu.edu) for approval to use the area.

### **Woven**

The term Woven on our campus serves a dual purpose. First, Woven is a monthly publication brought to you by the students and staff of the Office of Intercultural and our university community. This publication provides community resources on essential topics in diversity, equity, and belonging, upcoming events, student and faculty spotlights, and more. We invite all faculty, staff, and students to subscribe to the newsletter. To receive the forthcoming or previous publications, you can sign up by emailing [intercultural.life@mvnu.edu](mailto:intercultural.life@mvnu.edu).

Secondly, to culminate a year of publications, our University host an annual diversity forum designed to engage in discussions and dialogue to bring diversity, equity, and inclusion. We do this by inviting professionals, ministers, and community leaders to speak to our campus on how we can move forward as a community in the beauty of diversity.

## STUDENT GOVERNMENT

Purpose

Student Government Association Leadership Positions

Class Organizations

Student Organizations

Policy for Recognizing Student Organizations

Student Involvement

### Purpose

The purpose of the Student Government Associate 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 Trustees, Administration, Faculty, and Staff of the University.
- C. Providing and supporting student leadership through an active Student Government
- D. Developing and maintaining a premier campus experience by encouraging co-curricular activities and supporting all campus clubs and organizations, social and cultural events, and service projects.
- E. Promoting responsible participation on the campus through the discussion and consideration of significant issues, and in a broader community, by thoughtful, discriminatory attitudes and actions.
- F. Manifesting a responsible and respectful attitude toward the policies and purposes of our University as an institution of higher learning within the Church of the Nazarene.

### Student Government Association Leadership Positions

The Student Government Association is the executive committee of the student body. It is composed of representatives of the associated students. All traditional undergraduate students (except for College Credit Plus) are eligible to participate in SGA elections. More information may be found at <http://www.mvnusga.com>.

#### Executive Cabinet

President

VP of Academic Life

VP of Community Life

VP of Spiritual Life

VP of Diversity and Inclusion

VP of Social Life

VP of Marketing

Jenson Thompson

Bailey Niedermier

Ben Slater

Alexes Church

Cassandra Petrey

Waverly Reidenbach

Gracie Middaugh

Administrative Chairperson Maggie Little

Chairpersons and Class Representatives

Media Chairperson	TBD
Campus Events Chairperson	TBD
Senior Class President	Bailey Plott
Junior Class President	Logan Kazelman
Sophomore Class President	Evan Hodkinson
Freshman Class President	TBD (Fall Elections)

Class Councils

Each class council is represented by four elected officers

**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 to the following positions for each class council: President, Administrative Director, Events Director, and Ministry Director.

**Campus Organizations**

Campus Organizations may be formed by students with the oversight of an MVNU faculty or staff advisor. Approval for campus organizations is given from the Student Government Association and the Director of Campus Life. These organizations provide an opportunity for wholesome social activity.

**Policy for Recognizing Student Organizations**

Being recognized as a student organization is a privilege, not a right. All student organizations must align with and promote MVNU’s educational mission, identity, values, policies, outcomes, and commitment to community. When reviewing organizations and determining if an organization should be recognized, its mission, goals, and objectives will be measured against the University’s mission and values. Creation of a student organizations are for MVNU students. Due to this, unless prior approval is granted from the Director of Campus Life and VP for Student Life, no student organizations associated with a national organization will be approved since MVNU might not align with all stipulations in place by a national organization.

Student organizations must be recognized in order to be afforded the following rights and privileges:

- Use of the university’s name
- Reservations of spaces in university-owned property
- Opportunity to advertise on campus, including the SGA website
- Ability to petition through University Advancement to raise funds
- Be granted MVNU funding
- Participation in Club Carnival or other university-sponsored events
- Official listing in university publications



At times, student organizations may be asked to demonstrate that they are providing a new opportunity for the MVNU community in an effort to limit the number of organizations that have identical or very similar objectives. During the school year, a decision will be made on the status of the application within 10 business days of receiving the application.

If an organization does not adhere to established University guidelines regarding fundraising, programming, and event planning, it may be removed from the list of recognized organizations. In addition, if an organization's practices are found to be inconsistent with or in violation of the University's mission, objectives, or policies, it may face sanctions or disciplinary action, and its status as a recognized organization may be revoked.

This policy prevails over any conflicting policies in student organization or administration documents.

### **Student Involvement**

MVNU stresses the importance of involving students in the decision-making process of the institution. Students serve on the following University committees and councils as assigned and designated by the Student Government Association and the Office of Student Life:

- General Education Committee
- Intercultural Committee
- Online and Technology Committee
- Student Assessment & Learning Committee
- Teacher Education Committee
- Title IX Committee
- University Council for Student Conduct



## STUDENT ACTIVITIES AND ORGANIZATIONS

Academic Honor Societies  
Community Service and Ministry Opportunities (CoSMO)  
Departmental Clubs  
Intramural Athletics  
The Justice Project  
M2540  
Musical Groups  
Recreational Equipment Checkout (The REC)  
Service-Learning Trips  
Traditional Student Activities and Events  
Wellness Program  
List of Clubs and Organizations

### 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.

### Community Service and Ministry Opportunities (CoSMO)

CoSMO groups are student led teams made up of persons who desire to work together in the local community and nearby cities. Service to the community includes but is not limited to tutoring, spending time with kids, high schoolers and the elderly, serving in urban settings, creation care, and more. Groups may be formed with the authorization of the Campus Ministries Office. The following is a list of CoSMO groups that existed for the 2019-2020 school year:

- Better Together (Outreach with Youth with Developmental Disabilities)
- Escape Zone (Youth Outreach)
- Fostering Hope (Blankets for Foster children)
- Lunch Buddies (Children's Ministry)
- Mandate (Traveling Urban Ministry)
- P.B. & J. Club (Children's Ministry)
- S.M.I.L.E. (Ministry with the Elderly)
- Society of Christian Nurses
- Knit, Pray, Love (Knitting and Donations Ministry)
- LEGO Club (Children with Developmental Disabilities)
- MVNU Grow (Crisis Pregnancy)

### 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 Campus Life.

### Intramural Athletics

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 that 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.

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.

**The Justice Project**

The Justice Project seeks to inform, advocate and provide opportunities for involvement in bringing about social justice locally and globally. The Justice Project actively seeks ways to create ongoing, sustained and respectful conversations and engagement opportunities to better prepare students, faculty and staff to talk about and address issues of justice.

**M2540**

M2540 comes from Matthew 25:40 – “The King will reply, ‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’” M2540 seeks to respond to poverty and suffering in our world with love. Currently, we are connected to brothers and sisters in Knox County, Belize, and Swaziland.

We respond as a campus by raising awareness and funds through our passions, talents and hobbies. These include but are not limited to thrift stores, concerts, soccer tournaments, dinners, poetry readings, photography, and traveling to serve.

**Musical Groups**

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 may be found on the Music

Department webpage, <https://mvnu.edu/undergraduate/academics/music>

### **Recreational Equipment Checkout (The REC)**

The REC is an opportunity to experience the outdoors through checking out equipment or by joining planned events. Students can bring a current MVNU ID and can check out recreational equipment without cost. Equipment includes hammocks, kayaks, camping supplies, outdoor games, and bikes. The REC is located on the 1<sup>st</sup> floor of Campus Center across from the Post Office. The REC hours and inventory can be found at <https://rec.mvnu.edu>.

### **Service-Learning Trips**

Service-Learning Trips are travel experiences in which students, faculty and staff serve in communities while immersing themselves in a culture different than their own. These trips include cross-cultural training before travel, conversational meetings during travel, and debriefings after travel. Recent trip destinations have included Indianapolis, IN; Melbourne, FL; McAllen, TX; Succotz, Belize; Orealla, Guyana; Frankfurt, Germany; and Manzini, Eswatini. All trips require attendance at information sessions and an interview, as well as weekly cross-cultural training during the spring semester. Crossing Cultures Credit is available with each trip. Crossing Cultures Credits are required of all students as a condition of graduation.

### **Traditional Student Activities and Events**

The following is a description of annual campus-wide activities and events. For the most updated list, visit [mvnusga.com/events](http://mvnusga.com/events).

- *Welcome Week*: A collective group of events aimed at integrating freshmen into the campus as well as welcoming back returning students.
- *Sonfest*: Enjoy some of the best Christian music on two stages, food trucks, inflatable games, giveaways, sand volleyball, and more in a great atmosphere. Full-time MVNU students get free admission.
- *MVNU Games*: This week-long all-campus event pits academic classes against each other in a week of friendly competition within a variety of different competitive activities.
- *Oaktoberfest*: A festival with all the fall favorites! Students and their families are invited to enjoy dinner followed by outdoor fun with fresh kettle corn, live music, pumpkin carving, hayrides, and more.
- *Homecoming*: The main alumni event of the University year is Homecoming. It features spirited intercollegiate basketball games between MVNU's "Cougars" and rivals.
- *Junior/Senior Social*: This social event is held near the end of the year and is sponsored by the Junior Class in honor of the Seniors.

- *Freshman/Sophomore Social: Similar to the Junior/Senior Social*, this social event is held near the end of the year and is planned by and for Freshmen and Sophomores.
- *Block Party*: The finale of SGA events ranging from inflatables, paint, and food.

### **Wellness Program**

The Wellness Program will help students develop a healthy rhythm in their journeys as they seek balance in their academic, social and spiritual lives through the means of physical fitness, gaining knowledge and practical lifestyle tips in the area of nutrition, self-care, and boundaries. Students will also learn the importance of what it means to engage in Spiritual Disciplines that will help them develop good rhythms of rest and connection with God.

Students that enroll in the Wellness Program are required to design a wellness program for themselves that incorporates elements from these areas: academic, social, mental, physical and spiritual. Students then submit three reports per semester describing their practices and reflecting on what they are learning. Students are also required to attend one of two Wellness Workshops provided.

### **List of Clubs and Organizations**

The following is a list of all active clubs and organizations:

Alpha Chi	Korean Club
American Red Cross	Math Club
Athletes in Action	MVNUtube
Biology Club	Nerfwood
Black Student Union	Phi Delta Lambda
Chemistry Club	Sigma Tau Delta Social
Cougar Cycles	Sci-Fi Club
Creative Writing Club	Social Justice League
Delight Ministries	Student Education Association
Delta Mu Delta	Student Safety Council
Enactus	United in Culture
History/Political Science Club	Young Life
Koinonia	

## **ATHLETICS**

History and Affiliation

Varsity Sports

Reserve Teams

Club Teams

Athletic Eligibility Requirements

Athletic Lifestyle Contract

### **Varsity Sports**

Mount Vernon Nazarene University participates in intercollegiate men's and women's basketball, baseball, men's lacrosse, men's and women's bowling, ESports, competitive cheer, men's and women's soccer, softball, men's and women's volleyball, men's and women's cross country, men's and women's track and field, men's and women's golf, and men's and women's tennis.

### **Reserve Teams**

Mount Vernon Nazarene University participates in reserve men's and women's soccer, women's volleyball, and men's and women's basketball.

### **Club Teams**

Mount Vernon Nazarene University will participate in women's club lacrosse in the 2021-2022 school year and compete in the WCLA.

### **History and Affiliation**

Mount Vernon Nazarene University has participated in intercollegiate athletics since 1968. 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 MCC transitioned to its new name, The Crossroads League, in 2012. MVNU begins the 2021-2022 season as one of ten teams in the Crossroads League.

### **Athletic Eligibility Requirements**

- NAIA Eligibility Requirements - Student-athletes must meet two of the three following requirements in their first year of competition to be eligible to participate in intercollegiate athletics:
  1. A minimum of a 2.0 high school GPA
  2. A minimum of an 18 ACT score
  3. Finish in the top 50% of their graduating class.

Student-athletes must complete and pass a minimum of 24 semester hours in consecutive semesters to be eligible to continue participation in intercollegiate athletics.

- MVNU-Specific Eligibility Requirements  
Students on academic and social probation will not be permitted to compete in intercollegiate activity.

## **HAZING**

- MVNU Athletics has a zero tolerance for any form of hazing. Any student-athlete found guilty of hazing will be subject to penalties, on a case-by-case basis, up to and including: suspension, loss of scholarship, removal from the program and/or institution. The Director of Athletics, in conjunction with the Head Coach, will have final discretion on discipline. Students involved in hazing are also subject to the university's conduct process through the Office of Student Life in addition to the athletics discipline process.

## RESIDENCE LIFE

Mission and Values

Housing Staff

Residential Requirements & Meal Plans

Housing Schedule & Procedures

Student Responsibility & Housing Policies

### Mission and Values

The Mount Vernon Nazarene University community seeks to encourage the life of the person as an individual so that each student will understand and utilize their unique God-given talents and abilities. Residence Life is a vital part of the MVNU learning experience.

In pursuit of accomplishing the mission and vision of Mount Vernon Nazarene University within the Division of Student Life, the Department of Residence Life seeks, through quality residential programs, facilities, and services, to create a vibrant, healthy, God-centered student community exemplified by service, learning, spiritual growth, and leadership development.

In this pursuit, we see community as the foundation, upon which we build the pillars (or priorities) of 1) educational and spiritual growth programs, 2) student service and satisfaction, 3) facilities excellence, 4) leadership development, and 5) student support and intervention in order to support MVNU's mission to cultivate knowledge and love of God in our students. Thus, we believe the Department of Residence Life is successful when the University is successful, and thus our departmental measures of success correspond with the University's measures, such as retention and graduation rates, grade point average, and spiritual development.

### Core Values

1. *Belonging: creating a physical and emotional space that anyone will feel welcomed and supported in, through the process of intentional and meaningful relationships*

We believe that every student should feel like they have a place in our community where they can find safety, support, and care. This is done through consistent effort and established relationships. Allowing students to feel confident, through the knowledge that they are loved empowered and supported and that we as a Res Life Staff are for them.

2. *Development: progressive growth and improvement personally and collectively*

We are committed to creating a culture that encourages and gives room for students to progressively develop as individuals and as they contribute to this community and beyond. This is done through consistent care and assurance that we as a staff will come alongside all students in their journey,



so that they may leave our community as a more well-rounded and established individual.

3. Excellence: *consistently striving for outstanding character and quality work*

As a Residence Life staff, we commit to consistently strive to conduct ourselves in a professional way that produces quality work and a healthy atmosphere. We engage our work and our community with character and integrity, in a Christ-filled way.

4. Servant Heartedness: *conducting oneself in a humble manner, being willing to step in and help no matter the circumstance, situation, or expectation*

As a Res Life Staff, we believe it is our calling to care for our community in respectful and honoring ways. By being ready to step into others' needs with a willing heart and humble spirit, intentionally putting forth effort that will accomplish the overall mission of loving our neighbor as ourselves.

5. Celebration: *acknowledging, joyfully and intentionally, one another and the life's moments that we go through, both as a community and as individuals*

We believe in the power of celebrating each and every person, their individuality and the contributions that they bring to the table. We do this by acknowledging their person, and purposefully stepping into their stories to joyfully come alongside of them in a way that encourages their efforts and accomplishments, knowing that success looks different for everyone.

**Housing Staff**

Resident Directors

Resident Directors (RD) are professionals employed by the University to challenge and support students. Each RD is commissioned by the University to facilitate a living-learning environment that is safe and capable of supporting the mission of MVNU.

Birch, Redwood & Rose	
Cedar Apartments & Asst. Dir Res Life	Sarah Mowry
Elmwood & Maplewood Apartments	Travis Porter
Galloway Hall	Cara Boyd
Pioneer Hall	Haley Conrad
Oakwood Hall	David Calvarese
Spruce Apts. & Asst. Dir of Student Housing	Elijah Arns

If students have any needs, they can contact their RD by sending an email to the following email address: Name of building + RD @mvnu.edu (for example: [GallowayRD@mvnu.edu](mailto:GallowayRD@mvnu.edu), [CedarRD@mvnu.edu](mailto:CedarRD@mvnu.edu)).

### Resident Assistants

The Residence Life Department employs student Resident Assistants (RA) to provide greater opportunity for peer leadership and personal development. RAs are fellow students in their 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year at the University; they RAs are also responsible for developing community, promoting healthy relationships and sustaining an atmosphere of order.

### Student Mentors

In partnership with Campus Ministries, the University also employs Student Mentors (SM) in our freshman living areas to promote spiritual growth and development for our new students.

RAs and SMs are viewed as paraprofessionals. As such, all residents are expected to be compliant, cooperative and courteous to each Resident Assistant. 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.

### **Residential Requirements & Meal Plans**

MVNU'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. 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 full-time students enrolled in our traditional undergraduate program between the ages of 17 and 23 (by August 31 of the current academic year) reside on campus.
2. Students who are younger than 17 or older than 23 years of age or who are taking 7-11 credit hours per semester are eligible to petition to live on campus as instructed below.
3. To be eligible to reside anywhere other than MVNU campus housing, students are required to meet at least one of the following criteria:
  - Living in the primary residence of a parent/legal guardian (within 60 miles from campus)
  - Taking less than 12 credit hours per semester
  - Legally married or the parent/guardian of a child
  - Age 23 or older prior to August 31 of that school year

### Petitioning to Live Off-Campus

In order to be considered for off-campus approval, students that meet the above requirements must 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.

If a student does not meet the qualifications for off-campus housing he/she is welcome to petition for an exception. Written petitions can be emailed to the Department of Residence Life at [reslife@mvnu.edu](mailto:reslife@mvnu.edu) least 60 days prior to the beginning of a new term to be considered.

Students requesting to live off campus should submit the Off-Campus Housing Form each year. Full-time students 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.

#### Petitioning to Live On-Campus

Part-time students who are taking less than 12 credit hours each semester are not required to live on campus during the semesters which they are part-time. Students who are part-time who desire to live on campus should submit an On Campus Housing Application and along with a written statement as to why they would like to live on campus to the Residence Life office at least 60 days prior to the beginning of the term being considered. If approved, they will be given a housing assignment. Students taking less than 7 credit hours per semester will not be allowed to live on campus.

If a full-time student moves to part-time over the course of the semester, they will need to petition to stay on campus as a part-time student. They should submit the Part-Time Resident Form to the Residence Life office. If residential student moving to part-time status does not desire to remain on campus or if their request is denied, they will need to remove their belongings and checkout of their residential assignment within 48 hours of becoming a part-time student.

Students who are younger than 17 or older than 23 years of age are eligible to petition to live on campus. Students should submit an On Campus Housing Application and along with a written statement as to why they would like to live on campus to the Residence Life office at least 60 days prior to the beginning of the term being considered. If approved, they will be given a housing assignment.

#### College Credit Plus Residency

Ohio's College Credit Plus initiative is a dual-enrollment program that allows qualified Ohio high school students to take college classes. Ohio high school seniors who are full-time status through MVNU's CCP program are allowed to live in the residence halls under the following age guidelines.

- Full-time CCP students may live on campus if they are 17 by August 31 of the school year.
- Full-time CCP students who are 16 as of August 31 may petition to Residence Life for exception.

If a CCP student matriculates to MVNU full-time after they graduate high school, housing placements will be based on the following criteria:

- Students who were part-time CCP students in high school will be housed in our freshman living areas their first year full-time at MVNU.
- Students who were full-time commuting CCP students in high school will be housed in our freshman living areas for their first year full-time at MVNU. They may however petition to live in an upperclassmen residential area. Written petitions should be submitted to Residence Life by Spring Break of the academic year prior to their enrollment at MVNU by emailing a written request to [residential.life@mvnu.edu](mailto:residential.life@mvnu.edu). If approved, the CCP student will be able to participate in our Spring Room Rush process for housing for the following year.
- Students who were full-time, residential CCP students in high school will be able to participate in our Spring Room Rush process to select a living area with their friends among our upperclassmen options.

#### On Campus Housing for GPS Students

On campus housing is available at times to students enrolled in our Graduate and Professional Studies (GPS) programs. GPS students living on campus will be housed with students enrolled in our traditional programs where space is available.

GPS students living on campus are required to be on the University meal plan and expected to abide by the Commitment to Community and policies outlined in the Student Handbook. GPS students who do not follow our policies for our students will be subject to the disciplinary processes outlined in the Student Handbook.

#### Room Assignments

MVNU has resolved that all students, regardless of race, sex, color, or disability, shall have equal opportunity and privilege in the residence living areas. Your moving onto campus constitutes a contractual agreement, which assumes that students are willing to abide by the following guidelines and the University's housing contract.

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 and Student Accountability. In such cases, the Office of Student Life may require documentation of rehabilitation or recovery prior to final housing assignment.

Whenever possible, students are assigned rooms on the basis of their requests. Each resident is expected to take it upon himself/herself to behave in a mature way toward the other roommate. Persons assigned to a room and/or roommate with whom they feel like they are not compatible must remain in their present location until formal conversations have occurred with an RA and/or RD. Students will remain in current housing assignments, unless extreme circumstances warrant an immediate change, which will be approved on a case-by-case basis as decided by the RD.

**Meal Plan Expectations**

All full-time students who live on campus are required to be on the University meal plan.

Students enrolled in EDU-4092, NUR-4096/4116, or SWK-4046-4056 are eligible for an alternative meal plan during the semester they are enrolled in these courses. This meal plan includes 120 meals per semester. Eligible students can sign up for this meal plan by contacting the Student Life office.

Our Food Service Provider works diligently with students to accommodate most dietary restrictions, preferences and needs. Students with dietary needs should contact our Executive Chef, JD Oyster at [Jackson.Oyster@mvnu.edu](mailto:Jackson.Oyster@mvnu.edu), or our Food Service Director, Rob Stiltner at [rob.stiltner@mvnu.edu](mailto:rob.stiltner@mvnu.edu), to schedule a meeting and discuss provisions available in the café.

Exceptions to our meal plan are extremely rare. If the café cannot provide the necessary accommodations for a student’s meal plan, the student can request alternate accommodations through the Office of Accessibility Services. As with other accommodations, documentation from a medical professional of related diagnosis and food restrictions must be submitted along with the request for meal plan accommodations.

**Housing Schedule & Procedures**

**Residence Area Open and Close Dates and Times**

OPEN	Thursday, August 25, 2022	10:00 am	Residence Halls Open Fall Semester Begins
CLOSE	Tuesday, November 22, 2022	6:00 pm	Residence Halls Close Thanksgiving Break Begins
OPEN	Sunday, November 27, 2022	2:00 pm	Residence Halls Open Thanksgiving Break Ends
CLOSE	Thursday, December 8, 2022	6:00 pm	Residence Halls Close Christmas Break Begins
OPEN	Wednesday, January 11, 2023	2:00 pm	Residence Halls Close Christmas Break Ends
CLOSE	Friday, February 25, 2023	6:00 pm	Residence Halls Close Spring Break Begins
OPEN	Sunday, March 12, 2023	2:00 pm	Residence Halls Open Spring Break Ends
CLOSE	Friday, May 5, 2023	6:00 pm	Residence Halls Close Spring Semester Ends
CLOSE	Sunday, May 7, 2023	12:00 pm	Graduating Seniors Move-out

\* PLEASE NOTE: Halls will remain open over Easter Break; however, food service will *not* be available.

Students must plan their schedules for coming to and leaving from campus in accordance with the open and close dates.

### Break Housing

Student room charges cover housing during each semester of the academic year excluding: Thanksgiving, Christmas, and Spring breaks when the halls are closed. We encourage all students to connect with their friends to make sure that everyone has a place to go over breaks. Students who are unable to make other arrangements demonstrate a need for housing during these designated breaks may submit a Break Housing Request Form to the Student Life office. Forms are emailed in advance of each break and must be submitted by the perspective due date for approval. There is an additional charge to stay on campus over breaks; this charge is listed on the Break Housing Request Form. Regular food service in the cafeteria is not available during breaks when the Residence Halls are closed. For additional information including break guidelines and policies, please refer to the Break Housing Request Form.

Any students remaining in residence living areas during “closed periods” will be subject to disciplinary penalties for illegal and unauthorized entry into a building as outlined in the Community Violations and Guidelines section of this handbook. Resident Directors will cooperate with Campus Safety to secure all buildings during the periods when residence living areas are closed.

### University Housing Closure

In the event of prolonged power failure, natural disaster, or any other emergency 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 attempt to provide temporary emergency housing through the assistance of the Red Cross and other local agencies.

### Returning Student Housing Registration

Sign-ups take place in the Spring semester. It is important that all returning students sign up for housing to receive priority housing for fall semester. Pioneer and Oakwood Halls are reserved for incoming freshman students. Galloway is reserved for females. Apartments are open to some sophomores, juniors and seniors that are eligible to live on campus. Housing assignments are based on a point system directly connected to the number of students in the group and the number of semesters each member has lived in on campus housing. Groups with the highest total points will be able to choose their rooms first. Accommodations can be made for students requesting a medical or paid single room. Transfer and re-admit students can be considered for room rush if the following items have been received by the room rush deadline:

1. \$150 housing deposit is on file with Student Accounts.
2. Completed Campus Housing Application in Housing Self-Service on the Student Portal.
3. Medical History Record on file with University Health Services.

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

While students will be able to select roommates and rooms, 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 remaining students should expect to receive a new roommate assigned at the discretion of Residence Life staff. The Director of Residence Life or the Residence Life staff has the option to move the remaining residents to another room or apartment assignment. At the discretion of the Director of Residence Life, students may be reassigned to a different apartment at any time during the school term.

#### Housing Cancellation

Students who would like to request to leave University housing mid-semester to commute must complete the Off Campus Request form. Upon approval, the student will be given instructions for the move out process and timeline.

Students who withdraw from the University mid-semester will need to notify Residence Life in writing with their intent to leave University housing. Such requests can be emailed to [reslife@mvnu.edu](mailto:reslife@mvnu.edu). For withdrawals, students will have up to 36 hours from the time of their withdrawal to remove their belongings and complete the Room Check-Out process described below.

Withdrawing from on campus housing mid-semester could impact your need-based financial aid. Please discuss these changes with Student Financial Services before finalizing your decision to move off campus mid-semester.

#### Housing Deposits and Refunds

When a student moves off campus or does not return to the University, a written request must be made by May 31<sup>st</sup> of the Fall semester of the following year or by November 30<sup>th</sup> prior for the coming Spring semester for a housing deposit to be released and returned to the student's account. Email requests are preferred and should be sent to [reslife@mvnu.edu](mailto:reslife@mvnu.edu). When released, the deposit is automatically applied to any outstanding balance. If all accounts are paid, the deposit is refunded.

If a student is leaving housing, but still enrolled at the University, Room charges are refunded as follows:

- By Friday of the first full week of the semester: all but \$150.
- By Friday of the second full week of the semester: all but \$300.
- After the second full week but before the end of the fourth full week: 50 %.
- After the fourth full week: 0%. The University retains 100% of the room charge when a student moves off campus after the fourth full week. In this case the housing deposit is released. Otherwise, the housing deposit is forfeited.
- In this case, meal plan refunds are prorated on the basis of the number of feeding days remaining in the term from the end of the week in which the student moves off campus.
- Refunds will be calculated based on the day the student completes the "Room Check-Out Process" described below, not simply the removal of student belongings from campus.

For students who withdraw entirely from the University, housing deposits, housing refunds, and meal plan refunds will be handled as follows:

- If a student moves out of campus housing through the 60% point in the



semester, the housing deposit will be forfeited, the housing refunded will be prorated, and the meal plan refund will be prorated.

- If a student moves out of campus housing after the 60% point, the housing refund will be limited to the housing deposit, and the meal plan refund will be prorated based on the end of the week in which the student moves from campus.
- Refunds will be calculated based on the day the student completes the "Room Check-Out Process" described below, not simply the removal of student belongings from campus.

### Summer Housing

To be eligible to live on campus during the summer, a student must have been in university housing the preceding semester; preference will be given to students who are also enrolled for the following Fall semester.

Students who have disciplinary steps will be subject to review before becoming eligible for summer housing. All students must complete a summer housing application before being approved to live in summer housing.

## **Student Responsibility & Housing Policies**

### Room Care Responsibility

Living in clean conditions enhances the entire University experience and protects University property and the health of the community. Students are expected to keep a neat, hygienic room at all times. This is subject to periodic inspection by authorized residence living area officials. The sanitation of apartment bathrooms and refrigerators must be maintained at all times. All trash items must be removed immediately and not stored around resident area doors. Upon moving out, it is the expectation of Residence Life that the room be in the same condition it was upon moved-in. Failure to keep the above policy could result in disciplinary action and assessment of group and individual fines.

The following list outlines additional expectations for caring for your living space on campus:

1. Keep your room/apartment LOCKED and personal items secured. Tampering with door locks is prohibited and subject to the discipline process. The University does not bear responsibility for stolen items.
2. Upon move-in, document any damage to the University property on the Room Condition Report.
3. If your room/apartment should need repairs throughout the year, a work order should be submitted. Instructions on submitting work orders are included below under the "Reporting Maintenance/Housekeeping Needs" section.
4. Please refrain from using tape or nails on walls.
5. Damage to light fixtures, ceiling tiles, carpet, etc. will be charged to all the occupants of that area unless the individual(s) responsible can be ascertained.

6. Painting of MVNU property, including, but not limited to, doors, walls, sidewalks, & buildings is prohibited.
7. Windows and windowsills are to be kept clear of all objects.
8. Bikes should be stored in bike racks or bike sheds. To prevent theft, all bikes should be secured with a thick U-shaped lock. In addition, the lock should be secured to the front tire to the frame of the bike and to the bike rack.
9. No personal items or trash (shoes, clothing, etc.) should be left outside of the room/apartment.
10. Extension cords should not be used on campus, because of the potential fire hazard. Surge-protected power strips should be used. Extension cords and power strips should not be hooked up from room to room or from the living room to bedroom.
11. Each resident is allowed to have one refrigerator in their room. Refrigerators must be 3.2 cubic feet or less. Refrigerators are subject to searches for Health & Safety Inspections.
12. Furniture Policy: To assist in the prevention of any safety or fire hazard in the residence halls, the University mandates that:
  - a. All furniture must be clean and in good condition.
  - b. All furniture must be kept in apartment/dorm room in which it originated and cannot be moved to a different room on campus or removed from the room/apartment.
  - c. Personal furniture should not be stored in any lobby/common area of the residence hall for any length of time, including over the summer. Personal furniture left in a common area will be disposed of without consent from the student.
  - d. All beds must be kept in their respective rooms.
  - e. No furniture is to be stored in the closet areas of a room or apartment.
  - f. Placement of furniture or personal items must not hinder emergency exit or create a safety hazard. Therefore, all entryways and hallways should be clear of all furniture.
  - g. When moving off campus, each student is responsible for proper disposal of all items they have brought into the residence hall/apartment. Improper disposal of a sofa or oversized piece of furniture will result in a \$150.00 fine.
  - h. Additional furniture is limited to one piece of furniture for Residence Halls, two pieces of furniture per Redwood suite, four pieces of furniture per apartment.
  - i. In no case may a student detach or move built-in or attached furniture or furnishings without approval from their Resident Director.

#### Items not Allowed on Campus Property

The following items are prohibited in residential areas on campus. See "Residence Hall Violations" in the Community Expectations section of this handbook for discipline associated with these violations.

1. Road or street signs, including "For Sale" or "For Rent" signs. Possession of such signs is a violation of city, county, and state law, and is classified as a misdemeanor.
2. Indoor open flames (including the burning of candles and incense) is

prohibited. Burnt wick candles, candle warmers, or incense, including devices for lighting or burning incense and candles. These items will be immediately confiscated. "White wick" candles that have never been lit are approved to display in residential living areas.

3. Hot plates, toasters, ovens, microwaves, gas grills, or any other cooking equipment or appliances with open coils or flames. (In townhomes, one microwave is permitted per apartment.)
4. Bottles, cans, and paraphernalia identifiable with alcoholic beverages or drug use, even for decorative purposes.
5. Live Christmas trees.
6. Satellite reception equipment.
7. Large Fitness equipment.
8. Pornographic, indecent, or offensive pictures, videos or literature are not permitted in the residence living areas. University personnel will remove inappropriate videos, posters, or publications.
9. Space heaters. If the heat is not working properly in your room, please put in a ticket with Facilities.
10. Air conditioners unless prior approval is received before move-in. See "Air Conditioner Policy" below.
11. Bicycles, mopeds, motorcycles, vehicles and like machines, or parts of vehicles. (Bicycles should be stored in bike sheds or on the bike racks.)
12. Tobacco products and paraphernalia.
13. Outdoor open flames, including tiki lights, grills (charcoal, gas, or electric), and bonfires. In university-provided grills, grilling pits and fire pits, any open flames will be limited to the grilling of food. [See Safe Practices for Fire Use](#)
14. Lighter fluid, matches, lighters, gasoline, propane, fireworks (of any kind) and other flammables or combustible materials.
15. Illegal drug products and paraphernalia including products containing CBD.
16. Animals or pets (Except small, non-poisonous fully-aquatic animals, fish, underwater turtles, or underwater frogs contained in a clean tank no larger than 30 gallons.) Students requesting to have an emotional support animal (ESA) in their residence hall can email [residential.life@mvnu.edu](mailto:residential.life@mvnu.edu) for the ESA Application. ESAs should not be brought onto campus until written approval has been given.
17. Weapons, knives, and firearms of any kind, including air rifles, paintball guns, pellet guns, etc. Ammunition of any kind is prohibited. Students can have pocketknives or cooking knives with blades no more than 3 inches long. Improper use of an approved knife will result in disciplinary actions.
18. Offensive Art and Imaging. The use or display of historically offensive art and imaging, is prohibited at MVNU. Images depicted in clothing, posters or online post that dehumanize, demean, or contain racist language don't reflect the value that MVNU's has for diversity and inclusion. Examples of these images are a Nazi, Confederate flag, or blackface, etc. are historical disparaging and not acceptable for our community.

#### Air Conditioner Policy

MVNU allows students living Galloway, Oakwood, or Pioneer Residence Halls to use an air conditioner unit in their room during portions of the school year for a fee. (All

other residential areas on campus come with air conditioning.) MVNU also has a limited number of A/C units available to rent for an additional fee. Complete the Air Conditioner Request & Rental Form online if you are living in Galloway, Oakwood, or Pioneer Residence Halls for the coming Academic Year, and you would like to rent an air conditioner unit from MNVU, OR you are planning on bringing your own air conditioner unit (with a surge-protected power strip). The form is due by Move in Day if you desire to have an A/C for the coming academic year. Students will not be allowed to bring A/Cs into their campus residence after the first day of class each academic year.

The following describes the terms and conditions for air conditioner usage in Galloway, Oakwood and Pioneer:

1. Students are approved to utilize an air conditioner unit during the following time frames.
  - a. Fall Semester: Move In Day until the start of Mid-Term Break
  - b. Spring Semester: the first day of classes after Spring Break until Final's Week
2. Only one unit is permitted per room; therefore, only one roommate per room needs to submit this form per semester. Students can choose to split the cost, by having one roommate submit the form for the Fall semester and the other for the Spring.
3. Students must submit an application annually to utilize a unit each academic year.
4. If a student is providing their own A/C unit, the unit must meet the following specifications:
  - a. The body of the unit cannot exceed 16" x 26".
  - b. The unit cannot exceed 9,000 BTU.
  - c. The unit must have a three-pronged grounded plug.
  - d. The unit must pass a GFCI test.
  - e. The unit must be plugged into an outlet using a surge protected power strip.

NOTE: Whether renting or bringing their own A/C, students are responsible to bring their own power strip with a cord of at least 8ft.
5. All units will be installed, inspected, and removed by MVNU facilities employees only. Units will be installed in the Fall on Move-In Day and removed the week before Mid-Semester Break. In the Fall Facilities staff are working overtime to get the halls ready for residents, students who move in early should expect A/C units to be installed within a week of their arrival. In the Spring, units will be installed the week following Spring Break and removed during Final's Week. Students will be notified of the specific dates of installation and removal each year as determined by University Staff. A/C units (both rented and personal) will be stored in closet in the Residence Hall after they are removed in the Fall.
6. To use an A/C during these times, there is a \$50 per semester Utilities Fee to cover the cost of the installation/removal and electricity for use. There is an

additional \$50 per semester Rental Fee to use an MVNU provided A/C. All fees will be added to the student's account at the beginning of each semester. Students should work with their Student Financial Services Advisor to reconcile their account.

7. Rental A/C units will be issued on a first-come, first-served basis. Students will be notified the first week of August if there are no more A/C/ units available to rent and if they will need to provide their own. The student who submits this form will be charged to replace a rented unit if the unit is damaged intentionally or unintentionally while in the student's possession.
8. Students can request an A/C unit for medical purposes. Students requesting an A/C for medical purposes will need to provide a doctor's note describing the medical necessity of the A/C. Students will need to bring a physical copy of their doctor's note and submit that to Residence Life staff on Move-In Day. If a student is approved to have a unit for medical reasons, the \$50 Utilities Fee per semester will be refunded. If renting an A/C, the Rental Fee will not be refunded for approved even for approved medical use. A doctor's note is required each year a student requests an A/C for medical purposes.
9. Student Life, Residence Life or Facilities reserves the right to ask students to remove units based upon weather, misuse of units, incorrect BTUs, or other instances that the Director of Residence Life deems reasonable.

#### Reporting Maintenance/Housekeeping Needs

Any problems requiring the assistance of maintenance/housekeeping in your room, floor, or apartment should be placed online through the Facilities & IT Support icon on the Portal page. Emergency needs should be reported immediately to a Resident Life staff member and/or phone the Service Truck at 740-504-2327 or call Campus Safety at 740-399-8686.

#### Room Condition Reports

Upon moving into their residence apartment, all students will be required to complete a Room Condition Report (RCR) to document potential needed repairs or damages in their residence. The RCR is available on the Housing Self Service on the Portal and at <https://housingselfservice.mvnu.edu>. This RCR will be used at the time of checkout to compare any potential damage during student use. Any damage NOT inventoried on the check-in sheet will be the responsibility of the student. In addition, at the time of check-in, all students will receive a key to their rooms/apartments.

All students will be required to sign a checkout list at the time of their departure from campus. Students may be assessed community fines and/or personal damage charges anytime throughout the school year 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 \$100 replacement charge.

### Room Check-Out Procedures

When a student moves out of residency (withdrawing from school, moving off campus during a term, or leaving at the end of a term) and fails to check-out of their residence hall, he or she will be subject to a \$50.00 fine in addition to possibly forfeiting the \$150 housing deposit. Any student withdrawing from school or leaving campus housing for whatever reason must vacate campus housing within 48 hours of their withdrawal or approval to move off campus. The proper "Check-out" procedure includes:

- Removing all items from the room and cleaning the spaces that you occupied.
- Scheduling a time to have the RA inspect the room for damages.
- Signing the RCR form and returning the room key.

### New Student Weekends

New MVNU students are encouraged to invest in the campus community for the first 3 weeks of the semester to build a solid foundation of community and learn the habits and rhythms of healthy routines on campus. Therefore, new students are encouraged to not spend the night off campus for the 3 weeks of the semester. For the Fall 2022 semester, students will need to stay on campus until Monday, September 19th, 2022. 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 requests permission by emailing their Resident Director at least one day in advance of their requested night away.

### Quiet Hours

Out of respect for the broader community, the residential areas must be quiet enough for study from 10:00 p.m. to 10:00 a.m. daily. Courtesy hours are in effect at all times, and students are encouraged to talk to their neighbors if noises become disruptive at any point.

### First-Year Student Curfew

For the safety and overall wellness of our first-year students, Residence Life strongly supports curfew hours listed below for new students:

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

Upperclassmen do not have curfew; however, MVNU continues to encourage students to take responsibility in setting healthy boundaries and seeking academic success.

### Residence Area Lobbies & Building Hours

Residence area lobbies on campus are public in nature. The treatment of furnishings and the interaction of individuals in each of these areas should reflect a Christian community standard. The following guidelines will help create shared spaces that are welcoming and accessible to all students.

- Keep excessive noise levels from disturbing other students in the lobby.
- Avoid activities that could cause damage to university property. Please report any damage to the RA on Duty or submit a work order.



- Clean up after yourself and do not leave personal trash or items in lobbies.
- If you move furniture around, please return it to the original arrangement before leaving.
- As this is a public, shared space, napping in the lobbies is discouraged, and appropriate attire is always required.
- Out of respect to others, inappropriate public displays of affection are discouraged.
- Townhome lobbies including Birch E, Birch F, Central Complex will be closed from 2:00am-6:00am daily.

Other facilities are open for student use as follows:

- Extended Hours Study Room in Thorne LLRC: Open 24-hours
- Prince Student Union lobby: Open until 2:00 a.m.
- Buchwald Center Art Studios: Open until 1:00 a.m.
- Science laboratories: Open until midnight.
- Musical rehearsal/practice rooms: Open until midnight.

#### Open Hours Guidelines for First-Year Students

Students living on the first-year floors in Galloway, Oakwood & Pioneer Residence Halls are invited to gather with opposite sex visitors in the lobbies between noon and midnight daily. In addition, first-year residents in Galloway, Oakwood & Pioneer are allowed to have opposite sex visitors in their room with the doors to the hallway open during the Open Hours below:

- Mondays, 8:00pm-11:00pm – Pioneer & Galloway
- Fridays, 8:00pm-11:00pm – Oakwood
- Saturdays, 8:00pm-midnight – All Residence Halls

Opposite sex guests are not allowed in the first-year students rooms outside of these designated times. Residents living on the upperclassmen side of Galloway can follow the opposite sex visitation policy for upperclassmen students below.

#### Opposite Sex Visitation Guidelines

After their first year at MVNU, students are permitted to have guests of the opposite sex in their living areas during the following times:

- Monday through Thursday      4:00 p.m. - 12:00 a.m.
- Friday                                      4:00 p.m. - 1:30 a.m.
- Saturday                                    12:00 p.m. – 1:30 a.m.
- Sunday                                      12:00 p.m. – 12:00 a.m.

If having a visitor of the opposite sex, students should use the following guidelines:

1. Visitors are not permitted in the apartment bedrooms, hallways, stair, or bathrooms or in Redwood suite bathrooms. Opposite sex visitors are only permitted in the living room of the apartments. Opposite sex restrooms are available in public area lobbies.
2. All opposite sex visitors must leave the apartment living rooms/Redwood rooms at the end of the visitation hours listed above.



3. Students living in the residential townhomes (Birch, Cedar, Cypress, Elmwood, Maplewood, Rosewood & Spruce) are allowed to have opposite sex visitors only in their living rooms during the above hours.
4. Students living in Redwood Residence Hall can have opposite sex guests in their bedroom during the above hours.
5. Opposite sex visitors are not permitted in the apartment bedrooms, apartment bathrooms, or Redwood suite bathrooms. Restrooms are available in public area lobbies.
6. When opposite sex visitors are present,
  - a. In the apartments, living room curtains or blinds are to be fully opened. In Redwood and Galloway, the door must be fully open.
  - b. At least one full-sized lamp or overhead light must be on in the room.
7. Apartment living rooms should not exceed more than 25 persons at a time.

#### Room Search Policy & Procedures

The University reserves the right to enter and inspect residential students' rooms/apartments and the contents thereof at any time. The reasons for such entry and inspection may include, but are not limited to:

1. Routine Health & Safety Inspections
2. Compliance with closing/visitation hours and other University policies.
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. In incidents of plain view, plain smell, or reasonable cause. In these circumstances, 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. If not present, the student will be notified in writing of the search and its outcome.
  - b. Campus Safety will perform with Room Searches with Residence Life staff present.
  - c. Student property that clearly demonstrated violation of specific health, safety, community, or disciplinary regulations will be confiscated.
  - d. All room entry and searches will be documented by Campus Safety.
  - e. The Director of Residence Life or the Vice President for Student Life will be notified of each room search conducted by a Residence Life Staff member for plain view, plain smell, or reasonable cause.

The University reserves the right to grant law enforcement search and seizure authorization in order to ensure the health, safety, and welfare of students and the mission of the University.

#### Laundry Facilities

Washers and dryers are located in the residence areas throughout campus and are available to residential students during the school year. Residential students' room and board fees cover the expense of the coin-free system, and students have

unlimited access to these facilities. During the summer months, the laundry facilities are available for summer students' use only. 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 area laundry rooms. Irons are not furnished by the University. Irons must be kept in your room when not in use and should be equipped with automatic shut-off.

### Emergencies

In the event of any emergency such as fire, tornado, windstorm, power failure, etc., the Residence Life team will implement and communicate a plan of action. Residents should obey any command given by these persons if such an 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 result in disciplinary sanctions. Due to possible unexpected power outages, students are strongly encouraged to maintain an operative flashlight with fresh batteries.

If a fire alarm goes off, all persons in the building are required to evacuate, regardless of the cause of the alarm. After an investigation of the building has been completed to identify the source of the alarm, Residence Life staff will provide instructions on a plan of action. If an active fire is not found, "Fire Watch" protocol will be implemented to continue to monitor the building.

### Bedbug Protocol

If you suspect that your room, may have bed bugs. Please reach out to your RD immediately. In conjunction with Facilities, our staff will coordinate an inspection of your room within a day or two. While that is being scheduled, to help us prevent spreading bed bugs to other rooms (just in case), please:

- Do not permit any visitors into your room or apartment.
- Limit visiting other rooms as much as possible.
- Don't lend or borrow items.
- Make sure that any upholstered item you take out of the room (clothes, backpack, purse, etc.) goes through a dryer cycle (30 minutes) before you go about community life.
- Do not move any furniture in or out of the apartment. If bed bugs are found to be in the furniture, Facilities Services will handle the removal and disposal of furniture.

If your room was confirmed for bedbugs, we will coordinate a treatment plan which could include a temporary move (between 2-5 days). More details will be given at that time.

## UNIVERSITY COMMUNITY POLICIES

Activity Planning Policy  
Athletic Facility Usage  
Civil and Criminal Code  
Confidentiality of Student Records  
Discrimination and Harassment Policies  
Dress Standards  
Entertainment Policy  
FERPA  
Fundraising Policy  
Human Sexuality  
Liability  
Photo and Video Release  
Promotion for Business  
Responsibility for Personal Property  
Rights of Students  
Student Printing Policy  
Use of MVNU Identity  
University Property  
Withdrawal

### **Activity Planning Policy**

The following policies must be adhered to when planning and conducting events on campus.

#### Standards and Values

All campus-sponsored activities should reflect the values, standards and policies of the University.

#### Responsibility for Conduct

The sponsoring group of a social event is responsible for the conduct of all those in attendance including members and guests.

#### Approval

All student-sponsored events and activities must be approved by the club/organization advisor, the Student Government Association VP of Social Life, and the Director of Campus Life. Events must be coordinated and scheduled for calendar purposes through the Office of Student Life.

The agenda and content of all activities will be reviewed for appropriateness and must follow the Entertainment Policy as well as the following guidelines:

#### Artist Approval

Any on or off-campus concert or activity involving any performer must be approved by the Office of Student Life. Event planners must ensure the completion of a

Concert Performance Contract for all on and off-campus events.

#### Building Access

Should it be necessary to open buildings after normal closing hours for special events or group use, an email should be sent to the Director of Campus Life requesting authorization. A copy should be sent to the Campus Safety Office and Facilities.

#### Dancing

All dancing at campus events must be guided by paragraph 29.4 of the Covenant of Christian Conduct in the Manual: 2017-2021 of the Church of the Nazarene. Mount Vernon Nazarene University accepts the counsel of paragraph 29.4 that indicates the importance of avoiding "all forms of dancing that detract from spiritual growth and break down proper moral inhibitions and reserve." This Christian counsel does not prohibit dancing but requires us to be attentive to those practices that lead one away from honoring Christ.

#### Emergency Regulations

When planning the decorations and layout at any event, the committee responsible should be aware of all fire and safety regulations. Proper exits should be maintained at all times in the event of an emergency.

#### Faculty/Staff Representation

At least one faculty or staff advisor (or an approved employee substitute) must be present at any university sponsored social activity.

#### Financial Transactions

No money will be forwarded by the University to an organization without the completion of the proper withdrawal form signed by the student's advisor. This form is available on the MVNU Portal under the Accounting tab. Check requests, requests for funds, or requests for credit card use must be made at the Accounting Department. Check requests must be made on Monday or Wednesday in order to receive a check on Tuesday or Thursday. Money collected by an organization can be put in the organization's reserve account for future use. Deposits are made in the Accounting Department. Credit cards need to be returned with clearly marked receipts immediately following the transaction unless otherwise authorized.

#### Music

Students must submit a playlist to faculty/staff sponsor one week before the event. Playlists should include non-explicit versions of songs. Songs that objectify someone, use foul language, or promote a lifestyle that doesn't reflect the commitment to community should be avoided.

#### Off-Campus Speaker Approval

When a student organization is to have a speaker from off campus, the arrangements must be cleared with the Director of Campus Life or Vice President for Student Life.

### Overnight Approval

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.

### **Athletic Facility Usage**

All university policies apply for all students, staff, faculty, and faculty/staff spouses when using the athletic facilities. The Ariel Arena competition floor and outdoor athletic fields (baseball field, softball field, grass soccer field, and the turf soccer/lacrosse complex) are reserved for primary use by intercollegiate teams. Special permission to use these areas may be granted for MVNU-sponsored events by contacting MVNU's Athletic Director and the Vice President for Student Life. Gym 1 (the old varsity competition gym) is available for student use when not being utilized by an intercollegiate team. The cardio/fitness and strength training rooms in Ariel Arena, the fitness room in the Prince Student Union, and the Donoho Recreation Center (gym 2, aka Intramural Gym) areas are intended for use by MVNU students, faculty, and staff within the following guidelines and provisions:

### Schedule

1. Standard hours of operation will be communicated via e-mail and posted by the fitness rooms.
2. Hours will be posted designating the times when Gym 1 (Old Varsity Gym) and Gym 2 (Donoho Recreation Center, aka Intramural Gym) is reserved for use by MVNU athletic programs.
3. Access to equipment will be closed for university breaks unless otherwise posted.
4. Hours of operation during breaks and holidays are to be determined by the Athletics and Student Life departments.
5. Rooms may be closed at specified times for special events.

### Safety

1. An MVNU staff member or student employed as a monitor must be present at all times during equipment usage.
2. All equipment safety instructions and/or precautions must be observed.
3. Access to the facility may be revoked at any time for improper usage.

### Access

1. Student or Faculty/Staff MVNU identification card must be scanned and upon request presented to the staff member on duty at the time of entry. No unauthorized guests will be permitted.
2. No person under the age of 18 is permitted in the cardio and strength rooms unless enrolled as a full-time student.
3. The spouse of an MVNU student is permitted to use the fitness and strength equipment within standard operating hours and upon obtaining an MVNU identification card. Identification cards for spouses may be obtained for \$50 at the Campus Safety office.
4. As part of the new Student Life Wellness Initiative, any student group can reserve the lower cardio room by contacting the Campus Life Office.

### Athletic Dress Standards

Public presentation and clothing should be consistent with the values and standards of the University as identified in the Student Handbook "Dress Standards." Attire that is sexually provocative, too revealing, or displays advertisements or language violating or encouraging violation of community policies is not acceptable and may result in disciplinary action. The following dress code applies for the Cardio/Fitness rooms and Strength Training room:

1. Shirts are required at all times.
  - Tank tops and sleeveless shirts must cover the entire chest and stomach area.
  - Shirts that are altered may only have the sleeves removed at the sleeve seam. Shirts cut open exposing the chest and/or stomach area are not permitted.
  - Shirts must be designed as outerwear and must not be transparent, mesh, or designated as an undershirt such as an "A-shirt."
2. Acceptable attire for lower body clothing includes athletic shorts, bike shorts, athletic pants, capris, leggings, and tights.
  - Pants or shorts must not have any buckles, rivets, belt loops, or other embroidery.
  - Pants or shorts must be full covering and must not be transparent, mesh, or exposing any part of the gluteal or hip area.
  - Shorts must extend to cover the upper thigh area.
4. Athletic shoes are required.
  - Dress shoes, boots, sandals, flip-flops, and other open-toe shoes are not permitted.
  - Shoes should be clean of dirt and debris. Muddy and wet shoes will not be permitted in the facility.
5. Please bring appropriate athletic shoes with you to the facility so that weathered shoes or boots may be removed and changed.

### Entertainment

- Music and television volume and content will be maintained by staff.
- Television programming on individual machines should be appropriate. Be mindful of the campus community values, standards, and entertainment policy when selecting television programming.

### **Civil and Criminal Code**

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

### **Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (a.k.a. FERPA or the Buckley Amendment) protects a student's right to privacy concerning their academic records and information. MVNU will not disclose any information without the written consent from the student, with some exceptions as stated by FERPA. There are some types of information such as grades, financial aid, chapel attendance, discipline record, class attendance, or class schedules that parents and others might like to receive.



However, FERPA prevents access to anyone other than the student unless the student gives written permission to the University.

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, in compliance with the Federal Education Records Privacy Act of 1974 (FERPA). 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 any designated physician utilized by the University 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.

(For more information on FERPA, see <https://www.mvnu.edu/uploads/ferpa.pdf> and <https://www.mvnu.edu/undergraduate/academics/registrar/ferpa.>)

## **Discrimination and Harassment Policies**

### **TITLE IX – Sexual Harassment**

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stage of spiritual development are embraced. We also strive to provide a learning and living environment that promotes safety, transparency, personal integrity, civility, mutual respect, and freedom from unlawful discrimination. In keeping with its religious heritage, ethical convictions, and legislation, the University values a teaching, learning, and working environment that is free from sexual harassment.

Thus, Mount Vernon Nazarene University takes its responsibilities toward compliance with Title IX seriously. The Title IX Coordinator works with other staff to promote a campus free of sexual/gender-based harassment.

All faculty and staff at the University, with the exception of those who hold confidentiality, must report incidents of sexual harassment and/or violence to the Title IX Coordinator. If a university faculty or staff member knows of or receives information regarding an incident of sexual harassment, then the University Title IX policy requires that they share this information with the Title IX Coordinator.

Acts of Prohibited Conduct are unlawful for students, staff, and faculty. Specifically, they violate Title IX of the Education Amendments of 1972 (“Title IX”) and the Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving



Federal Financial Assistance Rule (34 CFR Part 106); undermine the character and purpose of the University and will not be tolerated. Acts of Prohibited Conduct also require the University to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

(More information, including reporting options, can be found at [www.mvnu.edu/titleix](http://www.mvnu.edu/titleix).)

#### TITLE VI or TITLE VII – Discrimination

MVNU prohibits discrimination of its employees and students on the basis of race, color, sex, national origin, age, disability, or military service. Any employee or student, who believes that s/he has been subjected to unlawful discrimination, may make a complaint. MVNU will conduct a fair and impartial investigation of all such complaints, with due regard for the rights of all parties. Retaliation against any person who has made a complaint of discrimination or cooperated in the investigation of such a complaint is illegal and a violation of MVNU policy.

(More information, including grievance and complaint procedures, can be found at <https://www.mvnu.edu/uploads/About/Policies/Title-VI-or-Title-VII-Grievance-Employees-and-Students.pdf>.)

#### AMERICANS WITH DISABILITIES ACT – Discrimination

MVNU prohibits discrimination against any individual on the basis of physical or mental disability. This policy extends to all rights, privileges, programs, and activities, including housing, employment, admissions, financial assistance, educational programs, and athletic programs. It is also the policy of MVNU to provide reasonable accommodations to persons with disabilities, unless such accommodations would impose an undue burden or fundamental alteration to the right, privilege, program, or activity in question.

Any student who believes that s/he has been subjected to unlawful discrimination based on disability, may make a complaint. MVNU will conduct a fair and impartial investigation of all such complaints, with due regard for the rights of all parties. Retaliation against any person who has made a complaint of discrimination or cooperated in the investigation of such a complaint is illegal and a violation of MVNU policy.

The purpose of these procedures is to ensure that all complaints of discrimination based on disability are thoroughly and fairly investigated by authorized officials. Complaints must be referred to the individual responsible for receiving or investigating such complaints. Any employee who receives a complaint, but who is not specifically designated to formally handle such a complaint, must refer the complainant or the complaint to the appropriate individual.

(More information, including grievance and complaint procedures, can be found at <https://www.mvnu.edu/uploads/About/Policies/americans-with-disabilities-act-grievances-students.pdf>.)

## **Dress Standards**

At the heart of the Christian faith is the sacrificial love for God expressed in the giving of Jesus Christ for us and for our salvation. Because Jesus gave himself fully for us, we too ought to be guided by sacrificial love for our neighbors. Scripture teaches us that dressing to draw attention to wealth, status, or our bodies in inappropriate ways demonstrates a lack of regard for the community. Thus, as an expression of sacrificial love for others as well as an expression of honor for ourselves, followers of Jesus are called to dress simply and modestly. As a Christian university, we ask all members of the community to embody these values. Men and women are asked to dress appropriate to the occasion and to avoid clothing that is sexually provocative, unnecessarily revealing, or displays advertisements or language violating or encouraging the violation of lifestyle guidelines. Disregard for these guidelines may result in disciplinary action. For safety and health reasons, students should always have appropriate footwear in campus buildings.

## **Entertainment Policy**

Mount Vernon Nazarene University 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, dancing, etc.) in their life. In recognition that whatever weakens our reason, numbs our conscience, obscures our sense of God, dampens our desire for spiritual things, or gives authority of body over mind will lead us away from God. In addition, we take seriously the impact on others who may be exposed to their entertainment choices. This discernment and responsibility should be guided by scripture and the input of community members (e.g., roommates, resident assistants, spiritual life assistants, resident directors, etc.). Ultimately, we must ask, "What type of person am I becoming by engaging in this"?

### Approval of Movies/Films for Clubs and Organizations

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.

### Copyright Compliance

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. Inappropriate computer-transmitted (pirated) movies are not allowed to be shown or viewed.

### Content Rating Policy

Movies that are X-rated, NC-17-rated, unrated movies or pornographic movies are not permitted.

### Movies in Residence Halls

All informal public viewing of a movie in residence hall lobbies or common areas must be approved by the Residence Life staff prior to viewing and must be in compliance with copyright law.

### Television Policy

Cable television is provided in public areas as a benefit for students of MVNU. This benefit can be revoked, at any time, for improper use or violation of other policies. Improper use 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 the cable access privilege is revoked or for any disruption in service.

### **Fundraising Policy**

Students must receive approval before raising funds for any purpose (including approved student clubs and organizations). Any students interested in raising funds should contact the Director of Campus Life, who will outline the process.

### **Human Sexuality**

"We affirm belief in a God whose creation is an act of love. Having experienced God as holy love, we understand the Trinity to be a unity of love among Father, Son, and Holy Spirit. Therefore, we are made with a yearning for connection with others at the core of our being. That yearning is ultimately fulfilled as we live in covenanted relationship with God, the creation, and loving one's neighbor as one's self. Our creation as social beings is both good and beautiful. We reflect the image of God in our capacity to relate and our desire to do so. The people of God are formed as one in Christ, a rich community of love and grace."

MVNU affirms the view of the Church of the Nazarene that "human sexuality is one expression of holiness and beauty that God the Creator intended. Because all human beings are created in the image of God, they are of inestimable value and worth. As a result, we believe that human sexuality is meant to include more than the sensual experience and is a gift of God designed to reflect the whole of our physical and relational createdness. Marital intimacy is intended to reflect the union of Christ and the Church, a mystery of grace. It is also God's intention that in the sacramental union of marriage a man and woman may experience the joy and pleasure of sexual intimacy and from this act of intimate love new life may enter the world and into a covenantal community of care."

"Within this community, believers are called to live as faithful members of the Body of Christ. Singleness among the people of God is to be valued and sustained by the rich fellowship of the church and the communion of the saints. To live as a single person is to engage, as Jesus did, in the intimacy of community, surrounded by friends, welcoming and being welcomed to tables, and expressing faithful witness."

All policies regarding human sexuality are drawn from our understanding of scriptural mandates. When further clarification is needed, MVNU will refer to the

[Covenant of Christian Character and Conduct](#) and the [Statement on Human Sexuality and Marriage](#) (referenced in quotes in the previous three paragraphs) from the current manual of the Church of the Nazarene. The following principles are outlined with the hope that students will graduate from MVNU with character that allows them to navigate the freedom Christ offers, knowing that this community valued them and cared well for them throughout the process.

- Developing a holistic Christian sexual ethic during the years of young adulthood is both challenging and rewarding. MVNU is a vital Christian community of Wesleyan heritage committed to helping our students develop and live out a holistic Christian sexual ethic while part of this community.
- MVNU students are expected to abstain from sexual intimacy in heterosexual or homosexual relationships outside of Christian marriage as defined in the second paragraph above. Excessive or inappropriate displays of public affection are not acceptable in our community.
- Pornography in all of its forms is not acceptable as it violates the human dignity of both the participants and the viewer.
- All people and systems that perpetrate sexual violence transgress the command to love and to protect our neighbor. MVNU seeks to be a place of justice, protection, and healing for those who are, who have been, and who continue to be affected by sexual violence. MVNU students are therefore expected to abstain from sexual violence in any form, including rape, sexual assault, sexual bullying, hateful speech, sexual harassment, and the abuse of minors and other vulnerable populations.
- MVNU affirms that all human life, including life developing in the womb, is created by God in His image and is, therefore, to be nurtured, supported, and protected. A student, whether single or married, who becomes pregnant will receive grace-filled care and support within the MVNU community.
- MVNU seeks to be a community where all students are treated with dignity, grace, and holy love in the Spirit of Christ. We recognize the complexity related to same-sex attraction, same-sex marriage, and gender identity. The university desires to faithfully care for all students while engaging these conversations with respect, care, humility, courage, and discernment. To such ends, MVNU will not tolerate violence, aggression, or discrimination against students due to sexual orientation or gender identity.
- Residence Life housing assignments, intercollegiate athletic team assignments, use of single gender restrooms, and locker rooms are consistent with one's sex as indicated on provided birth documents.
- MVNU is committed to providing care and counsel to students desiring assistance related to human sexuality and identity by providing resources through the Counseling Services, Campus Ministries, and Student Life.

### **Liability**

The University recognizes that certain activities voluntarily engaged in by students, such as informal athletics contests, jogging, running, sledding, walking in the woods, and other activities, have some measure of risk involved for the participants. Students and guests who engage in such activities assume the risk of injury or property damage which may result.

The University is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities.

### **Photo and Video Release**

MVNU may at times use photographs, audio and/or video recordings of employees and students for purposes of education, publicity and student recruitment on behalf of the university, via the Internet, print publications and other media.

Should an employee or student (or the parents or guardians of such persons who are under the age 18) NOT want to be photographed, recorded, or have his/her name or "directory" information used in connection with any such recording, that person must notify the university in writing.

Individuals who choose to opt-out are also responsible for removing themselves from areas in which photography and/or recording is taking place or notifying the camera operator of their opt-out status. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the university to utilize that photograph or recording accordingly.

### **Promotion for Business**

#### Promotion for Business by Off Campus Groups/Individuals

Off-campus groups or companies (includes for profit and non-profit ventures) 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) without the prior written approval of the Senior Leadership Team or the Vice President for Student Life and Director of Campus Life. Any student who becomes aware of this type of business activity should notify Campus Safety and the Office of Student Life.

#### Promotion for Business by University-Related Groups/Individuals

Students and individuals related to the university shall not establish or conduct business (includes for profit and non-profit ventures), including selling of goods/services, or promoting in any manner off campus ventures within the campus community without the prior written approval of the Senior Leadership Team or the Vice President for Student Life and Director of Campus Life. 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.

#### Solicitation of Funds

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.

### **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.

## **Rights of Students**

### Private Church University Covenant Parameters

Mount Vernon Nazarene University encourages students to understand the limits or parameters of their rights. MVNU is a private church university. This characterization immediately indicates that students at MVNU 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.

Students in private church universities are in a unique relationship. They choose voluntarily to attend the University and in doing so 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. Part of each student's commitment to the meaningful relationship between the student and the University is the acceptance of and adherence to the Student Handbook. For its part, the university agrees to provide rooms, meals, professors, and an engaging classroom experience.

The university tries to do its part and expects the same from students. When either party feels the other is not fulfilling its commitment satisfactorily, that party is free to terminate the arrangement. Any student may withdraw at any time for any reason, just as the university may ask the student to terminate attendance when behavior is incompatible with the environment as determined by the university administration and/or appropriate committees.

### Suspension, Dismissal, Expulsion, and Withdraw

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. 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.

### Disruption of University Community Life

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.

#### Right to Appeal

Students have the right to appeal the decisions made in their cases in harmony with established guidelines as contained in the Disciplinary Processes section.

#### Residential Agreement

Residential students do not live in their rooms under the same relationship as a lessee of property. Their rooms are not exclusively their domains. 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.

#### Privacy of Students

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.

### **Student Printing Policy**

- Each student is provided with a printing allowance each semester.
- Allowance may not be used for personal purposes.
- Allowances may only be used for items that are directly related to the student's academic work (including the student's resume or SGA elections).
- Unused balances may not be shared with others.
- Unused balances will be cleared from all accounts at the end of the school year. Students who remain on campus during the summer and take classes at MVNU may request that they be able to use their allowance balances in the summer.
- Students will receive the print allowance (via the Printing and Mailing Department) on their Papercut account.
- Students will see a Papercut Window when "print" is selected within the application they are using. The current print account balance will appear and decrease as printing occurs.
- Students may purchase additional print credit with Student Accounts.
- Policy violations will be handled in accordance with the disciplinary processes in the Student Handbook.

### **Use of MVNU Identity**

The Mount Vernon Nazarene University name, seal, logo, telephone numbers or address are reserved for official University business and may not be used for any other purpose including electronically (fax, internet, etc.) in advertising or for non-University sponsored events without explicit written permission.



## **University Property**

### Community Responsibility

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 damages to university property must be paid for by campus residents will consistently be followed.

### Personal Responsibility

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.

### River and Pond Areas

Water areas and features are off limits for swimming and boating for health and safety considerations without approval by the Office of Student Life. Such features should not be vandalized or tampered with.

## **Withdrawal**

Mount Vernon Nazarene University is committed to an educational and community environment focused on academic engagement, spiritual growth, personal development, and vocational preparation. A framework of student success support and partnership between students, faculty, and staff undergirds its mission and vision. Students with mental or physical impairments who cannot fulfill the essential elements of the applicable education program, with or without reasonable accommodation, or who pose a direct threat to themselves or others, which cannot be mitigated through the provision of a reasonable accommodation, may elect to withdraw for a period of time or may, at the discretion of the University, be involuntarily withdrawn. These two processes are described below.

### Voluntary Withdrawal

A student may find they need to withdraw from MVNU prior to the end of a semester for a variety of reasons, which include, but are not limited to, medical, emotional, financial, vocational, or military reasons. A student who is withdrawing needs to contact the Registrar's Office in order to begin the process. Students will need to be aware of the financial ramifications of withdrawing, which can be found at <https://www.mvnu.edu/catalog>

### Involuntary Withdrawal

If a serious behavioral issue arises that significantly interferes with a student's ability to function in academic and/or community life, and if the student is unwilling to take a leave of absence or to withdraw voluntarily, MVNU may initiate an involuntary withdrawal. Each situation will be reviewed on a case-by-case basis by the Vice President for Student Life, in consultation with appropriate University staff and faculty. An involuntary withdrawal will be initiated if a student meets one or more of the following criteria:

- a. The student is unable to fulfill the essential elements of the applicable education program, demonstrates an unwillingness or inability to comply with MVNU expectations or policies, or poses a direct threat to themselves or others, which cannot be mitigated through the provision of a reasonable accommodation.
- b. The student's behavior is disruptive to others and negatively affects the community. Disruptive behavior is that which causes emotional, psychological, or physical distress to fellow students or staff substantially above that normally experienced in daily life. Such disruption may be in the form of severe distress associated with one or more behavioral incidents, or somewhat less severe but persistent distress over a more extended period.

Upon receipt of all requested information, the Vice President for Student Life (or designee) will communicate the details of the withdrawal in writing including what conditions must be met for re-enrollment. Involuntary withdrawals will be diverted from the normal disciplinary and appeals processes.

### Housing Responsibilities

Students issued an involuntary withdrawal who are enrolled in University housing must vacate the residence hall within 24 hours of the withdrawal approval, unless instructed otherwise. Students will be held responsible for all housing charges and fees associated with time spent in the residence hall up to the date of proper check out once the medical withdrawal has been formally issued. The student, or the student's family, is responsible for contacting the Residence Life Office and checking out of housing. Failure to follow proper check out procedures may result in continued housing charges and fees.

### Re-enrollment after Involuntary Withdrawal

If a student desires to return to MVNU in any subsequent semester, the student will need to fill out a re-admit form found at <https://www.mvnu.edu/undergraduate/apply/re-admission>. During the admissions process, the student must provide written confirmation from a psychologist, psychiatrist, or medical provider that the student (1) has been under treatment, (2) may return to the University without danger to the student or others, and (3) will not disrupt the normal functioning of the University. As part of this documentation, a medical provider who has overseen the student's care during the time after the withdrawal must complete an updated Medical History Form (<https://www.mvnu.edu/uploads/StudentLife/HealthServices/hhform.pdf>) and a

Community Health Provider Report Form that will be provided by MVNU's Counseling Office. The Director of Counseling and Wellness will review this documentation prior to the student's being considered for re-enrollment. MVNU also reserves the right to request that the student meet with the Director of Counseling and Wellness before re-enrollment privileges are granted.

Note: University community policies, violations, and the disciplinary process run independently and are not replaced by the voluntary and involuntary withdrawal policies. Students can still receive student sanctions or dismissal from the University or University-owned facilities as a result of violation(s) of university policy, regulations, or state or federal law. Please see the MVNU Student Handbook for further information on community policies, violations, and the discipline process.

## COMMUNITY EXPECTATIONS

Community Context

Commitment to Character Development

Community Guidelines and Violations

### Community Context

As illustrated in the opening pages of this document, MVNU is deeply committed to the pursuit of Christlikeness through Christian community. We seek to live together in healthy ways that are found in scripture and taught and lived by Christ. We strive to find the right balance of challenge and support for each individual because we believe that our intentional pursuit of life together in community allows us to bring out the best in one another. We believe that this is possible when we stand for the following:

1. Commitment to spiritual growth and character formation
2. Expression of Christian values through responsible decisions and actions
3. Honesty and integrity in our academic, personal, and social lives
4. Pursuit of habits that promote self-control
5. Healthy interpersonal, sexual, and romantic relationships
6. Personal responsibility in decision making
7. Transformation through engagement and collaboration

The following pages outline, in greater detail, the ways in which these principles play out in our daily lives as well as the expectations of students who have chosen to join our community. The entire discipline process (including community guidelines, violations, and sanctions) is designed to promote a campus atmosphere that is most conducive to personal well-being, corporate service, and MVNU's goals and educational objectives.

### Commitment to Character Development

MVNU's student conduct policy is grounded in the principles of education, personal growth, faith, and character formation. We desire that all who are involved in the discipline and sanction process grow in character. MVNU desires that lives are to be characterized by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

### Community Guidelines and Violations

Each member of the University community is expected to live honorably, considerately, and peacefully with their neighbors. The standards of MVNU mirror the Church of the Nazarene.

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 MVNU's community policy, a student who is subject to the standards herein is any individual who has moved into campus housing after acceptance, attended New Student Institute, or attended an MVNU class (whichever comes first) until such time as they graduate, withdraw, are dismissed from the University, or move out of residence halls or University property, whichever is the latest.

Our right to free expression is limited not only by general community concerns, but also by individual needs and biblical standards. Sensitivity to the rights, needs, and concerns of others should be evident across campus.

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 appropriate responses to selected and common violations (inadvertent or deliberate) of specific University behavioral standards and expectations.

What follows is a listing of MVNU's community guidelines and violations. Each category listed below is followed with the number of discipline steps associated with violation of the policy (discussed in the Disciplinary Process chapter of this handbook) as well as common sanctions associated with the violation. The guidelines outlined are in no way intended to be binding, but rather are intended to help ensure consistency and generally frame expectations.

Incidents and/or infractions that occur both on and off campus are subject to disciplinary action. Other behaviors not found on this list that can be demonstrated as "mission related violations" (issues of misconduct that are detrimental to the University's mission and interests) can result in disciplinary action.

Members of our community find themselves at varied stages of personal development and maturity. The University and its officials, therefore, reserve the right to consider the flagrancy of the offense and the growth of the individual in determining the appropriate disciplinary response. All discipline is administered in the spirit of the mission of the University. Primary factors are the interest of (a) the community, and (b) the personal growth, development, and accountability of the individual.

### **Jurisdictional Guidelines**

The Director of Residential Life has direct oversight of the student conduct process and protocols, with the following exceptions:

1. When a formal complaint is filed pursuant to Title IX.
2. When a case is sent to the Director of the Office of Civil Rights as a potential Title IX sexual misconduct violation, the Director of the Office of Civil Rights is responsible to oversee the initial intake and a fair and impartial investigation, even if the alleged conduct is determined not to fall within Title IX jurisdiction. In such cases, both the reporting party and the responding party shall be afforded the supportive measures typical to a Title IX process while the investigation happens. Sanctioning would happen as

- outlined in the Student Handbook. Supportive measures will be coordinated by the Director of the Office of Civil Rights for the duration and after the case is concluded and can include but are not limited to referral to counseling, altering residence arrangements, providing campus escorts, offering adjustments to course schedules, and implementing contact limitations between parties. In cases where Title IX is determined not to have jurisdiction or the reporting party so chooses, sanctioning will happen through the student conduct process. In the absence of a Director of the Office of Civil Rights, the Deputy Title IX Coordinator will take on the role.
3. When a case is sent to the Director of the Office of Civil Rights as a potential violation against a member of a protected class, the Director of the Office of Civil Rights is responsible to oversee the initial intake and a fair and impartial investigation, even if the violation is determined not to fall within Title VI or VII jurisdiction. In such cases, both the reporting party and the responding party are afforded the supportive measures similar to a Title IX process while the investigation happens under the student conduct process as outlined in the Student Handbook. In such cases, sanctioning will happen through the student conduct process. In the absence of a Director of the Office of Civil Rights, the Deputy Title IX Coordinator will take on the role.

### **Sanctioning Considerations**

Proper sanctioning of violations outlined in this document requires careful review of numerous different factors and circumstances. Because a one-size-fits-all approach can be disproportionately harsh (or lenient), many of the violations outlined below have a range of sanctions. Evidence of a pattern of behavior, multiple violations within the same occurrence, circumstances surrounding or contributing to the evidence, the severity of the event, the intentionality of the behavior, scope of impact on the campus community, the public nature of the offense, and the presence of physical violence are all examples of factors that will be considered through the sanctioning process. When sanctioning individuals, MVNU considers mitigating, aggravating, and compounding factors.

- **Mitigating Factors** – Factors that tend to render a violation less egregious have the potential to push sanctioning toward the bottom range of sanctions. Examples of this can include, but are not limited to, the responding party’s attitude regarding a violation. NOTE: We are careful “not to confuse a responding party’s right to defend himself or herself with a brazen refusal to acknowledge and take responsibility for a clear violation of policy”.
- **Aggravating Factors** – Factors that tend to render a violation more egregious have the potential to push sanctioning toward the top range of sanctions. The severity of the misconduct, the severity of the effect, the number of violations associated with a discipline violation, and the extent of discriminatory impact can be considered aggravating factors.
- **Compounding Factors** - Factors that tend to render a violation more egregious can be bumped to a sanction range that is higher than outlined in this document, resulting in sanctions that are more severe, enhanced, and/or longer in duration. Repeated offense(s) will be considered a compounding factor.



### **Reopening of Cases**

MVNU reserves the right to reopen a closed student conduct investigation upon discovery of new evidence that was not previously considered that would be deemed as having a significant impact on the outcome. Significant impact is defined as evidence that, if proven, could potentially move the sanctioning range 2 or more steps in either direction or the outcome could make the difference between remaining a student, being suspended, or being dismissed.

### **Educational and Punitive Sanctioning**

Sanctions should generally have both an educational and punitive element of some kind. The educational component is designed to bring new insights or enlightenment to the offending party in a way that brings about behavioral change. The punitive component is intended to bring a measure of punishment in proportion to the offense. The educational component is required in all cases where there is a direct victim.

### **Community Violations, Defined**

#### Alcohol

*(2-4 steps, depending on severity)*

Use, purchase, or possession of intoxicating beverages on or off campus, or being in the presence of same is prohibited. MVNU students are individually responsible for not consuming, trafficking in, or being in the immediate presence of open alcoholic beverages being consumed. 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:

- Report the incident/violation to the Resident Assistant, Resident Director, or Director of Residence Life
- Leave the area immediately. Failure to do any of the above indicates that the student(s) is a willing participant in a violation of university policy and is therefore subject to disciplinary action.

Generally speaking, consumption of alcohol is 3 steps and providing alcohol to minors is 4 steps. Students are encouraged to be diligent in holding each other accountable for actions. "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 or drugs with failure to follow student handbook guidelines including reporting information to the appropriate MVNU authority and leaving the area immediately. "Possession" includes actual physical possession (internal or external), having a substance or other prohibited item present in one's room, apartment area, vehicle, etc., and/or being part of any scenario that is not in compliance with university policy. "Distribution" or "sale" includes the sharing or selling of prohibited substances including alcohol, prescription drugs, and non-prescription drugs.

#### Assault

*(2-6 steps, depending on severity)*



A person commits an offense of assault by intentionally, knowingly, or recklessly causing bodily injury to another, intentionally or knowingly causing another to reasonably fear imminent bodily injury, or intentionally threatening the safety and well-being of others.

- Dating Violence/Domestic Violence (Intimate Partner Violence)  
*(2-6 steps, depending on severity)*

Dating and domestic violence consists of a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in a relationship. These individuals are or have been in a dating relationship or intimate relationship or interaction with each other. The abuser behaves in ways that cause fear, degradation, or humiliation. All forms of abuse (physical, sexual, emotional, and psychological) are prohibited. Dating violence and domestic violence may also be subject to MVNU's Title IX policy.

### Chapel Violations

(See the Campus Ministries section of this handbook for chapel policy).

### Disruptive Behavior

*(1-3 steps)*

Disruptive behavior or language in any form (social media, signs, written, etc.) that negatively impacts the ethos of the community (i.e., profanity, vulgarity, disorderly conduct, etc.), hampers the growth of others, or diminishes, erodes, or destroys human value or human relationships.

- Failure to Comply  
*(1-3 steps)*

Students are expected to comply with day-to-day policies and procedures as listed in the appropriate university handbooks. Students are also to comply with reasonable and lawful requests, whether written or verbal, by university personnel acting in performance of their duties. A University official includes, but is not limited to, Campus Safety officers, faculty members, staff members, and student residence hall staff. The following are prohibited behaviors:

- Disrespect for those in authority
- 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
- Failure to produce authentic University identification upon request by a Campus Safety officer or identify oneself when requested to do so
- Failure to comply with the timeline of completion of sanctions
- Failure to appear at a disciplinary hearing or proceeding
- Failure to comply with directives and expectations communicated by a university official or office, such as a no-contact order

- Obstruction  
*(2-3 steps, depending on severity and impact)*

Obstruction is the act of willfully interfering with normal campus operations or the campus disciplinary process. It can include, but is not limited to, the following:

- Disruption of the normal pattern of campus life.
- Participation in a campus demonstration that significantly disrupts the normal operations of the University and infringes on the rights of other members of the University community.
- Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 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.
- Restricting another person's freedom of movement or normal functioning.
- Inciting, aiding, or encouraging other persons to participate in any acts that are determined to be obstruction.

Depending on the severity and impact of the destructive behaviors outlined above, a violation may limit a student's enrollment and/or ability to remain in University Housing. In such circumstances the University reserves the right to restrict or administratively remove students who:

- exhibit little or no control in adhering to university policies
- are unable to carry out the normal routine of campus life
- threaten to harm others
- have a health or physical condition that reaches a critical level and becomes life threatening
- are disruptive to the living and/or learning environment on campus (i.e., create undue emotional or physical stress for others)
- place consistent unrealistic expectations on the time and energy of other students, faculty, or staff

## Drugs

*(2-6 steps, depending on severity)*

In addition to the illegal use of drugs being contrary to the core values of the University, it also violates the Drug Free Schools and Communities Act, which requires institutes of higher education to establish policies that address unlawful possession, use, or distribution of illegal drugs. The use, purchase, sale, possession, or being in the presence of drugs or drug-related paraphernalia (any item designed to consume illegal drugs) is prohibited (see the definitions of these terms in the section covering Alcohol). This includes products containing CBD as well as legal substances that are obtained or sold illegally or used for the purpose of substance abuse.

In assessing the seriousness of the drug-related violation and the appropriate level of discipline, the University will consider the impact on the broader MVNU community. Additionally, MVNU will consider (a) the student's cooperation in completing recommended assessments, counseling, or education, (b) the student's

willingness to take responsibility for their conduct, and (c) the student's sincere efforts to engage and improve their lives. MVNU will always support students in their efforts at overcoming addictive behavior.

Generally speaking, repeat violations will receive a more serious level of discipline than a first violation. But depending upon the seriousness of the violation, a first violation could receive up to 6 steps.

MVNU will take into consideration a student's use of medical marijuana, in conformance with a prescription by a licensed health care provider, in determining whether a violation has occurred and in determining an appropriate response. This is a sensitive area involving consideration of conflicting federal and state law and requires consideration on a case-by-case basis. The University may request that the student provide information from the student's licensed health care provider. Any student with questions on the applicability of this policy to their personal circumstance may contact the Director of Residence Life and Student Accountability on a confidential basis.

### Entertainment Violations

*(2 steps)*

MVNU students shall not patronize inappropriate places of entertainment including but not limited to bars, clubs, strip clubs, or participate in entertainment (such as pornography or NC-17 movies) that violates the mission of the University.

### Gambling

*(2 steps)*

Gambling is prohibited because we seek to be wise stewards of the resources provided to us by God. Gambling includes, but is not limited to, online games, betting on sporting events, patronizing casinos, and the exchange of money, betting, or wagering on games of chance such as poker.

### Harassment

*(1-4 steps, depending on severity)*

Subjecting another person or group to abusive, threatening, intimidating, or harassing actions including, but not limited to, those based on race, religion, gender, disability, age, economic status, ethnicity, national origin, or sexual orientation is prohibited and subject to discipline. This includes any communication that attacks a person, puts that person in fear for his or her safety, or causes actual physical injury. In addition, this would include jokes, pranks, profanity, epithets, internet memes or posts, negative stereotyping, or any type of behavior demeaning or intimidating to other individuals. Harassment may also be subject to MVNU's Title IX policy.

- Bullying

*(3-4 steps, depending on severity)*

Ohio's bullying laws are detailed in section 3313.666 and prohibits "any intentional written, verbal, electronic, or physical act that a student has

exhibited toward another particular student more than once and the behavior both:

- a. Causes mental or physical harm to the other student
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student."

Bullying may also be subject to MVNU's Title IX policy.

- Exploitation

*(3-4 steps, depending on severity)*

Exploitation involves the improper act of using another student's resources for monetary or personal benefit, profit or gain when the person exerted control over the student or the student's resources in any of the following ways:

- a. Without the student's consent
- b. Beyond the scope of the express or implied consent of the student
- c. By deception
- d. By threat
- e. By intimidation

Exploitation may also be subject to MVNU's Title IX policy.

- Hazing

*(3-6 steps, depending on severity)*

MVNU is committed to providing a safe and healthy campus where members of our community have the right to be free from hazing, and all members of the MVNU community must conduct themselves in a manner that supports a hazing-free environment.

The Ohio Revised Code, Section 2903.31 defines hazing as: "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.

MVNU considers hazing to be any 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, whether the person subjecting to such behavior participates willingly or not. Hazing acts may be physical, mental, emotional, or psychological, which subjects another, to anything which may abuse, mistreat, degrade, humiliate, discomfort, ridicule, harm, or intimidate. This regulation applies to all members of the university community, including faculty, staff, students, volunteers, organizations, and groups, as well as visitors and other licensees and invitees regardless of if it occurs on or off campus.

### *Reporting Hazing*

Individuals may report hazing by contacting any of the following:

- Student Life office: 740-392-6868 ext. 4602, [Matthew.Spraker@mvnu.edu](mailto:Matthew.Spraker@mvnu.edu)
- Campus Safety: 740-399-8686
- Anonymous reports of hazing can be submitted online [Hazing Reporting Form](#)
- In the event of an emergency, please contact Campus Safety at 740-399-8686 or 911.

### *Method to Enforce the Policy:*

The Office of Student Life shall coordinate the investigation of all hazing allegations. When appropriate, other university offices may handle certain aspects of the university response (e.g., Human Resources, Campus Safety.) Additionally, the Office of Student Life will assess the need for interim measures (e.g., suspension of current group activities). Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in keeping with the Student Code of Conduct process. At the point when a formal conduct charge is made against an organization, the national or oversight organization, if any, shall be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency. MVNU may charge an individual or a group with a violation of this Hazing Policy via the Student Code of Conduct and/or other university rules, regulations, or policies.

Sanctions applied to organizations and/or individuals will be imposed in accordance with the severity of the violation and will be determined by the Office of Student Life.

### *Sanctions:*

3-6 steps, depending on severity

Hazing is a serious offense of the MVNU Community Policies and therefore, is subject to the full range of sanctions (disciplinary notice, disciplinary probation, final notice, suspension, and dismissal). In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or group in which the student is involved, or their governing bodies. The university has the right to act regardless of the actions of the governing body.

- Hostile Environment Sexual Harassment  
*(1-4 steps, depending on severity)*  
Any unwelcome conduct – verbal, written or physical – of a sexual nature that is objectively offensive as well as severe, persistent, or pervasive such that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the institution’s education or employment programs. These claims are handled through MVNU’s Title VII and the “Sexual Misconduct and Title IX Sexual Harassment Procedures” as overseen by the Director of the Office of Civil Rights.
- Intimidation  
*(3-4 steps, depending on severity)*  
Intimidation is a prohibited behavior that would cause a person of ordinary sensibilities to fear injury or harm. Threat of harm generally involves a perception of injury, physical or mental damage, act or instance of injury, or a material and detriment or loss to a person. Intimidation may also be subject to MVNU’s Title IX policy.
- Pranks  
Pranks are often viewed as harmless fun. Students must be mindful that many activities surrounding the execution of pranks often involve violation of other stated MVNU Student Behavioral Policy (i.e., unauthorized use, harassment, vandalism, property damage, off-limits areas, failure to comply, obstruction, disruptive behavior, theft, etc.). As such, students in violation of the Student Behavioral Policy will be subject to the sanctions associated with the individual infractions due to the execution of a prank.
- Stalking  
*(1-5 steps, depending on severity)*  
Stalking is a form of harassing conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following, or lying-in wait for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the Internet by posting personal information or spreading rumors about the victim. Stalking behavior based on sex is also subject to MVNU’s Title IX policy. The following defines the different levels of stalking.
  - **Simple Obsessional** – When an individual is fixated on another person with whom they had, have, or wish to have, some manner of personal relationship.
  - **Lurking** – A type of fixation behavior where the attention is unwelcome, but the lurker’s intentions are not menacing. Lurkers tend



to maintain a steady state to their interest.

- **Menacing** – A pattern beyond lurking that often escalates, is pernicious, and has the potential to lead to violence (or lead a reasonable individual to feel physically, sexually, emotionally, and psychologically threatened).

### Honesty and Integrity

*(1-4 steps)*

- Academic Integrity Violations  
Academic integrity violations are not a part of the student life discipline policy. (See the Academic Life section of this handbook).
- Deception  
*(1-2 steps)*  
Purposeful deception, falsification, distortion, or misrepresentation of information to inquiries by a university official or committee/council should be avoided and is subject to discipline.
- Defamation  
*(2-4 steps)*  
Actions or words (purposeful or not) that lead to the damaging of the reputation of another individual should be avoided and is subject to discipline.

### Online and Social Media Activity

MVNU's Commitment to Community applies to all students and includes online, technology, and social media activity. We desire that all interaction be positive and uplifting to all individuals, whether a part of the campus community or not.

The following principles apply:

- The MVNU discipline policy does not distinguish between virtual and face-to-face behavior. The same expectations apply to both. For example, both face-to-face and virtual (online) bullying is prohibited.
- Likewise, online activity can lead to violations such as disruptive behavior, obstruction, gambling, harassment, exploitation, stalking, intimidation, deception, retaliation, sexual activity, unauthorized use, verbal altercation, and violation of alcohol/drug policy. Posting evidence of policy violations online can result in disciplinary action.
- Groups that are not officially affiliated or sanctioned by the university are prohibited from using the university's name (MVNU or Mount Vernon Nazarene University) and logos.
- For the benefit of the community, MVNU will also take appropriate disciplinary action when the following occur online:
  - A credible or veiled threat is made against a person or community.
  - Online activity that causes another to reasonably fear imminent harm.
  - Demeaning or intimidating behavior directed to individuals or identifiable groups.



- Violation of the rights and/or privileges of others.

### Personal Misconduct

*(3 steps)*

Employment in businesses or commercial enterprises whose primary purpose violates the mission of the University.

### Property Damage

*(2-3 steps, depending on severity)*

Attempted or actual damage to, defacing of, or destruction of property is prohibited. Property damage, whether intentional or not, will result in the responsible student being assessed for labor and materials cost for replacement and/or repair of the property. Similarly, students responsible for damage of personal property will be required to pay the cost to replace or professionally repair damaged property as part of the restitution process.

- Vandalism

*(3-4 steps, depending on severity)*

Vandalism is any action involving deliberate destruction of or damage to public or private property. Acts of vandalism are subject to MVNU's disciplinary policy and may result in fines in excess of actual damage as outlined in the property damage policy.

### Residence Hall Violations

*(1-3 steps, depending on severity)*

The following behaviors are prohibited:

- Failure to consult a Resident Assistant or Resident Director for checkout (up to 1 step and/or monetary fine)
- Littering and/or failure to clean up after oneself (up to 1 step and/or monetary fine)
- Removing furniture from the unit of its origin or violating furniture policy outlined in the Residence Life section of this handbook (1 step and/or monetary fine)
- Removing or destroying residence living area windows or screens (1 step and property damage/vandalism sanctions)
- Inappropriate attire (1 step)
- Inappropriate social behavior or public display of affection (1 step)
- Curfew violations (1 step)
- Using windows for building entry and exit (1 step)
- Unlocking or propping open doors after hours (1 step)
- Athletic activities in the residence areas, such as frisbee-throwing, throwing or bouncing balls, running in the residence areas, golf, wrestling, boxing, etc. (1 step)
- Violation of quiet hours, excessively boisterous or disruptive activity, or making excessive noise that infringes on the rights and needs of others (1 step)
- Improper use of diffusers (1 step)

- Unauthorized air conditioning unit (1 step, \$50 A/C fee charged and possible monetary fine up to \$25)
- Painting residence areas (1 step, cost of repainting assessed plus possibly monetary fine up to \$50)
- Using or possessing items 1-11 on the "Items Not Allowed on Campus Property" section of the Residence Life Guidelines in this handbook (1 step)
- Using or possessing items 12-18 on the "Items Not Allowed on Campus Property" section of the Residence Life Guidelines in this handbook (2 steps)
- Loitering at the residence living area window of the opposite sex (2 steps)
- Failure to follow all residence hall safety regulations including participation in fire drills (2-3 steps, depending on severity)

### Retaliation

*(2-6 steps, depending on severity)*

Retaliation against someone who files a complaint or who participates in the investigation of a complaint is strictly prohibited by university policy and by law. Retaliation can occur in many forms. The following list illustrates some (not all) examples of behavior that would be considered retaliation:

- Asking a complainant why he/she complained. Likewise, asking a witness why he/she was willing to make a statement.
- Asking a complainant to rescind his/her statement. Having friends ask the complainant to rescind his/her statement.
- Threatening the complainant or witness in any manner.
- Cyber-bullying the complainant or using social media to criticize, harass, demean, or aggravate the complainant/witness.
- Excluding the complainant from team meetings or other such events to which the complainant is a rightful participant.
- With regards to Title VI, Title VII, and Title IX, retaliation is any materially adverse action taken against a person because of that person's participation in a protected activity. Protected activity can include reporting of a possible policy violation, supporting a reporting or responding party, and/or providing information relevant to an investigation of an alleged sexual misconduct policy violation. (The range of sanctions for this particular violation is 2-6 steps, depending on severity.)

### Safety Violations

*(1-4 steps, depending on severity)*

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 and may be handled accordingly. The unauthorized use of fireworks, giving false alarms, and tampering with fire safety equipment are practices prohibited by the laws of the State of Ohio.

- Rollerblading, skateboarding, or cycling in campus buildings (1 step)
- Possession of and burning incense, candles, or smoking in rooms (1 step)
- Storing items in the water heater closets in the townhomes (1 step)
- Exit through emergency doorways without authorization during a non-emergency (1 step and \$25 fine)

- Parking in a fire lane (1 step)
- Hitting or throwing golf balls or other potentially damaging objects on campus near any buildings (1-2 steps, depending on severity)
- Using windows for building entry and/or exit except in the case of an emergency (2 steps)
- Failure to respond to a campus fire-drill (2 steps)
- Possession or explosion of fireworks, bottles, and stink bombs (2 steps)
- Tampering with fire extinguishing equipment (3 steps and \$100 minimum fine)
- Tampering with or unauthorized use of emergency door locks (3 steps and \$25 fine)
- Failure to comply with evacuation procedures (3 steps and \$50 minimum fine)
- Tampering with smoke detectors, security cameras, or other safety technology (3-4 steps and \$100 minimum fine)
- Setting off a false fire alarm (3-4 steps and \$100 minimum fine)

### Sex Discrimination

*(1-5 steps, depending on severity)*

Actions that deprive another member of the community of educational or employment access, benefits, or opportunities on the basis of sex or gender. This includes discrimination/harassment on the basis of sex. These claims are arbitrated through MVNU's Title VII and Title IX processes as overseen by the Director of the Office of Civil Rights.

### Sexual Misconduct

- Cohabitation  
*(2 steps)*

Students are not permitted, whether on or off campus, to be in the bedroom of, live with, or spend the night with someone of the opposite sex or with someone they are in a romantic/physical relationship with. This includes, but is not limited to, sharing combined sleeping space, sleeping together in a car, being found in compromising sexual situations, etc. In addition, students are not permitted in apartment bedrooms, hallways, stairs, or bathrooms or in Redwood suite bathrooms of friends of the opposite sex or of someone they are in a romantic/physical relationship with. This does not include spouses or family members.

- Non-Consensual Sexual Contact  
*(2-6 steps, depending on severity)*

Any intentional sexual touching, however slight, with any object, by a person upon another person, that is without consent and/or by force. This includes intentional contact with the breast, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts/ or any other intentional bodily contact in a sexual manner. These claims are arbitrated through MVNU's Title VII and Title IX processes as overseen by the Director of the Office of Civil Rights.

- Non-Consensual Sexual Intercourse/Sexual Assault  
*(3-6 steps, depending on severity)*

Any sexual intercourse, however slight, with any object, by a person upon another person, that is without consent and/or by force. Intercourse includes vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact. These claims are arbitrated through MVNU's Title VII and Title IX processes as overseen by the Director of the Office of Civil Rights.

- Nudity  
*(2 steps)*

The Ohio Revised Code Section 2907.09 states that indecent exposure violations will result in a criminal record and possible registration as a sex offender. Therefore, nudity outside of a student's bedroom, restroom, or locker room is considered public nudity and will be subject to disciplinary action.

- Pornography  
*(2 steps)*

Pornography is defined as printed, audio, digital, visual, or computer-transmitted material containing the explicit description or display of sexual organs or activity, largely intended to stimulate erotic and/or degrade the dignity of personhood rather than aesthetic or emotional feelings. Possessing, viewing, accessing, or participating in pornographic materials is prohibited. Illegal pornography will be subject to additional sanctioning and potential additional steps beyond this baseline.

- Sexual Activity  
*(3 steps)*

Engaging in, or the appearance of, sexual activity in relationships outside of marriage is unacceptable and prohibited. This may include, but is not limited to, sexual intercourse, groping, and touching the breast, buttocks, or genital areas. It may also include instances when students are found together in compromising or questionable situations/positions with someone of the opposite sex or someone they are in a romantic/physical relationship with; such situations/positions could include instances when doors are closed, when lights are off, and/or students are not fully clothed.

Mutual messages containing the explicit description or display of sexual organs or activity through any means, including but not limited to, electronic means such as texting or social media (Facebook, Snapchat, Instagram, etc.), is also considered a violation of this policy. (See the student handbook sections on sexual discrimination, sexual harassment, and sexual violence.)

Note: When an unmarried student becomes pregnant, MVNU seeks to respond redemptively. Both the father and the mother of the child are to be treated equally and both are encouraged to remain in school. Proper medical care is considered essential, as are appropriate emotional and spiritual support. Students who are dealing with a pregnancy are encouraged to discuss the pregnancy with a counselor or other appropriate person. Responsible decisions for the care of all parties involved are encouraged and supported.

- Sexual Exploitation

*(1-6 steps, depending on severity)*

When one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. This policy considers whether there was physical or emotional harm to the reporting party, whether the conduct transgressed against a socially acknowledged norm or boundary, violated privacy, or took advantage of a known weakness, youth, misunderstanding, inexperience, or naïveté. This includes, but is not limited to voyeurism, exposing one's genitals or buttocks, or inducing another to do the same, knowingly exposing someone to or transmitting an STI, STD, or HIV, photographing or video recording another person in a private, intimate, or sexual act without their consent, or the purposeful distribution or dissemination of the same without the person's consent. These claims are resolved through MVNU's Title VII and Title IX processes as overseen by the Director of the Office of Civil Rights.

### Theft

*(3-4 steps, depending on severity)*

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the University, its guests, and all members of the University community. Students are to keep residence room doors locked when they are out of the room and are to notify the Department of Safety of anyone appearing or acting suspicious in, or around, University residences. All theft, no matter how small, is to be reported to the Department of Safety. However, the University assumes no liability for the loss of items from students' rooms, athletics or music lockers, or campus buildings. Unauthorized use of another student's ID card is considered theft.

### Tobacco

*(2 steps)*

Consistent with our commitment to live healthy habits, students are prohibited from using tobacco and tobacco-like products including but not limited to, cigarettes, cigars, chewing tobacco, hookahs, and e-cigarettes during the tenure of a student's active enrollment. MVNU is a smoke-free campus.

## Unauthorized Use

*(2 steps)*

MVNU provides a number of services for students including but not limited to cable television, computer access, telephone services, and utilities. Any unauthorized use of these services or tampering with university property may result in fines imposed, disciplinary action taken, and/or the involvement of the local police. Examples of situations that fall into this category include, but are not limited to:

- Unauthorized access of another's voice mail or computer/online account(s) (including changing or using someone else's computer password).
- Failure to comply with and adhere to all computer and internet/host-based policies contained in the MVNU Computer Regulations and Policies Manual. (See <https://www.mvnu.edu/uploads/About/Policies/its-acceptable-use-policy.pdf>)
- Duplicating or possession of duplicated keys, computer access codes, and other devices without proper authorization.
- Unauthorized use of university property including vehicles, cellular phones, credit cards, equipment, etc.
- Stapling, tying, or using adhesive for hanging unauthorized posters, signs, or other materials to doors, windows, or trees.
- Unauthorized alteration of or connection to the cable, computer, or electrical hookups or systems on campus
- Attempting to adjust hot water heaters or laundry equipment.
- Unauthorized entrance into and/or taking food from the dining commons. (This, as well as the use of someone else's ID card will be considered theft.)

- Off-Limit Areas

*(2 steps)*

For the protection and safety of students, the following areas are off-limits without permission or supervision by a university official:

- Roof tops
- Elevator shafts
- Dumpsters
- The reflection pond
- Maintenance tunnels
- Mechanical rooms
- Habitation of living quarters without authorization during breaks

- Unauthorized Visitation

*(1 step)*

This occurs when someone is in a residence area during restricted hours and without permission. Others in the residence area being inappropriately 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.

## Verbal and/or Physical Altercation

*(2-4 steps for verbal, depending on severity. 3-4 steps for physical, depending*



*on severity.)*

It is the expectation that students will engage one another in civil discourse, recognizing that every person has a right to safety and security on campus. Yelling, the use of profane language, or engaging in negative physical contact (which includes but is not limited to punching, kicking, slapping, etc.) creates a hostile environment and is not acceptable.

### Violation of the Law

*(2 steps minimum; no maximum based on discernment of severity by university officials)*

In keeping with scriptural admonitions to be under the authority of government, students are expected to uphold the local, state, and federal laws. MVNU students who violates local, state, or federal law, on or off campus, may also be subject to the Student Conduct Process. Registered/enrolled students are expected to report criminal charges and/or being arrested to the Director of Residence Life within 72 hours of being arrested and/or criminally charged or convicted. This policy does not include minor traffic violations.

### Weapons

*(3-6 steps)*

Although the state of Ohio has passed legislation allowing individuals to obtain permits to carry concealed handguns on college campuses (subject to restrictions), MVNU's position on firearms and weapons is outlined below:

- Possession or discharge of firearms or ammunition is prohibited (6 steps)
- Possession or use of pellet or BB guns, replica firearms, airsoft guns, paintball guns, slingshots, martial arts weapons, bows and arrows, stun guns, tasers, or water balloon launchers are prohibited. (3-6 steps)
- Possession or use of any weapon is prohibited. Pocket knives with blades under 3 inches are allowed. (3-6 steps)
- Possession, storage, or use fireworks, firecrackers, explosives, pipe bombs, dry ice bombs, materials used to make bombs and other such homemade devices are prohibited. (3-6 steps)
- Chemical irritants such as pepper spray and mace, while not banned, should never be used in an inappropriate manner such as pranks or other activities. Violators of this policy will be subject to the student conduct process and may face criminal charges. (3-6 steps)



## DISCIPLINARY PROCESS

Discipline Overview  
Disciplinary Sanction Options  
Disciplinary Steps  
Disciplinary Withdrawal  
Disciplinary Expulsion  
Notification to University Officials  
General Guidelines  
Disciplinary Action Process  
Amnesty Policy  
Non-Discipline Policy  
Drug Screening Policy  
University Roles and Responsibilities  
Appeal Process

### **Discipline Overview**

The disciplinary process at Mount Vernon Nazarene University exists to provide timely, fair, and restorative responses to student conduct violations in order to maintain a healthy community and Christ-centered learning environment and to foster personal growth and formation. When offenses do occur, the University strives to create disciplinary actions that provide students with opportunities to take responsibility for their actions, to identify the impact of their actions, to attempt to repair harm to individuals or the community that has been caused by their actions, to be restored to right standing and healthy relationships within the community, to develop ethical reasoning and integrity, and to commit not to reoffend. Through disciplinary actions that are restorative and developmental, the University strives to act consistently with understanding of grace that is merciful and yet also invites responsibility. It is imperative that students involved meet this effort with honesty and openness. The ultimate result of any disciplinary action is dependent on the student's willingness to cooperate and evaluate their behavior. Therefore, it is the individual student 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. Any students in violation of policy are encouraged to utilize all the potential within themselves and the MVNU community in order for the disciplinary process to be meaningful and formative.

### **Disciplinary Sanction Options**

The University views offenses as opportunities for students to learn and grow, and, therefore, any disciplinary action is intended to have a logical connection to the offense in order for the student conduct process to be redemptive,

restorative, and educational. Each student should be aware of potential actions in the event of behaviors that violate University policies. Disciplinary 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 and to preserve the rights of others and the harmony of the community. The following list describes possible disciplinary actions, though other options not listed here may be utilized.

1. **Verbal Notice:** The purpose of a verbal warning is to provide students with a verbal acknowledgement of the offense that has occurred and the potential disciplinary action if a repeated offense occurs. Verbal warnings are issued at the discretion of university employees after taking a student's disciplinary record and the severity of the offense into consideration.
2. **Written Notice:** The purpose of a written warning is to provide students with an official letter describing the offense that has occurred and the potential disciplinary action if a repeated offense occurs.
3. **Limitation of Privileges/Visitation Restrictions:** Some offenses of university community policies may result in the loss or restriction of privileges such as visitation in order to help students consider the impact of their decisions on others within the community and to provide opportunities for increased contact and engagement with their residence area staff.
4. **Community Service:** When offenses occur that harm the community (either individuals or community facilities), students may be required to do community service in order to identify the impact of their actions and to attempt to repair harm they may have caused.
5. **Community Fines:** Offenses that either harm or pose a risk to the community environment may result in a monetary fine in order to provide an opportunity for students to take responsibility for their actions and consider the impact of their actions on the community.
6. **Damage Fine/Restitution:** When students' actions cause damage, students may be required to pay for the cost of repair, clean-up, or replacement of the damaged property in order to help them take responsibility for their actions, to identify the harm or damage caused, and to attempt to repair the harm they caused so that they return to right standing within the community.
7. **Written Assignments:** In order to provide students with an opportunity to reflect on the impact of their actions, to develop ethical reasoning and integrity, and to develop self-awareness, written assignments may be assigned in response to certain offenses.
8. **Mentoring:** In response to some offenses, the University may require a student to meet with a mentor selected by the student and approved by the Dean of Students. The mentoring relationship provides students with an opportunity to learn, grow, be heard, and receive affirmation, advice, and admonition.
9. **Counseling:** Some offenses reveal other behavioral and life issues that warrant the attention and expertise of a professional counselor. In such

cases, students may be required to meet with a counselor, complete psychological or behavioral assessments, and comply with any conditions recommended by the counselor.

10. **Student Success Conditions:** In response to some offenses a student may be required to meet with the Director of Student Success and comply with any conditions recommended.
11. **Loss of Student Leader or Athletic Appointment:** If students who commit offenses are student leaders or student athletes, they may be removed or temporarily suspended from their positions.
12. **Housing Conditions:** 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.
13. **Suspension:** Suspension refers to the 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 include 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.
14. **Dismissal:** Dismissal is 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 include 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.
15. **Expulsion:** Expulsion is 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 include parental notification

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

\*\*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.

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, Director of Campus Life, or the Director of Residence Life prior to the visit.

### **Disciplinary Statuses**

In addition to serving sanctions for individual violations, every violation has been assigned a number of "steps" that will be added to a student's disciplinary record. When a student accumulates six steps, he or she falls into "Disciplinary Dismissal" category. The categories below define a student's disciplinary status.

- **Disciplinary Notice** (1 step accumulated on the student record)  
This status indicates that a student has accumulated one step and has received a verbal and/or written warning, notifying the student of his or her misconduct and warning that subsequent infractions must not occur.  
COMMON SANCTIONS: None given. Warning only.
- **Disciplinary Probation** (2-3 steps accumulated on the student record)  
Students with 2-3 steps are on probation, meaning that any subsequent misconduct will result in additional discipline, including, but not limited to, suspension or dismissal from the University. A student's leadership advisor or supervisor (CoSMO, Club, Sport, Small Group, etc.) will be informed when a student accumulates two steps. School Deans and a student's leadership supervisor will be informed when a student accumulates 3 or more steps on their disciplinary record.

COMMON SANCTIONS: Any combination of the following:

- Limitation of privileges
  - 5-20 hours of community service
  - Participation in educational or social events on campus
  - \$25-120 in community fines
  - 2-4 pages of written assignment
  - 5-10 sessions of personal mentoring
  - 5-10 sessions of private, confidential counseling
- **Final Notice** (4 steps accumulated on the student record)  
Students who accumulate four steps will receive notification that any additional inappropriate behavior will result in removal from the University either in a limited-term suspension or dismissal for at least the remainder of the academic semester. Student's academic advisors, coach (if applicable), and leadership advisor/supervisor (if applicable) will be notified of this action. A student on Final Notice status is ineligible to apply for any MVNU leadership positions and will be removed from his/her current position.

COMMON SANCTIONS: Any combination of the following:

- Limitation of privileges

- Up to 10-30 hours of community service
  - Participation in educational or social events on campus
  - \$50-180 in community fines
  - 5-10 pages of written assignment
  - Personal mentoring
  - Private, confidential counseling
- **Disciplinary Suspension** (5 steps accumulated on the student record)  
Students who accumulate five steps will be prohibited from attending the University, residing in, or entering university owned or operated property, participating in any University activities, sports, academic organizations, or trips for a set period of time, typically to include at least one calendar week or the rest of the academic semester in which the offense occurred. Length of suspension will be determined through the disciplinary process. Upon return, students must provide evidence that any conditions for return set forth upon suspension or through the disciplinary process have been met. A student on Disciplinary Suspension status is ineligible to apply for any MVNU leadership position and will be removed from his/her current position. MVNU will disseminate disciplinary information regarding students in the Disciplinary Suspension status to the appropriate campus employees (advisors, leadership supervisors, coaches, appropriate office personnel, etc.).
  - **Disciplinary Dismissal** (6 steps accumulated on the student record)  
Students who accumulate six or more steps will have their registration to the University canceled. This will usually last for at least the remainder of the academic semester in which the offense occurred and additional semesters as the sanction warrants. Students dismissed from the university for any length of time are not allowed to participate in any MVNU activities nor be on university owned and/or operated property unless approved by the Vice President for Student Life or his/her designee. In the instance of dismissal, all academic grades will reflect the student's academic standing at the time of dismissal with WF (failing at the time of withdrawal) or WP (passing at the time of withdrawal) grades. Students will be subject to MVNU's tuition, room and board, and fee refund policy. MVNU will disseminate disciplinary information regarding students in the Disciplinary Suspension status to the appropriate campus employees (advisors, leadership supervisors, coaches, appropriate office personnel, etc.). The Vice President for Student Life reserves the right to review any Dismissal Sanctions.

Students, who wish to return to MVNU after the dismissal period has ended, must reapply to the university through the admissions process. The Admissions Office will work with the Office of Student Life to determine if reinstatement of enrollment privileges is warranted. The process of reinstatement may require a face-to-face interview, character references, and proof of counseling. Students who request readmission should be prepared to submit a written and/or oral statement addressing the following:

- The student's current understanding of the factors that contributed to the dismissal.

- What the student has been doing during the time away, and in particular, what has been done to address the unacceptable behavior.
- Why the student feels ready to return at this time.
- What the student will do to ensure that the concerning behavior does not reoccur, including identifying any resources at the University that may be helpful.
- The admissions committee, Director of Residence Life, or the Vice President for Student Life may assign a disciplinary status along with the associated number of steps to a student's record as a condition of admittance to the university.
- Evidence that any conditions for return set forth upon dismissal or through the disciplinary process have been met.

### **Disciplinary Withdrawal**

In some instances, the Vice President for Student Life or his/her designee may offer the student a disciplinary withdrawal. Under the disciplinary withdrawal a student will withdraw from all of his/her courses in progress and leave the campus immediately. No tuition refunds would be given, housing costs would be prorated, and in order to be considered for re-admittance, the student would have to complete certain requirements during a specified amount of time away from the university (usually the remainder of the semester or a full semester depending on the circumstance).

### **Disciplinary Expulsion**

The Vice President for Student Life, in consultation with the Director of Residence Life, may issue a disciplinary expulsion, an official determination that permanently prohibits the student from attendance at the University. Parents or guardians may be notified of this decision. Notification may also appear on the student's transcript for a set period of time. Following that period, a student may petition the University to have the notation removed from the transcript. Expulsion may be applied to any student involved in a level 3 or higher incident three times.

### **Notification to University Officials**

In some cases, the Vice President of Student Life or his/her designee may deem it necessary to inform department heads or Deans of Schools in cases involving students majoring in subjects from the respective areas.

### **General Guidelines**

- In situations where a student commits multiple guideline violation in one incident, the general policy is to assign the student with the number of steps associated with the most serious violation. However, in cases where the totality of the individual violations is egregious, the Director of Residence Life, in consultation with the Vice President for Student Life, may stack the steps associated with individual violations.
- In determining responsibility for violations, the burden of proof required is "more likely than not", also known as the "preponderance of the evidence".
- The steps assigned with violations serve as general guidelines. The



Director of Residence Life, after consulting with the Vice President for Student Life, may adjust the number of steps associated with a particular violation up or down when there is reasonable cause to do so.

- Student leaders (RAs, RHAs, SMs, SGA, athletes, Music and Ministry group members, etc.) may be issued additional baseline responses by their immediate supervisors.
- Student disciplinary steps will accrue on a student's record for three semesters, including the current semester.
- Students can receive a verbal warning without receiving a step on their first violation of a one-step policy each semester.
- In all disciplinary proceedings, the "spirit of the law" will take precedence over the "letter of the law".

### **Amnesty Policy**

Students, regardless of age, will be granted immunity from university disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff, or other University official becomes aware of the breach in community behavior standards because the individual was seeking assistance for a student who needs immediate medical attention. The person seeking assistance must reasonably believe he or she is the first to call for assistance, must use his/ her own name with authorities, and must stay with the individual needing assistance until help arrives.

Amnesty includes, but is not limited to, alcohol possession and/or consumption, consensual sexual conduct, and/or inappropriate use of institutional property. Amnesty for drug use and/or possession may not apply in the event that law enforcement officials are contacted.

Amnesty will not be granted to perpetrators of abuse, violence, assault, or egregious behavior against another person. Both the individual in need of assistance and the individual seeking assistance may receive amnesty protection.

### **Non-Discipline Policy**

The University has every intent to correct students when they exhibit behavior contrary to its mission and desires to assist and guide students when they are struggling with a personal issue, relationship problem, or an issue normally handled through the disciplinary process. Therefore, MVNU has created unique policies that allow students to disclose behavior and receive help for an issue in violation of policy without threat of disciplinary measures.

MVNU faculty and staff feel challenged and take great pride in assisting students who are struggling with difficult real-life issues. In the instance of a student coming forward to an RA, RD, or a faculty or staff member on their own initiative there will be no disciplinary implications. If a student communicates to a RA, that RA must pass along the information to their RD to be considered for a non-discipline agreement. However, the student is required to adhere to the guidance and



resources given to help them, and it will be the University's expectation that the student complete a plan to help overcome the area in which they are struggling. It is our hope that after a student has taken the first step to come forward; they will find that the resources, support, and help that are available were worth the risk. The problem will remain confidential, and the plan of action to help the student deal with the problem will be arrived at mutually with staff, the student, and any other resource that the student may wish to call upon.

This policy does not cover:

- Students who, because of an impending or ongoing MVNU disciplinary investigation, come forward before the investigation finds them accountable for inappropriate behavior.
- Students who have been involved in an alleged policy violation where the police were involved.
- Students who are involved in sexual assault, an active Title IX investigation, or any step 6 violations. In the case where a student does come forward with one of these types of violations, he/she will enter the discipline process, but in some cases, at a lower sanction level.

The purpose of this policy is to help students redirect their behavior. It is not meant to "get around" the discipline process. All non-disciplinary agreements will be forwarded to the Director of Residence Life and placed in the student's file. The Director of Residence Life will review all non-discipline agreements and has authority to deny an agreement if it is believed it was initiated outside of the purpose of this policy. In addition, students cannot continue to add to a non-discipline agreement when he/she violates a policy not covered by an existing non-discipline agreement. Students currently participating in a non-discipline agreement and are found in violation of a step 3 or higher violation may not be allowed to continue as a student. Cases will be evaluated on an individual basis.

As soon as the student involved shows any sign of non-cooperation with the process, including missing counseling appointments, or continues in the undesired behavior, parents or guardians may be brought into the situation and the student will enter into the formal disciplinary process and be subjected to appropriate sanctions. If a student seeks a non-discipline agreement regarding an incident that involves several students violating University policies, it is expected that the student will share information regarding these students. The student may then be asked to provide testimony in subsequent hearings.

As a part of the non-disciplinary process, the student will submit to the following guidelines as outlined in the non-disciplinary information sheet such as:

- An ongoing mentoring relationship with a faculty or staff member
- An ongoing personal counseling relationship with the campus counseling center, or if necessary, an off-campus facility at the student's expense
- Signing a waiver of confidentiality with the Counseling Center so that Student Life officials can monitor the counseling attendance

- Stopping use of the substance or behavior that is contrary to university policy
- Taking a particular assessment, if necessary, for drug or alcohol behavior
- Resigning from leadership position if deemed appropriate for the situation
- Seeking professional medical treatment as a condition of continuing with the agreement
- Making amends to those who were hurt

If a student comes forward about a drug or alcohol policy violation and is found in violation in a subsequent drug or alcohol violation, he or she may be dismissed immediately.

If a student leader enters into a non-discipline agreement while serving in a position on campus, the advisor/supervisor of that position will be notified. If a student is selected for a leadership position while involved in a non-discipline agreement, further requirements may be imposed during the time of service. Examples of requirements may include, but are not limited to continued counseling or mentoring.

### **Drug Screening Policy**

When credible evidence of drug or alcohol use, possession, or purchase is presented to the Director of Residence Life, he or she 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 University assumes the cost of any drug screening that comes back with negative results. Students will assume the cost of any drug screening tests mandated by the University that result in positive results. Students completing alcohol assessment as required within the disciplinary response process are responsible to pay for the assessment. Students who refuse to comply with a reasonable request for drug or alcohol screening or assessment by the Director of Residence Life will be asked to withdraw or may be dismissed from the University.

### **University Roles and Responsibilities**

The Director of Residence Life shall have the primary role of investigation, documentation, and initial disciplinary rulings. The Associate Campus Pastor, Campus Safety personnel, and residence hall staff may serve a supportive role or assist in the disciplinary process. Incident management responsibility includes:

1. All documentation of any community violation. This shall include a review of evidence, witness account(s), interview with the individual student, and consideration of past violations.
2. Assign disciplinary action within parameters outlined in or consistent with the Student Handbook.

3. 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.
4. Explanation of disciplinary decision and presentation of all documentation to the Vice President for Student Life.

Final appeals for suspension, dismissal and expulsion can be made to the Judicial Appeals Committee and the Vice President for Student Life, the highest level of appeal for all disciplinary action. In addition to securing a thorough understanding of a situation, this appeal will focus on whether or not university processes have been followed. Decisions from these appeals will be final.

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

## **Appeal Process**

### Appeal Preparation and Requirements

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:

1. An appeal of disciplinary action must be submitted in writing within three academic/working days of notification to the appropriate person or appellate body.
2. An appeal must include the student's detailed description and perspective of the incident(s).
3. An appeal must address one or more of the following:
  - a. Procedural error
  - b. Misapplication or misinterpretation of the rules
  - c. Discovery of substantial new facts
  - d. Finding of facts not supported by the evidence
4. 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. Parents, relatives of the student, attorneys, and individuals external to an appeal should not expect interaction with hearing officers during the disciplinary or appeals process.
5. Character witnesses will not be allowed in the appeal process since the presentation of the witnesses, as permitted by the Director of Residence Life, should focus on pertinent, factual information regarding the case.
6. A student conduct appeals advisor may provide student(s) with procedural information and assistance when appealing a decision of the Director of Residence Life, or a suspension/expulsion decision to the Vice President for Student Life.

### Appeals of Suspension, Dismissal, or Expulsion

Appeals for action of suspension, dismissal or expulsion must:

1. Be submitted to the Vice President for Student Life in writing within three

academic/working days from the date of delivery of the written decision to the student.

2. Students appealing a dismissal or expulsion will not be allowed to live on campus during the duration of the appeal process. Students are required to find their own housing. In addition, the Vice President for Student Life, in consultation with the Vice President for Academic Affairs and appropriate campus employees, may choose to prohibit class attendance until the appeal process has concluded.
3. Focus on a review of facts as presented in written form and a letter of appeal written by the student responding to the stated appeal criteria.
4. A student conduct advisor may provide the student with procedural information and assistance. The student may use this assistance if he/she so desires.
5. The Judicial Appeals Committee and Vice President for Student Life shall review a student appeal of action to assure that student handbook policies and procedures were followed and that the goals of the University were represented in light of the evidence that was presented.
6. 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.
7. The Judicial Appeals Committee and Vice President for Student Life shall issue a written decision regarding an appeal to the student. The Vice President for Student Life's decision shall be final.

## **PUBLICATIONS AND COMMUNICATION**

University Calendar  
Lakeholm Viewer  
Radio Communication  
Video Communication  
Social Media Policy  
Official University Documents  
Informal Campus Communication

### **University Calendar**

The University Calendar will host all updated campus events: <http://mvnu.edu/events>. Student events and activities should be coordinated through the Student Government Association. A calendar of all SGA events is maintained at <https://www.mvnusga.com/>

### **Lakeholm Viewer**

The official University student newspaper is published 2-3 times each semester, but updated online throughout the year at [www.lakeholmviewer.com](http://www.lakeholmviewer.com).

### **Radio Communication**

The University's radio station, 90.9FM WNZR, is a full-service radio station that provides contemporary Christian music and programming to the Knox County community. Housed in the Department of Communication, 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 <http://wnzr.fm> and through listen live apps on Google Play and the iTunes store.

### **Video Communication**

WNZR and the Department of Communication also operate two video platforms for the university through a partnership with Stretch Internet/Presto Sports, MVNU Athletics and the Office of the President. WNZR.TV streams audio and/or video of all around 60 MVNU home athletic events each year, including men's and women's soccer, men's and women's basketball, volleyball, baseball and softball. Students are camera operators, grips, run graphics, direct and produce the broadcasts under the supervision of a faculty advisor. MVNU.TV provides a multi-camera video stream of most MVNU chapel services, certain lectures and baccalaureate/commencement. All broadcasts are also available on-demand for around 8-10 months after the event. MVNU games are also available on the NAIA app for Smart TV's (Apple, Android, Amazon, Roku devices).

### **Social Media Policy**

[This policy](#) serves as pro-active response to the preponderance of social media tools that individuals use professionally and personally. Because, in many instances, the lines between one's personal voice and the institution's have become blurred, Mount Vernon Nazarene University has crafted the following policy to clarify how best to utilize and protect personal and professional reputations when engaging in social

media.

#### Commitment to Protecting Privacy

Mount Vernon Nazarene University is committed to protecting the information it holds on individuals from unscrupulous uses in the general public. The University expects its employees and students to follow the same online code of conduct outlined in their respective handbooks that they would use in face-to-face interaction. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other university constituents apply online as in face-to-face interaction. Students may be subject to discipline for anything they post to social media sites that denigrates, defames, or otherwise causes the institution harm.

The social media policy operates under the University's broad privacy of constituent information policy

<https://www.mvnu.edu/uploads/About/Policies/PrivacyofConstituentInformationPolicy.pdf>

#### Definition

Social media are defined as any communication through popular media outlets which include, but are not limited to, Facebook, Twitter, YouTube, LinkedIn, Tumblr, Pinterest, Snapchat, TikTok, and Instagram.

#### Guidelines

General Provisions. The following broad protocols are in effect for all social media sites, including personal ones.

- **Protect confidential and proprietary information.** Individuals should not post confidential or proprietary information about Mount Vernon Nazarene University, or its students, employees, and alumni. Employees must still follow the applicable federal requirements such as FERPA and HIPAA, as well as NAIA regulations. Employees and students should adhere to all applicable University privacy and confidentiality policies, as identified above. Persons who share confidential information do so at the risk of disciplinary action or termination. When in doubt, please consult the immediate supervisor or the Assistant Director of Communications and Public Relations.
- **Be Mindful:** Members of the MVNU community are encouraged to consider the essential beliefs, habits and practices of the Church of the Nazarene and exhibit professionalism in all interactions with one another and the public on social media.
- **Respect copyright and fair use.** When posting, individuals should be mindful of the copyright and intellectual property rights of others and of the University. For guidance, consult the copyright policy posted on the library's website <https://www.copyright.gov/title17/>. Any questions regarding fair use or copyrighted material can be directed to the Instruction/Catalog Librarian.
- **Use MVNU logos only with prior consent.** Individuals can use the MVNU logo or any other University images or iconography on personal social media sites only with prior consent. The University's name cannot be used to promote any product, cause, political party, or candidate; this prevents the



appearance that the person speaks for or represents the University officially. Individuals who need to use an MVNU logo should contact the Creative Director of Marketing or an appointed designee. To use an MVNU logo, the individual must have the social media site approved by the Assistant Director of Communications and Public Relations, in consultation with the Assistant Vice President of Marketing. Please consult the University's copyright and trademark policy <http://www.mvnu.edu/officesandservices/policies>

- **Use MVNU logos, seal, or trademarks only in their approved forms.** Logos, seals, fonts or any other official MVNU insignia cannot be modified, added to or subtracted from. Please see the previous point for information on logo usage. Should questions persist, please contact the Marketing Creative Director or the Brand Toolkit on the University portal (<http://portal.mvnu.edu>).
- **Respect University time and property.** Computer facilities and equipment at the University are provided for instructional and administrative use to help the University more effectively fulfill its mission to provide a Christian liberal arts education. Please consult the University's technology infrastructure policy and refer to the computer use policy (<https://www.mvnu.edu/uploads/About/Policies/its-acceptable-use-policy.pdf>) for further information.
- **Terms of service.** Individuals are expected to comply with the terms of service of any social media platform used.

#### Institutional Social Media Provisions

The following broad policies are in effect when individuals post on behalf of an official University office, as well as are the general and best practice guidelines.

- **Have a plan.** Departments should consider the messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. The University's Assistant Director of Communications and Public Relations can assist and advise with social media planning from the naming of the social media account, hosting possibilities, overall look and feel, etc.
- **Notify the University.** Any University office that has a social media page or would like to start one should contact the Assistant Director of Communications and Public Relations to ensure all institutional social media efforts are coordinated and consistent. All institutional pages must have an appointed employee who is identified as being responsible for content and updates. Ideally, this should be the department chair or his/her appointee.
- **Link back to the University.** Whenever possible, link back to the University's website. Ideally, posts should be brief, redirecting a visitor to content that resides within the MVNU web environment. Always make sure the links are correct.
- **Protect the institutional voice.** Posts on social media sites should protect the University's institutional voice by remaining professional in tone and in good taste. Each individual MVNU entity should regard its social media site as representing the University as a whole. Please consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post — names, profile images, and posts should all be clearly linked to the particular department or, in some cases, to the institution's home page.



Individuals should not share information that is confidential and proprietary to the University. This includes information about trademarks, upcoming plans, budgetary information, finances, university strategy, and any other information that has not been publicly released by the University. If there are any questions on these items, please contact the direct supervisor.

### Best Practices Provisions

If individuals are posting on behalf of an official University office or department these guidelines may be helpful, although they apply to anyone posting in any capacity.

- **Think twice before posting.** The line between private and public content has been severely blurred through social media. A post can be found by search engines often years after its creation, and comments can be forwarded or copied. Posts reflect both on the individual and the University. If individuals are unsure about posting something or responding to a comment, ask the immediate supervisor for input or contact the Assistant Director of Communications and Public Relations.
- **Be accurate.** The facts should be correct before posting on any social media outlet, and the content reviewed for grammatical and spelling errors. This is especially important if posting on behalf of the University in any capacity.
- **Be respectful.** Writers should understand that content may encourage comments or discussion of opposing ideas. The responses should be considered carefully in light of how they would reflect on others and on the University.
- **Remember your audiences.** Posts on social media outlets may be seen by multiple audiences, including prospective students, current students, pastors and church leaders, current employers, colleagues, and peers. These potential audiences should be carefully considered before publishing to ensure these audiences are not alienated, harmed, or provoked.
- **Photography.** Photographs posted on social media sites can easily be appropriated by visitors. If individuals need to use a photo taken by official University personnel, they should seek permission from the Marketing Department. Users should indicate that photos or graphics are being used courtesy of the Marketing Department, and when possible, a watermark should be added, and photos posted at 72 dpi (small enough to prevent outside sources from appropriating them for print). If individuals have any questions about a photo, its sources, ownership or how to post, they should contact the University's Marketing Department.

### **Official University Documents**

In addition to the University Life Handbook (MVNU website), the University publishes other official manuals and handbooks including the Computer Policies and Regulations Document, [MVNU Calendar](#), and [The University Catalog](#).

### **Informal Campus Communication**

#### Posters and Bulletin Boards

Posters and other materials, which are to be displayed on campus, must be pre-

approved by the Office of Student Life and stamped with an expiration date. Posters must advertise an event on campus sponsored by a campus organization or department. Posters must be placed on approved bulletin boards or other approved locations (not to be posted on doors, windows, or cars) across campus. Use scotch, sticky tack, or masking tape only to hang approved posters. If in doubt, please consult the Director of Campus Life. Posters must be removed within twenty-four (24) hours after the expiration date stamped on the poster. The Director of Campus 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. The Director of Campus Life may make exceptions to this policy for university sponsored events.

## **CAMPUS SAFETY AND PARKING**

Campus Protection and Safety

Nixle and Alertus Notification Systems

Identification Cards

Finger Printing/BCI&I and FBI Criminal Records Check

Traffic and Vehicular Safety

Motor Vehicle Policies

Student Parking

Bicycles

Skateboards, Longboards, Rollerblades, and Motor Bikes

Traffic, Parking, and Motor Vehicle Violations

Annual Fire and Security Report

### **Campus Protection and Safety**

Campus Safety officers contribute to the student experience by providing a safe and secure campus in every way possible. Campus Safety protects the physical well-being of students, faculty, staff, and guests, enforces the community policies that pertain to the safety and welfare of all members of the campus community, provides physical protection of the campus facilities, and responds to campus emergency/crisis situations. All Campus Safety Officers are certified in CPR, AED, and First Aid.

One or more Campus Safety officers are on duty 24-hours per day, 7 days per week. It is their responsibility to see that all buildings and properties of the University are secure and to ensure the safety and protection of the campus community to the greatest extent possible. It is expected that each student will respect the authority of the Campus Safety officers and provide valid University identification upon request. Campus Safety can be contacted through the campus switchboard, or by dialing campus extension 8686 or 740-399-8686.

### **Nixle and Alertus Notification Systems**

Use the link below that applies to you and sign up for the two MVNU notification systems, Nixle and Alertus. They are used to notify the campus community of weather-related emergencies, school closures, incidents on campus and other important information quickly. The Alertus App will also allow you to send an alert to Campus Safety if you find yourself in an emergency situation. Please sign-up!  
Commuter Student:

<https://portal.mvnu.edu/student/SitePages/ResidentialNixleSignup.aspx>

Residential Students: <https://portal.mvnu.edu/student/SitePages/ResidentialNixleSignup.aspx>

### **Identification Cards**

Campus Safety & IT Services issue student Identification Cards to new students at no cost. Replacement cards are issued for a \$10.00 fee. ID cards are used for identification purposes and for obtaining access to certain buildings.

### **Finger Printing/BCI&I and FBI Criminal Records Check**

Students in various occupations and volunteer roles must obtain criminal background checks in order to be eligible for licensing, employment, and volunteer activities. Such criminal background checks are available through this WebCheck agency (Mount Vernon Nazarene University) to submit information to the Ohio Bureau of Criminal Identification and Investigation and also the Federal Bureau of Investigation to conduct a criminal records check for information relating to the student.

This service is available at Campus Safety Monday-Friday between the hours of 8:00am and 2:00pm.

### **Traffic and Vehicular Safety**

#### Auto Maintenance

Students are prohibited from performing maintenance work on their vehicles on MVNU property. It is dangerous to have vehicles elevated on or jack stands. Oil changes are not permitted on parking lot surfaces due to potential spills.

#### Driving

All vehicles are to drive only on the blacktop or dirt roads on campus. Vehicles should not be driven on sidewalks, in courtyards, or lawn areas. Parking is not allowed near trash/recycling areas. 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.

#### Loss of Privilege

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.

#### Speed Limit and Traffic Signs

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

#### Vehicle Stopping

From time to time, Campus Safety officers will stop and check all cars coming or leaving the campus. Any student failing to stop will result in a fine and could result in the loss of the privilege to have a motor vehicle on campus.

### **Motor Vehicle Policies**

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 for the motor vehicle and the safety of the campus community. All vehicles must have a current state registration and vehicle insurance.

### Registration

All motor vehicles must be registered online by visiting [www.mvnu.edu/autoreg](http://www.mvnu.edu/autoreg). Registration should be completed prior to or at the time the motor vehicle is brought on campus. The registration decal may be picked up in the Campus Safety office two days after submitting the online registration. The decal must be displayed on the front windshield lower passenger side.

### Change in Registration

Any change in vehicle or licensing should be updated by emailing [campus.safety@mvnu.edu](mailto:campus.safety@mvnu.edu).

### Motorcycles

Motorcycles are allowed on campus for transportation to and from the campus only. They are not allowed for pleasure riding on campus. Motorcycles must be parked in designated parking areas and 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, insured, and registered with Campus Safety as outlined above.

### Operable Condition

Parking permits are limited to properly licensed, insured, and operable motor vehicles. When Campus Safety determines that a vehicle remains in a disrepair, inoperable condition, or is not properly licensed, Campus Safety will notify the registered student by email. If the owner or registrant fails to remove the vehicle to an off-campus location within seven days of notification, the parking permit will be revoked and the vehicle will be towed to an off-campus location, at the owner's or registrant's expense.

### Vehicle Search

Alcohol, tobacco products, e-cigarettes/vapors, illegal drugs, or drug paraphernalia are not permitted on campus or in student vehicles. Student vehicles are subject to search by Campus Safety officers investigating alcohol, drugs, e-cigarettes/vapors, fireworks, weapon, or pornographic materials violations.

## **Student Parking**

### Student Parking Assignments

Mount Vernon Nazarene University is considered a walking campus. Residential students must park in their designated primary lot or backup lot as assigned according to residence area as outlined in the chart below. Parking in the Grove, Hyson Campus Center, LLRC, Jennie K. Moore (except O lot overflow), and Jetter School of Business lots are not permitted for students and are marked on the map below with an FS.

Group	Sticker Color	Primary Lot	Backup Lot(s)
Campus Visitors	No sticker	C	A
College Credit Plus Students	Purple	C	A
Commuter Students	Blue	C	A
Cypress Residents	Gray	E	A
Redwood Residents	Gray	E	A
Spruce Residents	Gray	E	A
Galloway Residents	Orange	G	A
Birch D Residents	Brown	O	J, A
Cedar Residents	Brown	O	J, A
Oakwood Residents	Brown	O	J, A
Pioneer Residents	Green	P	G, A
Birch E and Birch F Residents	Red	R	A
Elmwood Residents	Red	R	A
Maplewood Residents	Red	R	A
Rosewood Residents	Red	R	A



**Parking Regulations**



- Students must register their vehicle and pick up their decal. There is no fee associated with this.
- **Yellow lined parking spaces are for faculty and staff** only from 6:00 a.m. – 4:30 p.m., Monday – Friday. **White lined spaces in assigned parking lot are for students.** Students may park in any staff parking lot Monday – Sunday, 4:30 p.m. - midnight.
- A student must have a *handicap decal* to be permitted to park in a handicap parking spot. Temporary handicap or medical passes are available by contacting the Student Health Services office.
- Parking is not permitted in the fire lanes in front of any building according to state law.
- Parking is not permitted in the parking spots that are reserved for service vehicles.
- Parking or driving is not permitted on the sidewalks or on the grass for any reason.
- Parking is not permitted in front of trash/recycling areas.

#### Parking during School Breaks

Before leaving for holidays, mission or athletic trips and/or Spring Breaks, students must contact Campus Safety for their parking assignment if their vehicle will remain on campus during the break. Anyone failing to do so may have his or her vehicle towed at owner's expense. All motor vehicles left on campus after June 1 will be towed away at owner's expense.

#### Visitor Parking

Visitor parking spaces are available in the north and south Chapel lots, the lower lot behind Cougar Corner, and behind Ariel Arena.

#### **Bicycles**

Bicycles must be registered at [www.mvnu.edu/bikereg](http://www.mvnu.edu/bikereg) and be parked in the bike sheds provided on campus. For protection, the bike should be locked in the bike shed. MVNU recommends purchasing a heavy-duty bicycle U-lock as they provide better theft protection than a chain or cable lock. The storage or placement of bicycles is not permitted anywhere inside campus buildings. Bicycles not removed from campus by May 15 will be removed from the bike sheds and brought to the Facilities Service building. Any unclaimed bicycle will be donated by June 15. Summer residents should have their bicycle registered and stored in the bicycle shed between Birch E & F and Cypress bike rack for married housing.

#### **Skateboards, Longboards, and Rollerblades**

Skateboards, longboards, rollerblades and other similar devices are approved for use as transportation on university property but may not be used in any manner that places pedestrians at risk. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes provided they yield the right-of-way to pedestrians on foot. Street traffic policies must be maintained when riding on a vehicle roadway.

The use of skateboards, longboards, rollerblades and other similar devices for racing, stunting, and other purposes is strictly prohibited. Usage is prohibited within any building on MVNU property or on any surface features such as handicapped ramps, benches, concrete landings, steps, and other architectural features. Persons using roller skates or rollerblades must remove them before entering all university buildings. Anyone using roller skates, rollerblades, skateboards, or longboards in any building may be subject to having them confiscated for the school year.

**Traffic, Parking, and Motor Vehicle and other Violations**

The violation of traffic, parking, and motor vehicle regulations will result in disciplinary action and/or fines as outlined below. A third offense of the same violation will result in fines being doubled. These rules apply to all students driving on campus and will be enforced 24 hours a day, seven days a week.

Citations

Parking in a No Parking Zone	\$20
Parking/driving on grass, sidewalks, or courtyards	\$20
Parking in lot other than designated on decal	\$20
Failing to display or improper display of decal	\$30
Failing to stop or comply with a Campus Safety Officer	\$50
Failing to register vehicle	\$100
Failing to stop at a stop sign	\$50
Fire lane violation	\$50
Reckless driving/speeding	\$50
Handicap parking violation	\$50
Blocking trash/recycling and dumpster access	\$50
Failure to yield to pedestrian	\$50
Parked in a reserved spot	\$20
Other	Various

Vehicle immobilized or towing

Vehicles will be immobilized or towed away after three citations of Failing to Register Vehicle and/or repeated failure to abide by Campus Safety regulations.

Immobilization is 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 that are 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 holder or vehicle owner. Immobilizing 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. Immobilization fines must be paid within 72 hours, or the vehicle will be towed at the owner’s expense.

Citation Appeal

Citations may be appealed within three (3) school days. To submit an appeal visit: [https://forms.mvnu.edu/Citation\\_Appeal](https://forms.mvnu.edu/Citation_Appeal)

### **Annual Fire and Security Report**

A copy of MVNU's Annual Fire and Security Report is available for review by visiting the Campus Safety web page at

<http://mvnu.edu/studentlife/campusservices/campussafety>

### **UNIVERSITY FACILITIES**

Please visit the campus map for full details about university locations:

<https://www.mvnu.edu/uploads/mvnucampusmap.pdf>